

# MEETING OF THE HARGRAVE AND HUXLEY PARISH COUNCIL

To the Members of Hargrave and Huxley Parish Council: You are hereby summoned to attend the Annual (First) Meeting of the Parish Council on Sunday 10<sup>th</sup> May 2026 to be held in Hargrave Village Hall, which will begin at 5.00pm for the transactions of the business set out below.

Signed *Trudy Ryall-Harvey*: Clerk

03/05/2026

[clerk@hargravehuxleyipc.co.uk](mailto:clerk@hargravehuxleyipc.co.uk)

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960)

## AGENDA

1.	<b>ELECTION OF CHAIR AND VICE-CHAIR FOR 2026-27</b>		Chair
2.	<b>APOLOGIES</b>	and reason for absence.	Chair
3.	<b>DECLARATIONS OF INTEREST</b>	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
4.	<b>PUBLIC PARTICIPATION</b>	When members of the public may comment or raise questions regarding matters affecting the Parish. <i>(max. of 3 minutes per person without prior agreement with Chair and for a total of 20 minutes). This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Hargrave and Huxley. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. N.B. Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>	
5.	<b>MINUTES</b>	To approve the minutes of the Parish Council meeting held on 1 <sup>st</sup> March 2026	Chair
6.	<b>ACTIONS</b>	To receive updates on any actions from the minutes since the last meeting not otherwise on the agenda.	Chair
7.	<b>BUSINESS AND CORRESPONDENCE</b>	<ol style="list-style-type: none"> <li>1) Public Rights of Way – to receive a verbal update.</li> <li>2) Highways – to note the issues reported to Highways since the last meeting.</li> <li>3) Speeding in Huxley – to receive an update report on the SID machine and it's recordings.</li> <li>4) United Utilities – to receive an update on work being carried out in relation to the improvement of supply in the area.</li> <li>5) Community Litter Picking Event (Womble Walk)– to receive an update following the recent event.</li> <li>6) Asset Maintenance – to review quotes received and agree next steps.</li> <li>7) Maintenance:-               <ul style="list-style-type: none"> <li>- To agree if the Parish Council wishes to weed killer Huxley Lane Footpath again this year.</li> <li>- To receive an update on Millennium Garden maintenance for 2026.</li> </ul> </li> <li>8) To note any other correspondence that has been received since the agenda was sent out.</li> </ol>	MP LS  SR  LS  CN  SM/MP LS  LS  Clerk
8.	<b>PLANNING</b>	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	SR/LS
9.	<b>AUDIT &amp; AGAR</b>	<ol style="list-style-type: none"> <li>1. To receive a Financial Summary Report for 2025-26 and note it.</li> <li>2. To accept and sign the Certificate of Exemption.</li> <li>3. To review the Internal Audit Report Received.</li> <li>4. To agree and sign the Governance Statement.</li> <li>5. To approve and sign the Accounting Statement.</li> <li>6. To note and agree the Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return.</li> </ol>	Clerk

10.	<b>ACCOUNTS</b>	1) To accept the Cash Book and Out-turn (Forecast) to date. 2) To approve the payments that can be made between meetings for 2026-27. 3) To agree the purchase of additional lamp-post poppies for 2026. 4) To review and note Internal Auditors Report. 5) To approve payments made since last meeting.	Clerk Clerk  Chair Clerk Clerk
11.	<b>PARISH COUNCIL MATTERS</b>	1) To review the policy schedule and agree those that require updating. 2) To review and agree the adoption of:- - Bio-diversity Policy - Community Engagement Policy - Co-option Policy and Procedures - Equality and Diversity Policy 3) To review a schedule of meetings for 2026-27. 4) To agree the roles and responsibilities within the Parish Council for 2026-27 5) To agree and adopt the Parish Council's Annual Report for 2025-26. 6) To receive an update and agree any recommendations following any working group meetings that have taken place since the last PC mtg:- - Grant Application Working Group - CIL Money Working Group - Neighbourhood Planning Working Group	Chair Chair    Chair Chair    Chair Chair
12.	<b>DOWN OUR WAY</b>	To agree items that should be included in the next issues of Down our Way newsletter on behalf of the Parish Council.	Chair
	<b>DATE OF NEXT MEETING</b>	To be confirmed.	

MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 1<sup>st</sup> MARCH 2026 DIRECTLY AFTER THE PARISH MEETING  
AT HULXEY VILLAGE HALL

In Attendance: Cllr R Bird

Cllr F Halton

Cllr M Pilkington

Cllr S Ratledge

Cllr L Sackett (Chair)

Cllr S Martin

Cllr C Warburton

Clerk: Mrs T Ryall-Harvey

Members of the Public: 0

**APOLOGIES:** Apologies were received and accepted from Cllr R Jones due to being out of the country, Cllr Nicholls due to work commitments and Cllr Mike Jones (Ward Councillor) due to family commitments.

**DECLARATION OF DISCLOSABLE INTERESTS** – Nothing declared

**PUBLIC SESSION** – nothing raised.

#### MINUTES

**RESOLVED 25/051** that the Chairman signs, as a true and correct record, the minutes of the meeting held on 4<sup>th</sup> January 2026 proposed by Cllr Ratledge and seconded by Cllr Pilkington and unanimously agreed.

#### **ACTIONS** (*not otherwise on the agenda*)

It was reported that the gardener had been asked to trim back hedge in Hargrave at the Old Post office – this work has been completed.

It was also reported that following the last meeting the gardener had been asked to trial the siding out of footpath in Huxley – this work had been cancelled due to the maintenance work currently being carried out along Huxley Lane by United Utilities.

It was discussed the possibility of sowing wildflowers on the areas that have been dug up by United Utilities recently.

**ACTION:** Clerk and Cllr Pilkington to obtain quotes.

- Snowdrops
- Wild Garlic
- Continue to plant Daffodils

#### **BUSINESS AND CORRESPONDENCE**

Public Right of Ways – Cllr Sackett reported upon FP3 requiring work and the PROW Officer had no funds to date. It was reported that the 11 kissing gates that have been funded are due to be installed imminently depending on the weather.

Highways – It was reported that Martin's Lane had been closed twice in the last 14 days. The residents have raised a formal complaint due to the state of the road.

**ACTION:** The clerk was asked to contact Highways for an update on Guy Lane and Martins Lane work to be carried out.

A brief discussion on the state of the road by the Primary school was held. The Parish Council understood that CWaC Highways would undertake the road resurfacing project as a priority in the new financial year to allow United Utilities to finish their works, however they continued to report any potholes that required filling.

