

WESTON AND CREWE GREEN PARISH COUNCIL

MEETING: 12 MARCH 2026

ITEM 7 : POLICE MATTERS

Please see the Haslington Ward Beat Report for February to March the 10th 2026.

Anti-social behaviour – X 3 reports

Haslington – There were reports of a Motorcross bike on Clay Lane Field causing a nuisance.

Oakhanger – There was a report of a scrambler bike making a lot of noise in Oakhanger, this is believed to be used often and is upsetting local residents.

Suspicious activity – X 18 Incidents (Some reports are sensitive)

Barthomley – There was a report that someone threw a knife in a rag in a bush in Barthomley.

Barthomley – There was a report that a vehicle was all over the road when driving and had a number plate in the window that was upside down.

Haslington – There were reports of a strong smell of cannabis from a property in Haslington.

Haslington – It was reported that someone tried to scam a resident about a Gas meter.

Haslington – It was reported that 2 males were smoking Cannabis.

Haslington – We had reports that an alarm was going off in a pub in Haslington when it was dark.

Haslington – Another scam was reported, however this resulted in being a mental health incident.

Haslington – Another scam was reported where someone was pretending to be doing a Sky upgrade.

Haslington – A caller reported that their parents house was locked up, however the TV was on and the windows were open. Nobody was home.

Haslington – There were reports of a suspicious vehicle parked up outside of a business in Haslington.

Crewe Green – Caller reported that a bag was left at a bus stop at Crewe Green, they felt that this was suspicious.

Crewe Green – There were reports that a car was doing laps on the new estate at Crewe Green, 3 males were seen inside the vehicle.

Oakhanger – There were reports of a someone walking around in a balaclava, this report turned out to be wrong.

Theft of a Motor Vehicle –

Haslington – 1 vehicle was stolen from a business in Haslington.

Burglary –

Haslington – 2 Males entered a garage and stole 2 chainsaws.

Crewe Green – A bag of coal was stolen from a back garden in Crewe Green.

WESTON AND CREWE GREEN PARISH COUNCIL

MEETING: 12 March 2026 AGENDA ITEM 11: Schedule of Payments

Meeting Date 12 March 2026

Payments approved in accordance with Financial Regulations / Payment Schedule since last meeting FOR INFORMATION						
Payee	Reason	Gross £	VAT £	Net £	Budget	Within Budget
Unity Trust	Fees	6.00		6.00	Banking	Yes
Mark Robinson	Salary and Office Allowance (Feb)	1,319.40		1,194.40	Clerk's Salary	Yes
				125.00	Clerk's Office Allowance	Yes
Parish Online	Mapping Software	180.00		180.00	Stationery	Yes
Payments FOR AUTHORISATION						
Chalc	Planning Training	315.00		315.00	Contingency	Yes
John Cornell	Re-imbursments	92.32		92.32	Planning	Yes
Acorn Lighting	Lighting Survey	300.00	50.00	250.00	CIL monies	Yes
Payment Schedule 2026/27 (reported at the following meeting)						
Standing Orders						
A&J Whitter	Allotment Fees					
Unity Trust Bank	Account Fees					
Mark Robinson	Salary and Expenses					
Payment on Receipt						
Parish Online	Website and Mapping Software					
Scottish Power	Electricity					
PKF Littlejohn	External Audit					
HMRC	PAYE					

WESTON AND CREWE GREEN PARISH COUNCIL

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Document Control Summary	
Title	Risk Register
Number	2025/08
Version and Date	V1 March 2026
Approved by	
Meeting Date	
Review by	31 May 2027

1. Introduction

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any, and all potential inherent risks. The Parish Council, generally and members individually are responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, at least twice each year members must:

- Take steps to identify and update any record of key risks facing the Council.
- Evaluate the potential consequences to the Council if an event identified as a risk takes place.
- Decide upon appropriate measures to avoid, reduce or control the risk or its consequences. Record any conclusions or decisions reached.

2. Definition of Risk

When it comes to Parish Council activities, risk generally refers to the possibility that an event, action, or set of circumstances could occur that would negatively impact the Council's ability to achieve its objectives or fulfil its duties. This might include:

- **Financial Risk:** The chance that financial resources might be mismanaged or insufficient to support projects and activities.
- **Operational Risk:** Potential disruptions to day-to-day operations due to unforeseen events, such as equipment failure, loss of key personnel, or natural disasters.
- **Legal Risk:** The possibility of legal action being taken against the Council due to non-compliance with laws and regulations.
- **Reputational Risk:** Threats to the Council's public image and community trust, which could arise from poor decision-making, controversial actions, or negative publicity.
- **Health and Safety Risk:** The potential for accidents, injuries, or other health and safety issues that could affect Council members, employees, or the public.

By identifying, assessing, and managing these risks, a Parish Council can better ensure it fulfils its responsibilities and serves the community effectively.

The Policy

The Clerk and Councillors are responsible for assessing and managing risk as an integral part of their day-to-day role in ensuring the Council's objectives are met, recognising that all risk categories must be considered, including reputation, health and safety and financial risk. Where risks are identified which have the potential to impact upon the Council's objectives, these will be referred to the Clerk for consideration for inclusion in the corporate risk assessment. Any updates to the register will be reported to the next meeting of the Parish Council.

Reviewing the Corporate Risk Register

The Council is required to review this risk assessment policy and the corporate risk assessment twice per year. This will include:

- reviewing the Council's approaches to managing risk;
- identifying and updating the schedule of risks;
- evaluating the likelihood and potential impact to the Council of each risk materialising;
- deciding upon measures to avoid, reduce or control each risk, as appropriate; and
- recording the decisions reached.

