

Bradwall Parish Council

Annual Parish Council Meeting
to be held at 8.10pm on Wednesday 14th May 2025
at The Old Hall, Sandbach

Members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out in the agenda.

Signed: *A Riley*

Clerk to the Council

Agenda

1. To elect a Chairperson and a Vice-Chairperson for 2025/26
2. Apologies for absence
3. To receive any Declaration of Interests regarding agenda items
4. Procedural Matters
- 4.1 To approve and agree the minutes of the ordinary meeting held on Wednesday 17th March 2025.
- 4.2 Matters arising from the minutes
5. Public Forum – Members of the public may normally ask a question or make a comment regarding any item that is on the agenda. A total of 15 minutes in all may be allocated. The decision on the time allocated to each topic rests with the meeting chairperson. Advice as to other means of raising matters with the Parish Council or commenting can be obtained from the Clerk).
6. Councillor Vacancies
To discuss the vacancies and any interests in co-option.
7. Policies
- 7.1 To consider the programme of meetings for 2025/26.
Proposed dates:

9 th July 2025	14 th January 2026
10 th September 2025	11 th March 2026
12 th November 2025	13 th May 2026 (Annual Meeting)
- 7.2 To review the council's membership of bodies for 2025/26
Chalc Membership for 2025/26 £61.23.
- 7.3 To review arrangements in respect of GDPR (General Data Protection Regulations)
[Link to current policy](#). Recommendation is that the policy is fit for purpose and does not require any amendments.

Bradwall Parish Council

- 7.4 To consider and agree the Asset Register.
Details in Appendix 1.
- 7.5 To consider and agree Standing Orders.
[Link to current Standing Orders.](#) Recommendation is that the Standing Orders do not require any amendments.
- 7.6 To consider and agree Financial Regulations.
[Link to current Financial Regulations.](#) Recommendation is that the Financial Regulations do not require any amendments. Councillors to note the following:
- Expenditure of less than £1,000 – the Council should ensure value for money
Expenditure between £1,000 and £3,000 – two estimates should be obtained
Expenditure over £3,000 – the Council should strive to obtain three fixed prices
- Expenditure over £30,000 – the Council should comply with legislation regarding advertising contract opportunities
Expenditure over £60,000 – a tender process should be completed
- All figures are inclusive of VAT
- 7.7 To consider and agree the Financial Risk Management document.
[Link to current Financial Risk Management document.](#) Recommendation is that the Financial Risk Management document does not require any amendments.
8. Finance
- 8.1 To agree to declare the council exempt from external audit.
To agree and sign Certificate of Exemption form 2. Appendix 2.
- 8.2 To note the internal audit report .
Appendix 3.
- 8.3 To complete and approve the annual governance form.
Appendix 4.
- 8.4 To approve the Accounting Statements for 2024/25.
Appendix 5.
- To also receive the bank reconciliation for 2024/25 and variance report. Appendix 6.
- 8.5 To agree the dates for the Exercise of Public Rights
The suggested dates from the external auditor are Tuesday 3rd June to Monday 14th July 2025. Appendix 7.
9. Finance
- 9.1 Bank Reconciliation for April 2025
- | | |
|------------------------------|------------------|
| Balances from 31 March 2025: | 13,605.90 |
| Income: | 8,729.11 |
| Expenditure | 211.57 |
| Closing Balance | 22,123.44 |

Bradwall Parish Council

30/4/25	PC savings (9911)	2,258.44
30/4/25	PC current. (6244)	794.43
30/4/25	CBF (9908)	1,944.00
30/4/25	CBF savings (3185)	17,076.57
		23,123.44

Figures in red are Community Benefit Fund Monies which are grant monies earmarked for specific projects.

Details in Appendix 8.

9.2 Payments for Approval

To consider the insurance renewal policy from Zurich Municipal at a cost of £196.00.
Appendix 9.

10. Planning

10.1 New Planning Applications for Consideration

None

10.2 Current Outstanding Applications

To note outstanding applications.

Reference and Location	Proposal	Status	Registered	Decided
23/1294C Home Farm Bradwall Road CW11 1RG	Change of use and conversion of part of redundant agricultural building into one dwelling house	With case officer	3 April 2023	No
22/3244C Fairacre East Booth Lane CW11 3PU	Change of use of land for Showman's Yard with facilitating development	With case officer	15 Aug 2022	No
21/5202C Field Farm 150b Congleton Rd CW11 4TE	Change of use of field to allow touring caravan pitches, inc associated hard standing	With case officer	8 Oct 2021	No
25/0508/LB Plum Tree Farm CW11 1RD	Listed building application	Extension to 30/5/2025	7 Feb 2025	No
25/0507/HOUS Plum Tree Farm CW11 1RD	Alterations and extension	Extension to 30/5/2025	7 Feb 2025	No
25/0211/OUT Bloor Homes	Outline Planning for 325 homes		21 Jan 2025	No

11. Lane rental scheme – Cheshire East

To discuss the scheme proposed by Cheshire East. [Link to proposal.](#)

12. To discuss matters/outstanding actions arising from previous meetings

To refer to Appendix 10 and receive feedback on any outstanding items

Bradwall Parish Council

To also consider items that may have arisen between the publishing of the agenda and the meeting.