United Utilities – An update of the work being carried out in Hargrave and Huxley was shared between the Parish Councillors. It was noted that complaints had been received from residents with regards to the amount of rubbish being left by United Utilities. Also traffic management issues were concerning, this was reported by the Chairman directly to United Utilities.

Community Litter Picking Event (Womble Walk) it was reported that the date of 21<sup>st</sup> March had been proposed for the next Community Litter Picking Event. United Utilities advised that they will do a 'clean up' themselves after they have finished their work.

**ACTION:** Clerk to order litter picking equipment.

Peak Cluster – Cllr Sackett, Ratledge and Halton attended the webinar and Cllr Warburton had attended the drop-in event in Hoole and following this, received leaflets and posters to share with residents. The Parish Councillors discussed the project.

Speeding in Huxley – Cllr Ratledge provided and up to dated report prior to the meeting on the SID, the speeds were substantially lower due to road works being carried out and the state of the roads. It was agreed to leave the SID outside the Primary School as it had been turned around to face the opposite way to previous.

Asset Maintenance – the list of assets requiring maintenance was re-circulated around prior to the meeting, it was agreed that this would be reviewed again once the weather improved. It was agreed that this should be kept on the agenda until completed.

**ACTION:** Mary to chase the painter with regards to the Telephone Box.

**ACTION:** Leave the items on the agenda for the next meeting when weather is better.

**ACTION:** Apply for ward members budget money towards Bench in Memorial Garden in Hargrave.

Other Correspondence – It was noted Tattenhall and District Parish Council has now reached the pre-submission stage of the modified Tattenhall and District Neighbourhood Plan and the document were available for consultation from Monday 23rd February to Monday 13th April 2026.

The letter from Assistant Chief Constable Alison Ross dated 19.2.26 providing an update on the future of the PCSO's was circulated prior to the Parish Council meeting and noted at the meeting.

The updated fly tipping 'official' stats provided by Ward Councillor Mike Jones was circulated prior to the meeting and noted at the meeting. Cllr Warburton advised that fly tipping had taken place at a layby on Martins Lane and she would report this to CWaC.

## PLANNING

The Planning Register dated 16/02/2026 was accepted and changes to the planning register from last meeting were noted.

It was noted that the following application had been determined by the Local Authority since the last meeting:-

- 24/00014/FUL – Barn at Bridge Cottage, Whitchurch Road, Saughton, Chester CH3 9AU – Demolition of two agricultural buildings, and conversion and extension of a further barn to create a single dwelling – **approved.**

- 24/02969/FUL – Stapleford Mill Farm, Ryecroft Lane, Bruen Stapleford, Chester CH3 8HH – Demolition of existing barn buildings, Erection of two storey dwelling, garden room, garage and office – **refused – Appeal dismissed.**
- 25/01594/PIP – Land adjacent to St Peters Church, Church Lane, Hargrave – Erection of 7 dwellings and associated infrastructure works – **refused.**
- 25/01502/PIP – Land at Long Acre, Mill Lane, Huxley Chester – Erection of 1 self build dwelling and associated infrastructure works – **Appeal dismissed.**

It was noted that the following consultation received since the last meeting:-

- 26/00006/FUL – Scots Pines, Church Lane, Hargrave CH3 7RN – Alterations to front to include bow windows and storm porch, demolition of existing conservatory and erection of single storey rear extension, replacement windows and doors – the Parish Council submitted **no objections** to this planning consultation.

It was noted that the following consultation had been received since the agenda has been circulated:-

- 26/00352/FUL - Willow Farm Long Lane Huxley Chester CH3 7RG - Conversion and change of use of existing building into two dwellings including the construction of a car port and associated development

The Parish Council discussed this planning application and noted that the neighbourhood plan encourages barn conversions from traditionally built barns however this building is not traditionally built. All parish councillors were in favour of objecting to the planning consultation.

It was noted that the following response had been received from CWaC Planning Enforcement

24/00325/EMCOUI - caravan and shipping container on agricultural land at Old Hall Lane, Foulk Stapleford – the Planning Enforcement Officers has been in contact with the owner, and the shipping container has now been removed from the land.

The owner has confirmed that the caravan is a welfare unit for individuals working on the farm and so this does not require planning permission to be present and does not represent a breach in planning control. This Planning Enforcement issue is now closed.

## FINANCIAL ITEMS

### Cashbook and Out-turn Forecast YTD

**RESOLVED 25/052** Year to date cashbook and out-turn report dated 16/02/2026 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – **RESOLVED 25/053** – that Cllr Warburton signed the Bank Reconciliation and Bank Statements.

### Insurance Renewal

The Clerk reported that she had received a quote to renew the insurance for 2026-27 from Zurich Insurance of £304. It was proposed by Cllr Bird and seconded by Cllr Martin and unanimously **RESOLVED 25/054** to renew the insurance for 2026-27 with Zurich Insurance.

VAT Rebate Application - **RESOLVED 25/055** that the clerk submit the VAT Rebate Application for 2025-26 of £807.16 in March to allow for payment to be reviewed within the same financial year.

Payroll Provider for 2026-27 – following the Clerk seeking quotes for Payroll provision for 2026-27 it was proposed by Cllr Pilkington and seconded by Cllr Martin and unanimously **RESOLVED 25/056** that the Accounts Centre be asked to undertake these services for 2026-27.

Payments by Direct Debit – **RESOLVED 25/057** to continue paying the ICO subscription by Direct Debit and this be the only Direct Debit paid by the Parish Council.

Approve the Clerk's overtime of 17 hours – proposed Cllr Sackett and seconded by Cllr Ratledge and unanimously **RESOLVED 25/058**.

Payments for approval:-

**RESOLVED 25/059** to accept list below of income received and payments made or due to be made since the last meeting for approval.

**Income received since the last meeting for approval**

Date	Payable to	Gross Amount	Comment
09/01/2026	Bank Interest	£12.11	Monthly Bank Interest
09/02/2026	Bank Interest	£10.74	Monthly Bank Interest
24/02/2026	CWaC – Churchyard Grant Monies	£1,212.27	Closed Churchyard Grant
08/01/2026	United Utilities	£2,000.00	Community Compensation

**Payments made since the last meeting for approval**

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
07/01/2026	Hargrave PCC	£30.00	£0.00	£30.00	Hall Hire for PC Meeting
20/01/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
21/01/2026	Linux	£47.88	£9.58	£57.46	Old Domain Registration
12/02/2026	Zurich	£304.00	£0.00	£304.00	Annual PC Insurance
22/01/2026	Stephen O'Brien	£30.00	£0.00	£30.00	Grounds Maintenance
26/01/2026	Mrs T Ryall-Harvey	£256.11	£0.00	£256.11	Salary Tax month 10
20/02/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax Month 11

**Payments not yet made for approval**

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax Month 12
Hargrave PCC	£1,212.27	£0.00	£1,212.27	Churchyard Grant
HMRC PAYE	£6.40	£0.00	£6.40	PAYE Q4
Huxley Village Hall	£68.00	£0.00	£68.00	Room Hire charges for 2025-26
Mrs T Ryall-Harvey	£104.89	£17.20	£122.09	Expenses

## PARISH COUNCIL MATTERS

Risk Management Policy - **RESOLVED 25/060** that the Risk Management Policy and Risk Assessment that were circulated prior to the meeting and reviewed be approved in preparation for the Internal Audit. Proposed - Cllr Ratledge, seconded by Cllr Bird.

Anti-Harassment and Bullying Policy – **RESOLVED 25/061** that the Anti-Harassment and Bullying Policy be adopted as circulated prior to the meeting. Proposed by Cllr Sackett and seconded by Cllr Nicholls.  
Subject to changing working to include Councillors as well as staff.

Asset Register for 2026 **RESOLVED 25/062** that the Asset Register be approved as circulated prior to the meeting. This was unanimously approved. Proposed - Cllr Martin, seconded by Cllr Halton.

Update on Parish Council gov.uk website. – The Clerk reported that HargraveHuxleyParishCouncil.gov.uk was now live, there were still areas that required updating/completing and photographs and councillor information was still required to be provided.

**ACTION:** It was agreed that quotes should be sought for photographs for the area to include the new website.

**ACTION:** Double check if there is a Neighbourhood plan page on the new website.

**ACTION:** Is there any anti-spam setting on the emails.

### Internal Auditor

**RESOLVED 25/063** to instruct Mrs Kath Lloyd to undertake the Internal Auditor for 2025-26.

### Working Group Meetings

CIL Working Group – nothing further to update since the last meeting.

Have a meeting once the Kissing gates have been installed to look at next projects.

Neighbourhood Plan Working Group - Cllr Sackett reported upon a working group meeting attended by Cllr Sackett, Cllr Jones and Cllr Nicholls to look at a Design Code, a recently approved Design Code had been shared with the group from Dunham Hill and Hapsford Parish Council. The Working Group had then sought advice from CWaC Neighbourhood Plan lead who advised not to progress with a Design Code until CWaC have published theirs.

**ACTION:** Get a quote for a Design Code to be able to earmark money for the future.

**DOWN OUR WAY** – items for inclusion in the next issues of Down Our Way was sought.

- Advertise about the running race.
- Next Parish Council meeting.

### **NEXT MEETING**

The next meeting will be the Annual Parish Council Meeting and will take place on Sunday 26<sup>th</sup> April 2026 at Hargrave Village Hall at 5.00pm.

The meeting closed at 18:05

Signed:.....

Dated:.....

**HARGRAVE AND HUXLEY PARISH COUNCIL  
Planning Register 2024-25**

Date	Application Number	Address	Description	PC View	CWaC Decision Status
25-Jul-24	EN633593315	End of Old Hall Lane, Hargrave.	Static Caravan, container and concrete planks have been installed in field without prior planning approval.	With regards to the hardstanding, planning permission would be required, however provided they you don't go much further into the field with hardcore or the concrete sleepers planning enforcement would not look to take the matter further. We understand the need to be able to access the field and have a small area to store and park items needed for the agricultural holding.  The caravan on site when used as a welfare unit would be fine. If it begins to be used for a permanent residential unit, planning permission would be needed. I have asked some questions about wastewater or foul water?  The storage container is considered to be a building, which would require planning permission. We would be able to accept a storage container on a temporary basis but would require it to be removed by Monday 3 February 2024. Should the storage container remain on site after this date we would need to look potential enforcement action.	CWaC have served a Planning Contravention Notice to gather more information. It is now with Planning Enforcement to consider next steps. This will likely be an enforcement notice, we just need to be sure of what we are enforcing, why and the planning considerations. - the shipping container has been removed. The owner has confirmed that the caravan is a welfare unit for individuals working on the farm and so this does not require planning permission to be present
Mon 6 Jan 2025	EN676019987 - 25/00010/EBCN	Rural Shop building at The Inn at Huxley	Following the shop closing - the building should have been demolished within three months and the land restored within 1 onth of the demolition.		
Thur 13 Feb 2025	EN687229270 - 25/00068/EOPDEV	The Beeches, Huxley Lane, CH3 9BG	Brick built stable block being erected.		
Fri 01 Nov 2024	24/03261/FUL	Land At Guy Lane Foulk Stapleford Chester Cheshire	Change of use of land for dog walking/training, hardstanding for parking with turning area and new access.	No Objections	Approved
Thur 27 Mar 2025	EN700441835 - 25/00131/EENGOP	Green Farm, Huxley Lane, Huxley	New pipe work has been laid from the land at the back of Green Farm that is being fed into the ditch on the roadside which presumably will go into the River Gow.		

**Planning Register 2025-26**

Date	Application Number	Address	Description	PC View	CWaC Decision Status
04-Apr-25	25/00142/FUL	Greenlooms Farm Martins Lane Hargrave Chester CH3 7RX	Conversion of barns to three dwellings	The Parish Council note that this application is for 3 x four bedroom conversions which is bigger than the previous application that was withdrawn.  There is no mention about the public right of way that presently runs through the farm and how this will be managed – will it remain in place?  The Parish Council note that the redevelopment of barns is in line with the neighbourhood plan, and the elevations appear to be relatively unchanged.  The planning statement makes no reference to the neighbourhood plan – please be aware when considering this planning application that there are specific details relating to materials within the Parish's Neighbourhood Plan.  The Parish Council asked that there is provision made for the barn-owl habitats and ask that this be captured within the planning application.	Awaiting decision