12. To agree the date of the next meetings

Wednesday 9th July 2025 8.00pm Old Hall – Ordinary Meeting

Wednesday 10th September 8.00pm Old Hall – Ordinary Meeting

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Appendix 1 – Asset Register as at March 2025

Ref	Description	Date acquired	Location	Cost excl. VAT
1	Notice Board	2013	Village Hall	£1,000.00
2	2 x Boundary Signs	2016	Bradwall Road	£700.00
3	Kissing Gates	2017	FP1/FP2	£2,000.00
4	3 x Dog Waste Bins	2018	Various	£300.00
5	Defibrillator	2019	Village Hall	£1,145.00
6	1 x Dog Bin	2020		£165.00
7	2 x Hollins Green Signs	2022	Hollins Green	£948.00
	Total Value March 2025			£6,258.00

Appendix 2 – Certificate of Exemption

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Bradwall Parish Council

ENTER NAME OF AUTHORITY

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

£2,043

ENTER AMOUNT FOR 2024/25

Total annual gross expenditure for the authority 2024/25:

£2,359

ENTER AMOUNT FOR 2024/25

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

15/05/2025

Signed by Chair

Date

as recorded in minute reference:

SIGNATURE REQUIRED

DD/MM/YYYY

MINUTE REFERENCE

Generic email address of Authority

clerk@bradwallparish.gov.uk

ENTERED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

www.bradwallparish.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Appendix 3 – Internal Audit

Awaiting Report

Bradwall Parish Council

Appendix 4 – Annual Governance Statement

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Bradwall Parish Council

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No

www.bradwallparish.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Bradwall Parish Council

Appendix 5 – Accounting Statement 2024-25

Section 2 – Accounting Statements 2024/25 for

Bradwall Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance	
	31 March 2024 £	31 March 2025 £		
1. Balances brought forward	30,424	13,923	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	1,785	1990	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	11,833	53	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	1,196	870	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	28,923	1,489	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	13,923	13,607	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	13,923	13,607	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	4,000	4,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

14/05/2025

Date

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bradwall Parish Council

Appendix 6 – Bank Reconciliation and Variances

Variations

Other income – 2 x grant payments paid from solar farm in 23/24
 Salaries – no Clerk for part of 24/25
 Other Costs – footpath paid for, large project that used multiple year income

Bank Reconcilaitions - Simplified				
Bradwall Parish Council Opening Balance		£6,430.47	£7,492.01	13,922.48
Precept		£1,990.00		1,990.00
Interest		£14.13	£38.74	52.87
		<u>£8,434.60</u>	<u>£7,530.75</u>	<u>15,965.35</u>
Salaries	£870.00			870.00
Admin	£804.20		£18.60	822.80
Utilities	£282.00			282.00
Insurance	£196.00			196.00
Projects	£125.99		£62.66	188.65
		<u>£2,278.19</u>	<u>£81.26</u>	<u>2,359.45</u>
		<u>£6,156.41</u>	<u>£7,449.49</u>	<u>13,605.90</u>
Net tx CBF	£4,397.97		£4,397.97	£0.00
		<u>£1,758.44</u>	<u>£11,847.46</u>	<u>13,605.90</u>
			Bank Statements	1,808.72
				372.24
				10,038.74
				1,386.20
				<u>13,605.90</u>
AGAR FIGURES				
	23/24		24/25	Variances
Opening Balance	30,424		13,923	
Precept	1,785		1,990	-11%
Other Income	11,833		53	100%
Staff Costs	1,196		870	27%
Other Costs	28,923		1,489	95%
Closing Balance	13,923		13,606	
				Other income is an annual gra
				No clerk for part of the year
				The external grant money was

Appendix 7

Exercise of Public Rights

BRADWALL PARISH COUNCIL NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement _____ **Friday 30th May 2025** _____

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). This has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended March 2025, these documents will be available on reasonable notice by application to:

(b) _____ Clerk _____
_____ clerk@bradwallparish.gov.uk _____

commencing on (c) **Tuesday 3 June 2025** _____

and ending on (d) **Monday 14 July 2025** _____

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could make a public interest report or apply to the court for a declaration that an item of account is unlawful. Notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

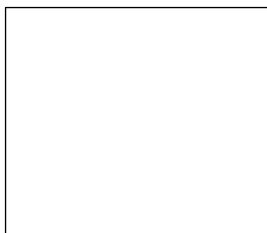
The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
sba@pkf-l.com

5. This announcement is made by (e) _____ **Cllr G Gnyp – Chairman**

Appendix 9



Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Policy Number	YLL-2720921773
Insured	Bradwall Parish Council
Business	Parish Council
Period of Insurance	
From	01/06/2025
To	31/05/2026

and any other period for which cover has been agreed.

Premium Breakdown:

Package	£ 196.00
Monuments, Memorials & Statues All Risks	£ 0.00 (Cover not selected)
Playground Equipment All Risks	£ 0.00 (Cover not selected)

Total Annual Premium*	£ 196.00
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*Premiums are inclusive of Insurance Premium Tax

Schedule Number	150126452
Preparation Date	06/04/2025
Policy Form Reference	MLAACH09

Bradwall Parish Council

Appendix 10

Matter	Notes	ACT
Defibrillator	The defibrillator has been removed from the village hall with permission. The cabinet has been installed at Hollins Green. New battery and pads have been purchased. Power supply is required to the cabinet before the defibrillator can be brought into service	MO
Condition of Roads – Bradwall Parish Area.	All councillors to report issues using fix my street	All
Clerk headshot to be taken and uploaded to the website	The new Clerk and Cllr D Murray to provide a headshot for MA to upload.	MA Clerk
Damage to road signs	MA to make repairs.	MA
Projects for the CBF	Ongoing	Clerk
Unity Bank	All Councillors to be added to bank signatory Ongoing	Clerk
Lightsource	Contact to confirm ongoing grant monies and confirm that the term of the solar farm has been extended.	Clerk
The draft flyer to be amended to cover CBF project of ring door bells and ideas of how the CBF can be spent to be produced	This communication to the residents of Bradwall, should now include the following: -Ideas for spending of the CBF -Advertising the 2 Councillor vacancies -Interest in ring door bells	
Snow/Ice removal routes	Permission from Cheshire East to be obtained and cost per clearance	Clerk