22-Sep-25	25/02683/FUL	Brick Kiln Farm Red Lane Huxley Chester CH3 9BZ	Erection of a free range egg production unit and associated infrastructure	The PC supported agricultural businesses in the area, they would like to ensure any noise/odour from the facility is limited and also that any transport in and out of the facility uses Red Lane to prevent the traffic travelling through the village of Huxley	Awaiting decision
15-Oct-25	EN757287665 - 25/00415/EBCN	Higher Huxley Hall Farm, Red Lane, Huxley CH3 9BZ	Landscaping and screening has failed. Reports from residents complain of strong odours particularly in the evening and overnight which are offensive. Some of these incidents were reported to the Environmental Agency.		
Thu 30 Oct 2025	25/03423/LDC	Lower Farm Huxley Lane Huxley Chester CH3 9BG	Lawful development certificate to establish the use of land as garden land in connection with associated residential properties.	No objection	Awaiting decision
11-Dec-25	24/03261/FUL	Land At Guy Lane Foulk Stapleford Chester Cheshire	Change of use of land for dog walking/training, hardstanding for parking with turning area and new access.	not objections to the consultation subject to no external lights being permitted	Approved
Fri 02 Jan 2026	26/00006/FUL	Scots Pines Church Lane Hargrave Chester CH3 7RN	Alterations to front to include bow windows and storm porch, demolition of existing conservatory and erection of single storey rear extension, replacement windows and doors	No objections	Approved
20-Feb-26	26/00352/FUL	Willow Farm Long Lane Huxley Chester CH3 7RG	Conversion and change of use of existing building into two dwellings including the construction of a car port and associated development		

### Planning Register 2026-27

Date	Application Number	Address	Description	PC View	CWaC Decision Status
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LDC - Lawful Development Certificate  
 AGR – Agricultural Application  
 CAT – Conservation area tree  
 FUL – Full Application  
 LBC – Listed Building consent  
 PDQ – Agricultural Buildings to Dwelling Houses

REF – Appeal  
 S73 – Minor material amendments  
 LDC – Lawful Development Certificate  
 TPO – Tree Preservation Order  
 COU – Change of Use

Dated: 01/05/2026

# Hargrave & Huxley Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2025 - 31st March 2026

Email: [clerk@hargravehuxleyparishcouncil.gov.uk](mailto:clerk@hargravehuxleyparishcouncil.gov.uk)

Mobile: 07784 486 767

## Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

## Chairman for Year 2025-26

Lorraine Sackett

Email: [Lorraine@hargravehuxleyparishcouncil.gov.uk](mailto:Lorraine@hargravehuxleyparishcouncil.gov.uk)

Phone No: 07905 425 486

## CASH BOOK

Balance brought forward	£27,909
PLUS: Receipts	£10,745
LESS: Payments	<u>-£14,431</u>
	£24,222

## BANK

Barclays Current Account	£435
Barclays Deposit Account	<u>£23,787</u>
	£24,222

**General Power of Competence:** The Council adopted the General Power of Competence at their Annual Meeting on 14th May 2023, Resolution 23/004, page 102 of the Minutes Book.

Parish Council Minutes are available at <https://hargravehuxleyparishcouncil.gov.uk/meetings>

## Explanation of variances – pro forma

Name of smaller authority: **Hargrave and Huxley Parish Council**  
 County area (local councils and parish meetings only):

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the**

	2024-25 £	2025-26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	30,669	27,909					
2 Precept or Rates and Levies	6,057	6,360	303	5.00%	NO		
3 Total Other Receipts	2,699	4,385	1,686	62%	YES		Increase of £1,686 due to the following:- Increase in payment received: + £142 - VAT Rebate + £217 - Churchyard Grant + £1983 - Other <b>TOTAL + £2,342</b>  Decrease in payments received: - £156 - Bank Interest - £500 - Ward Members Grant Money <b>TOTAL - £656</b>
4 Staff Costs	4,437	4,297	-140	3.15%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,079	10,134	3,055	43.15%	YES		Increase of £3,055 due to the following:- Increase of expenditure due to:- +£1,643 - Projects +£1,491 - CIL Money +£200 - VAT <b>TOTAL = + £3,334</b>  Decrease in expenditure due to:- - £126 - Professional Services - £5 - General Services - £129 - Administration - £20 - S137 Money spent <b>TOTAL = -£280</b>
7 Balances Carried Forward	27,909	24,222					
8 Total Cash and Short Term Investments	27,909	24,222					
9 Total Fixed Assets plus Other Long Term Investments and	18,130	25,717	7,587	41.85%	YES		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£
<b>Earmarked reserves:</b>		
Reserve 1	2500	Elections
Reserve 2	3505	Village Gates - 2022
Reserve 3	7608	<u>Earmarked Money</u>
Reserve 4	100	Community Infrastructure Levy
Reserve 5	500	<u>Maintenance Budget</u>
Reserve 6	2000	Wooden Sculptures
Reserve 7	6500	Defibrillator - replacement battery and pads
		<u>Others</u>
		Donation towards Community Event/Project from UU one years precept
		22,713
<b>General reserve</b>	1509	General Reserves
		1509
<b>Total reserves (must agree to Box 7)</b>		24222



## HARGRAVE & HUXLEY PARISH COUNCIL FINANCIAL TRANSACTIONS 2025-26

Statement Date	Description	R	MP	People	Professional Services	General Services	Admin	Projects	Projects from reserves	CIL Money	VAT	Receipts	Totals	Bank Reconciliation	Comments	No	
	<b>Payments</b>																
04/04/2025	HMIRC VTR	25/014	176									RECEIPTS	115.00	115.00	Bank Balance at 1st April 2025	1	
07/04/2025	Cheshire West and Interest	25/014	176									6,360.00	6,360.00	28,023.52	VAT Rebate for March 2025	2	
09/04/2025	Interest	25/014	176									22.04	22.04	34,383.52	Precept for 2025-26	3	
22/04/2025	Service Charge	25/014	176			-4.25							-4.25	34,405.56	Bank Interest for April		
25/04/2025	Mrs T Ryall-Harvey	25/014	176	-347.01									-347.01	34,401.31	Bank Charges		
06/05/2025	C & A Nicholls	25/014	177					-32.59					-32.59	34,054.30	Clerk's Salary Tax Month 1	4	
06/05/2025	CHALC	25/014	177				-161.07						-161.07	34,021.71	Refreshments for Community	5	
06/05/2025	Hargrave PCC	25/014	177					-995.43					-995.43	33,860.64	Affiliation Fees for 2025-26	6	
06/05/2025	Mid-Cheshire Footp	25/014	177				-8.00						-8.00	32,865.21	Churchyard Grant	7	
06/05/2025	Mrs T Ryall-Harvey	25/014	177				-111.70				-15.96		-127.66	32,857.21	Membership Renewal 2025/26	8	
06/05/2025	Mr P Sanders	25/014	177				-57.00						-57.00	32,729.55	Clerk's Expenses	9	
09/05/2025	Interest	25/025	182									18.38	18.38	32,672.55	Internal Auditor for 2024-25	10	
19/05/2025	P J Hellmers Ltd	25/025	183							-175.00	-35.00		-210.00	32,690.93	Bank Interest for May	11	
19/05/2025	Service Charge	25/025	182			-4.25							-4.25	32,480.93	Maintenance Work on Huxley	12	
20/05/2025	Hargrave PCC	25/025	183			-28.00							-28.00	32,476.68	Bank Charges	13	
23/05/2025	Mrs T Ryall-Harvey	25/014	177	-347.01									-347.01	32,448.68	Hall Hire for PC mtg	14	
06/06/2025	PQR Limited	25/025	182		-66.00						-13.20		-79.20	32,101.67	Clerk's Salary Tax Month 2	15	
09/06/2025	Interest	25/025	182									17.88	17.88	32,022.47	Payrolls Services for Q1 & Q2	16	
17/06/2025	Service Charge	25/025	183			-4.25							-4.25	32,040.35	Bank Interest for June	17	
25/06/2025	Mrs T Ryall-Harvey	25/025	183	-347.01									-347.01	31,689.09	Bank Charges	18	
07/07/2025	Mrs T Ryall-Harvey	25/025	183				-79.67				-9.54		-89.21	31,599.88	Clerk's Salary Tax Month 3	19	
09/07/2025	Interest	25/032	187									15.46	15.46	31,615.34	Clerk's Expenses	20	
14/07/2025	PJ Hellmers Ltd	25/032	187				-47.00			-175.00	-35.00		-210.00	31,405.34	Bank Interest for July	21	
15/07/2025	ICO	25/032	187										-47.00	31,358.34	Maintenance Work on Huxley	22	
17/07/2025	Service Charge	25/032	187			-4.25							-4.25	31,354.09	Data Protection Subscription	23	
25/07/2025	Mrs T Ryall-Harvey	25/025	183	-347.01									-347.01	31,007.08	Bank Charges	24	
29/07/2025	CHALC	25/032	187				-25.00						-25.00	30,982.08	Clerk's Salary Tax Month 4	25	
29/07/2025	Mrs F Halton	25/032	187					-11.64			-2.33		-13.97	30,968.11	New Members Training - Warf	26	
11/08/2025	Interest	25/032	187									17.02	17.02	30,985.13	Timber Treatment for Bus She	27	
13/08/2025	P J Hellmers Ltd	25/032	187							-950.00	-190.00		-1,140.00	29,845.13	Bank Interest for August	28	
19/08/2025	Service Charge	25/032	187			-4.25							-4.25	29,840.88	Installation of Kissing Gates	29	
26/08/2025	Mrs T Ryall-Harvey	25/032	187	-347.01									-347.01	29,493.87	Bank Charges	30	
01/09/2025	MarMax Products Li	25/032	187							-1,900.00	-380.00		-2,280.00	27,213.87	Clerk's Salary Tax Month 5	31	
09/09/2025	Interest	25/038	193									14.35	14.35	27,228.22	Noticeboard for Hargrave	32	
10/09/2025	Mrs T Ryall-Harvey	25/032	187				-47.50				-0.60		-48.10	27,180.12	Bank Interest for Hargrave	33	
10/09/2025	Hargrave PCC	25/038	193			-28.00							-28.00	27,152.12	Bank Interest for September	34	
19/09/2025	Service Charge	25/038	193			-4.25							-4.25	27,147.87	Hall Hire for PC mtg	35	
25/09/2025	Mrs T Ryall-Harvey	25/032	187	-413.61									-413.61	26,734.26	Bank Charges	36	
08/10/2025	Walkers Nurseries	25/038	193							-69.90	-13.98		-83.88	26,650.38	Clerk's Salary Tax Month 6	37	
08/10/2025	PQR Limited	25/038	193		-103.50						-20.70		-124.20	26,526.18	Daffodils for Planting in village	38	
09/10/2025	Interest	25/038	193									11.70	11.70	26,537.88	Payroll Services for Oct 25 - M	39	
17/10/2025	Hargrave PCC	25/038	193									60.00	60.00	26,597.88	Bank Interest for October	40	
20/10/2025	Service Charges	25/038	193			-4.25							-4.25	26,593.63	Bank Interest for October	41	
27/10/2025	Mrs T Ryall-Harvey	25/038	193	-343.31									-343.31	26,250.32	Contribution towards 3 x Popl	42	
04/11/2025	C & A Nicholls	25/038	193					-20.95					-20.95	26,229.37	Bank Charges	43	
04/11/2025	Mrs T Ryall-Harvey	25/038	193				-48.00				-1.24		-49.24	26,180.13	Clerk's Salary Tax Month 7	44	
04/11/2025	PQR Limited	25/038	193		-17.50						-3.50		-21.00	26,159.13	Refreshments for Community	45	
10/11/2025	Interest	25/050	200									12.48	12.48	26,171.61	Clerk's Expenses	46	
11/11/2025	000001	25/050	200										-80.00	26,091.61	Payroll - Back Pay Calculation	47	
20/11/2025	Service Charges	25/050	200			-4.25					-3.33		-4.25	26,087.36	Bank Interest	48	
25/11/2025	Mrs T Ryall-Harvey	25/038	193	-355.91									-355.91	25,731.45	Royal British Legion Poppy Wr	49	
															Bank Charges	50	
															Clerk's Salary Tax Month 8	51	



# HARGRAVE & HUXLEY PARISH COUNCIL

Parish Assets as at 01-03-2026  
Next Review Date: March 2027

## In Huxley area:-

Item	Acquired	Location	Cost/Value (or Insured Value)	Date of disposal	Reason for disposal	Supplier	Insured under
Noticeboard	Jun-22	In Methodist Chapel churchyard	£2,086.00	£2,086.00		Marmax Recycled Products	Street Furniture
Recycled Plastic Traditional Ben	Oct-24	Outside of Huxley School	£541.00	£541.00		Marmax Recycled Products	Street Furniture
Embroidered Parish Map	Oct-00	In Huxley Village Hall	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Huxley Village Sign	1970	Opposite Methodist Chapel	£400.00	£400.00	n/a	Presented by Huxley & Hargrave W.I.	
Wooden Carving	Nov-02	In the Methodist chapel Churchyard				Commissioner by Huxley Millennium Committee	
Defibrillator	Oct-19	Outside The Inn at Huxley	£1,200.00	£1,000.00		Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Defibrillator Case	Jun-20	Outside The Inn at Huxley	£436.00	£436.00		Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Speed Indicator Device Machine	Dec-24	Huxley	£3,442.15	£3,442.15		Purchased by Hargrave & Huxley Parish Council	Street Furniture

## In Hargrave area:-

Item	Acquired	Location	Cost/Value (or Insured Value)	Date of disposal	Reason for disposal	Supplier	Insured under
Wooden bus shelter	Not Known	Entrance to church car park, Hargrave	£1,925.72	£2,359.86	n/a	Not Known	Street Furniture
<b>Noticeboard</b>	<b>Not Known</b>	<b>Bus shelter by church hall, Hargrave</b>	<b>£2,280.00</b>	n/a	n/a	Not Known	Street Furniture
War Memorial	Not Known	Entrance to new cemetery	£2,282.75	£2,657.31	n/a	Not Known	
Phone Box	Not Known	Chapel Lane, Hargrave	£1,000.00	£1,000.00	n/a	Adopted by Foulk Stapleford Parish Council	Street Furniture
Embroidered parish map	Oct-00	In Hargrave Village Hall	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Wooden Carving		Hargrave					
Defibrillator & Case	Not Known	Outside Hargrave Village Hall	£1,200.00	£1,200.00		Donated by PCC to the village - Manufactured 30/08/2016, installed 20/01/2017	Defib Equipment
Beacon	Jun-22	Hargrave Playing Field	£759.00	£1,062.60			
1 x Kissing Gate & 2 x Spring Gate	Nov-23	FP15	£1,026.00	£1,026.00		Centrewire	Street Furniture
<b>11 x Kissing Gate</b>	Feb-26	Huxley FP 4,5,6, 11 & 19	£4,808.00	£4,808.00		Grant received via CWAC for the Kissing Gates	Street Furniture
<b>1 x Kissing Gate &amp; 1 x 2 in 1 Gate</b>	Aug-25	Church Lane	£1,068.00	£1,068.00		Kissing Gates donated by CWAC	Street Furniture
<b>General:-</b>							
Item	Acquired	Location	Cost/Value (or Insured Value)	Date of disposal	Reason for disposal	Supplier	Insured under
Lenovo Laptop	Feb-19	Clerks Possession	350	350	n/a	E Buyer	Office Equipment
			£24,804.62	£25,716.92			

# HARGRAVE & HUXLEY PARISH COUNCIL

## Risk Assessment - 2026

Administration Topic	Risk Identified	Level	Management of risk	Action
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers. Powers to be listed on accounts.	
Minutes	Accurate & Legal Loss	L	Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived	Minutes to be backed up onto website
Financial Records	Adequate	L	Accounts approved by council regularly & minuted.	Subject to internal audit Internal Audit annually –March/April Budget Review 6 monthly
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	
Staff	Loss key personnel	L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate.	Annual review –January
Loss of Property	Fraud by Staff Due to critical damage or third party performance	L	Fidelity guarantee value set at appropriate level Review adequacy of Insurance Cover Annual	Annual review –March/April (for Audit) Review - February
Assets & Maintenance	Assets valued correctly Damage to third party L M	L M	Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance	Annual review–Feb Review – Feb
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	April as part of the internal audit and reviewed by Council at May Meeting
<b>FINANCIAL</b>				
Precept yearly review of budget to actual	Legal Process Not submitted Not paid by LA Adequacy of Funding	L L L M	Resolution to be minuted. RFO to submit and obtain proof of receipt Confirmation of payment to be obtained Half yearly review budget to actual	Annual –January Annual –April Annual September
Other income	Cash handling & banking	L	No cash handling	

Grants	Making applications on behalf of the Parish Council	L	RFO to monitor	As required
Grants & Donations (making payments)	No power to pay.	L	Payments to be agreed by resolution of council.	As required
Salaries	Wrong salary / hours / rate paid	L	Salary rate agreed, hours to be approved by council Check to PAYE Calculations.	Review & agree at May Mtg
Direct Costs & Overhead expenses	Wrong deductions –NI & Income Tax	L	Follow up on all orders by RFO	Internal Audit annually –April/May
	Goods not supplied to Council Invoice incorrectly calculated or recorded& correct Payments made.	M L	All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments –2 signatures & stub to signed.	Councillors to check payments against statements& printed confirmations at each meeting.
Election	Costs	L	Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.	Internal Audit annually – April/May
	Inadequate resources to pay for election.	L	Quarterly review of budget	Annual –April, July, Oct, Jan –RFO Chairman & Vice Chairman
VAT	VAT analysis	L	Vat receipts to be request and filed. Vat to be listed on accounts.	Vat claimed annually by RFO Internal Audit annually –March/April
	Claimed within time limits	L		
Reserves – General & Earmarked	Adequacy	L	Consider at Budget setting and as part of half yearly review of budget.	Annual –September Annual January.

### Adopted 12<sup>th</sup> May 2019 –Chairperson Cllr O De Braekeleer

Reviewed and agreed - March 2020

Reviewed and agreed – March 2021

Reviewed and agreed – March 2022

Reviewed and agreed – March 2023

Reviewed and agreed – March 2024

Reviewed and agreed – March 2025

**Reviewed and agreed – March 2026**

**To be next reviewed March 2027**

## Certificate of Exemption – AGAR 2025/26 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 2026 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 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

### HARGRAVE AND HUXLEY PARISH COUNCIL

certifies that during the financial year 2025/26, 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 2025/26:

£10,745 **R AMOUNT £00,000**

Total annual gross expenditure for the authority 2025/26:

£14,431 **R AMOUNT £00,000**

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 2022
- In relation to the preceding financial year (2024/25), 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 2026.

**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:

**DD/MM/YYYY**

Signed by Chair

Date

**SIGNATURE REQUIRED**

**DD/MM/YYYY**

as recorded in minute reference:

**MINUTE REFERENCE**

Generic email address of Authority

clerk@hargravehuxleyparishcouncil.gov.uk **EMAIL ADDRESS**

Telephone number

07784 486 767 **NUMBER**

\*Published web address

www.hargravehuxleyparishcouncil.gov.uk **ABLE 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 2026. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2025/26

## HARGRAVE AND HUXLEY PARISH COUNCIL

www.hargravehuxleyparishcouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken: **09/04/2026** Name of person who carried out the internal audit: **Kath Lloyd**

Signature of person who carried out the internal audit

*K. Lloyd*

Date

**09/04/2026**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### HARGRAVE AND HUXLEY PARISH COUNCIL

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 2026, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured 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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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 <i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*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)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

www.hargravehuxleyparishcouncil.gov.uk LABEL WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

### HARGRAVE AND HUXLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	30,669	27,909	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	6,057	6,360	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,699	4,385	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,437	4,297	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	7,079	10,134	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	27,909	24,222	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	27,909	24,222	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	14,687	25,717	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 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

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Budget Element	Due Date Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual 2026-27	Budget 2026-27	Variance	Commentary
<b>EXPENDITURE</b>																	
People																	
Clerk & HMRC	Monthly	753	358	358	358	358	358	425	369	369	369	369	369	4,813	4,417	-396	Costs include VAT
<b>Professional service</b>																	
Insurance	Yearly												475	475	0		
Internal Audit	Yearly	60												60	60	0	
External Audit	Yearly													0	0	0	External Audit required if income or expenditure exceeds £25,000
Payroll Services	Monthly	12	12	12	12	12	12	12	12	12	12	12	12	144	230	86	
<b>General Services</b>																	
Admin/Website	Yearly	4	4	4	4	4	4	4	4	4	4	4	4	186	186	0	£156 for 12 month website £30 for .gov.uk domain
Bank Charges	Yearly									186				49	51	2	
Room Hire	Yearly	28	28	28	28	28	28	28	28	28	28	28	80	164	164	0	
<b>Admin &amp; Expenses</b>																	
Expenses	Monthly	55	55	55	55	55	55	55	55	55	55	55	55	330	330	0	
Chairman's Allowance	Yearly													50	50	0	
Training	Yearly			75		25					50		40	190	190	0	
CHALC Membership	Yearly	165												165	166	1	
SLCC Membership	Yearly										50			50	50	0	
Other Membership	Yearly	8												8	8	0	£8 - Mid Cheshire Footpaths £22 - Local Council Direct
Data Protection fee	Yearly			47										47	47	0	
Elections	4 Yearly													0	0	0	No election costs for 2026-27
<b>Projects</b>																	
Defibrillator													60	60	60	0	Replacement Pads
Community Clean-up									45					45	45	0	
Street Furniture Maintenance				150										150	150	0	
Maintenance of Millennium Garden - Hargrave			60				60							120	120	0	
British Legion Wreath									100					100	100	0	
Community Grants			500											500	500	0	
Ad Hoc Beneficial Items (S137)				100										100	100	0	
<b>CIL Expenses</b>																	
Maintenance of Kerbline and Footpath Huxley		1,600	200						200					2,000	2,000	0	Weed Killing throughout the year and brushing of Footpath on Huxley Lane.
Other Projects			500											500	500	0	
Bulb Planting							250							250	250	0	Daffodil, Snowdrop and Tulip planting
Public Right of Way Upgrades								1,475						2,950	2,952	2	Installation of Kissing Gates to replace stiles
Inflation %		0	20	23	14	12	13	20	16	17	17	11	32	195	226	31	
Contingency % of above		0	29	8	5	4	9	7	20	6	6	4	11	109	178	69	
<b>TOTAL CASH OUT</b>		<b>995</b>	<b>2,674</b>	<b>2,905</b>	<b>495</b>	<b>415</b>	<b>479</b>	<b>778</b>	<b>2,096</b>	<b>794</b>	<b>591</b>	<b>400</b>	<b>1,188</b>	<b>13,811</b>	<b>13,605</b>	<b>-206</b>	
<b>RECEIPTS</b>																	
Precept		6,500												6,500	6,500	0	
Bank Interest		10	15	15	15	15	15	15	15	15	15	15	15	185	190	-5	
VAT recovery		330											635	635	330		
Earmarked Money														0	500	-500	CIL Money can only be used on Infrastructure, Greenspaces etc.
Money taken from Reserves			2,175			450		80	1,475					4,100	5,700	-1,600	
Other														80	80	0	Refund for Poppy Wreaths
<b>TOTAL INCOME</b>		<b>6,840</b>	<b>2,190</b>	<b>15</b>	<b>15</b>	<b>465</b>	<b>95</b>	<b>1,490</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>650</b>	<b>11,830</b>	<b>13,605</b>	<b>-1,775</b>	
Transaction Cash flow		4,782	-544	-283	-437	-283	-309	-400	-283	-283	-452	-283	-732	-1,980	-3		
<b>PROJECTS FROM RESERVES</b>																	
Carry over of upto 1 year Precept		6,500												6,500	6,500	0	
Budget for Mid-term Elections		2,500												0	0	0	
Village Gates		3,505												0	0	0	
Community Events/Projects from		2,000												0	0	0	
General Reserve		1,509												0	0	0	
Earmarked Money		7,608												0	0	0	
Community Infrastructure Levy														0	0	0	
other														0	0	0	
Maintenance Budget		100												0	0	0	To renovate the wooden plaques
Wooden Sculptures		500												0	0	0	Replace battery and pads
Defibrillator		2,422												0	0	0	

## Items to be approved for payment between meetings

Budget Element	2026-27 Budget
<b>EXPENDITURE</b>	
<b><u>People &amp; Expenses</u></b>	
Clerk	4,417
Expenses	330
Training	190
<b><u>Professional service</u></b>	
Insurance	475
Internal Audit	60
External Audit	0
Payroll Services	230
<b><u>General Services</u></b>	
Admin/Website	186
Room Hire	164
<b><u>Admin</u></b>	
CHALC Membership	166
SLCC Membership	50
Data Protection fee	47
Other Membership	8
<b><u>Projects</u></b>	
Defibrillator	60
Community Clean-up	45
Street Furniture Maintenance	150
Maintence of Millennium Gardens - Hargrave	120
Bulb Planting	250
Maintenance of kerbline and footpath in huxley	2,000
Other Projects	500
Public Rights of Way Upgrades	2,950
British Legion Wreath	100
Community Grants	500
Ad Hoc Beneficial items (S137)	100

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**Council: HARGRAVE AND HUXLEY PARISH COUNCIL**

**Internal Auditor Kathryn Lloyd**

**Year Ending: 31<sup>st</sup> March 2026**

**Date of Report 9<sup>th</sup> April 2026**

This internal audit has been conducted in accordance with SAPPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a daytoday function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

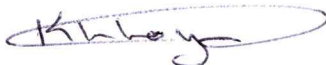
To the Chairman of Hargrave and Huxley Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page.

Yours sincerely



Kath Lloyd  
Internal Auditor

Date: 09/04/2026

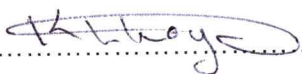
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Area of work checked	Outcome
Implementation of previous auditor recommendations	Evidence produced – pleased to note that move to specific council email is underway.
Implementation of previous AGAR weaknesses/ recommendations	Not applicable
Key Governance Review	Evidence Produced
Transparency	Evidence Produced
Accounting	Evidence Produced
Budget	Evidence Produced
Income Control	Evidence Produced
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Evidence Produced
General Administration	Evidence Produced
Proper Process/Practice	Evidence Produced
Payroll/HR	No evidence of employment contract, appraisals etc
Information and Data Compliance	Evidence Produced
Year-end process	Not audited

**Recommendations**

Recommendations of previous auditor have been carried out satisfactorily.

The council operates a good system of internal control and governance and I am satisfied that the accounts and systems used comply with the standards expected of the Council.

Signed .....  .....

Date.....09/04/2026.....

**Income received since the last meeting for approval**

<b>Date</b>	<b>Payable to</b>			<b>Gross Amount</b>	<b>Comment</b>
06/03/2026	HMRC VTR			£824.80	VAT Rebate
09/03/2026	Bank Interest			£9.12	Monthly Bank Interest
09/04/2026	Bank Interest			£10.10	Monthly Bank Interest
07/04/2026	HMRC VTR			£330.00	VAT Rebate
13/04/2026	Cheshire West and Chester Council			£6,500.00	Annual Precept Payment

**Payments made since the last meeting for approval**

<b>Date</b>	<b>Payable to</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>	<b>Comment</b>
20/04/2026	Mrs K Lloyd	£60.00	£0.00	£60.00	Internal Auditor
17/03/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
17/04/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
24/03/2026	PJ Hellmers Ltd	£1,650.00	£330.00	£1,980.00	Installation of Kissing Gates
29/04/2026	HMRC PAYE	£185.64	£0.00	£185.64	PAYE Payment Tax Month 1
25/04/2026	Mrs T Ryall-Harvey	£567.46	£0.00	£567.46	Salary Tax Month 1

**Payments not yet made for approval**

<b>Date</b>	<b>Payable to</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>	<b>Comment</b>
	Mrs T Ryall-Harvey		£0.00	£0.00	Salary Tax Month 2
	HMRC PAYE		£0.00	£0.00	PAYE Payment Tax Month 2
	Service Charge	£4.25	£0.00	£4.25	Bank Charges
	Mrs T Ryall-Harvey	£40.70	£0.00	£40.70	Expenses

# Hargrave and Huxley Parish Council

## Policy Schedule 2026

<b>Policy</b>	<b>Date Adopted</b>	<b>Date Last Reviewed</b>	<b>Date Next Reviewed</b>
Anti-Harrassment and Bullying Policy	1 <sup>st</sup> March 2026	March 2026	May 2027
Absence Policy	14 <sup>th</sup> Jul 2019	May 2024	May 2026
Code of Conduct	8 <sup>th</sup> May 2022	May 2025	May 2026
Complaints Policy	8 <sup>th</sup> May 2022	May 2025	May 2026
Data Retention Policy	19 <sup>th</sup> Mar 2024	May 2025	May 2026
Disciplinary Procedure	1 <sup>st</sup> Mar 2020	May 2024	May 2026
Equal Opportunities Policy	14 <sup>th</sup> Jul 2019	May 2025	May 2026
Financial Regulation	7 <sup>th</sup> July 2024	May 2025	May 2026
Grievance Procedure	1 <sup>st</sup> Mar 2020	May 2024	May 2026
Health & Safety Policy	4 <sup>th</sup> Sept 2022	May 2025	May 2026
Information Data Protection GDPR	10 <sup>th</sup> Mar 2019	May 2025	May 2026
Information Technology Policy	7 <sup>th</sup> September 2025		May 2026
Investment Policy	16 <sup>th</sup> Jan 2024	May 2025	May 2026
Publication Scheme	6 <sup>th</sup> Nov 2022	May 2025	May 2026
Planning Standing Orders	19 <sup>th</sup> Mar 2024	May 2025	May 2026
Reserves Policy	1 <sup>st</sup> Mar 2020	May 2025	May 2026
Risk Management Strategy	4 <sup>th</sup> Sept 2022	March 2025	Mar 2026
Risk Assessment Policy	Jan 2019	March 2025	Mar 2026
Scheme of Delegation Policy	4 <sup>th</sup> Sept 2022	May 2025	May 2026
Standing Orders	May 2023	May 2024	May 2026
Training and Development Policy	Aug 2024	May 2025	May 2026

# HARGRAVE AND HUXLEY PARISH COUNCIL

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## MEETINGS 2026-27:

*Sunday 5<sup>th</sup> July at Huxley Village Hall at 5.00pm*

*Sunday 6<sup>th</sup> September at Hargrave Village Hall at 5.00pm*

*Sunday 1<sup>st</sup> November at Huxley Village Hall at 5.00pm*

*Sunday 10<sup>th</sup> January 2026 at Hargrave Village Hall at 5.00pm*

*Sunday 7<sup>th</sup> March 2026 at Huxley Village Hall & Parish  
Meeting at 5.00pm*

*Sunday 16<sup>th</sup> May 2026 at Hargrave Village Hall – Annual  
Meeting at 5.00pm*

*For more information please contact the clerk on  
[clerk.huxleyhargravepc@gmail.com](mailto:clerk.huxleyhargravepc@gmail.com)*

# HARGRAVE AND HUXLEY PARISH COUNCIL

## Roles and Responsibilities – 2026-27

- Planning Matters – Lead Parish Councillor for two month period:-
  - May & June Cllr R Bird & Cllr C Warburton
  - July & August Cllr Halton & Cllr Pilkington
  - September & October Cllr Sackett & Cllr Martin
  - November & December Cllr Nicholls & Cllr R Jones
  - January & February Cllr Ratledge & Cllr Sackett
  - March & April Cllr R Bird & Cllr C Warburton
- Down our Way (monthly contributions to the newsletter) – Cllr Nicholls
- Moulson Trust Committee – Cllr R Jones
- Online signatories – Cllr Halton, Cllr Sackett
- Assets – to review and report back any maintenance requirements – Cllr Martin and Cllr Pilkington
- Footpaths – Cllr Pilkington
- Noticeboard (installation of Agendas and updated information) – Cllr Ratledge and Cllr C Warburton
- Highways - Cllr Ratledge, Cllr Pilkington & Cllr Bird.
- SID Rota 2026-27
  - May/June – Carolyn Nicholls
  - July/August – Fiona Halton
  - September/October – Steve Martin
  - November/December – Steve Ratledge
  - January/February – Lorraine Sackett
  - March/April – Richard Jones