The Risk Register comprises two sections, financial and non-financial risks, although it should be noted that many risks fall into a number of categories identified in Section 2 of the report.

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document
Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L	* Internal financial management supported by Financial Regulations. * Quarterly finance report to Finance Committee and Council * Annual spending plans formulated	Parish Council	Annually	Standing Orders, Statement of Internal Control and Financial Regulations
Receipts						
Precept	Over/under calculation of precept. Maintenance of adequate reserves	L	Annual budget-setting process Parish Council considers budget proposals at Finance Committee meetings, to inform its final budget.	Parish Council	Annually	Financial Regulations and Statement of Internal Control
	Not paid by Cheshire East Council.	L	Timely presentation of request. CEC pays directly into Parish Council bank account in April and September	RFO	Annually	
VAT re-claim	Not claimed within 3-year period (maximum back-period for which claims can be made)	L	Submissions to be made minimum of once per year, usually following the final meeting of the year.	Diary	Annually	System of Internal Financial Control to be developed
Expenditure						
Clerk's salary	Incorrect salary rate paid	L	Payroll services outsourced to Shires Payroll Services. Verify as part of payment process. Salary reviewed annually	Parish Council / Staffing Committee	Annually	

Payments	Unlawful expenditure/ improper payment	L	Each payment to be authorised by two signatories, and invoice/other paperwork in support of expenditure sent to signatories Parish Council authorises signatories. Clerk/RFO confirms authority of payment and budget availability. Council has adopted the General Power of Competence, which is a power of first resort.	RFO	Annually	Financial Regulations, Statement of Internal Control and Budget Plan for appropriate year.
Parish Councillors expenses	Overpayment	L	Claim form and expenditure authorised by Parish Council.	Parish Council	Ongoing	Expenses Policy to be developed
Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are made by BACS wherever possible, authorised by two parish councillors and supported by invoices/claim forms. Fidelity guarantee value to cover total cost of precept and maximum likely balances. Bank payments must be set-up and authorised by two people. No one person has access to setting up and authorising payments together.	Parish Council	Annually	Financial Regulations and Insurance Policy
Reserves - General	Adequacy	L	Considered at budget-setting. Ensure minimum of 3-months reserves to cover the period between the end of the financial year and receipt of precept from Borough Council	RFO/ Opinion	Annually	
Reserves - "ring-fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects	RFO	Annually	

Weston and Crewe Green Parish Council – Policy Document
Risk Register – V1 March 2026

Invoices	Overpayment	L	All payments made are supported by invoices/claims, which are checked by the signatories before payment. All payments are checked by the Internal Auditor	RFO	Ongoing	Financial Regulations
Assets	Vandalism; impact damage; cost of replacement	L	Periodic inspection of all assets; insurance including public liability.	RFO/ Member inspection	Annually	
Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability. Council has adopted the General Power of Competence.	Parish Council	Annually	Localism Act 2011
Non-Financial						
Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 clear days before meeting. Meeting does not commence until there is a quorum present.	Clerk	Ongoing	Public Bodies (Admission to Meetings) Act 1960 and Standing Orders
Business Continuity	Parish Council not able to continue its business owing to unexpected circumstances.	L	All physical files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Cheshire Association of Local Councils can be asked to provide the services of an interim Clerk.	Clerk	Ongoing	Retention and Disposal of Documents Policy

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Newsletters	Safety during delivery of newsletters	L	Councillors to wear high visibility clothing and undertake deliveries in pairs where possible. Newsletters in rural areas to be posted.	Parish Council	Ongoing	Health and Safety Policy
Health & Safety	Injury to public from items owned by Parish Council.	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.	Clerk	Ongoing	Annual insurance review by Parish Council. Health and Safety Policy to be developed
Loss of documents	Minute books, financial accounts, laptop	L	Clerk retains Minute books for 10-year period. Other minute books are sent to County Archivist for retention. Electronic copies of minutes and agendas are backed-up monthly. Accounts: Hard copy and electronic versions to be retained. Passwords stored in sealed envelope at Chairman's house.	Parish Council	Ongoing	CIPFA Regulations

Procurement	Supplier Fraud	L	To reduce the opportunity for supplier fraud – Staff training to identify risks Contact suppliers if and when they change their details to confirm validity Periodic review of suppliers to check for dormant accounts Review financial health of company (if applicable) Consider supplier fraud as part of insurance renewal	Clerk	Ongoing	Financial Regulations
Members acting outside meetings without authority	Riak to Council reputation; personal risk and insurance not valid	M	Member Training and Good Councillor Guide. Avoid making commitments on behalf of the Council.	Council	Ongoing	
Street Lights						
Failure of metal bracket	Injury due to breakage of lighting bracket resulting in falling off pole	L	Carry out annual Inspection of all lights and posts	Council	Ongoing	
Failure of pole	Injury due failure of timber pole	L	Inspection carried out by others (BT and/or Scottish Power).	Council	Ongoing	
Traffic collision	Injury due to damage caused by traffic collision with pole resulting in light bracket falling	L	Carry out Inspection of all street lights and report	Council	Ongoing	

Weston and Crewe Green Parish Council

REGISTER OF ASSETS

01 January 2026

ASSET NUMBER	FIXED ASSET & LOCATION	COST OR VALUE	VALUATION METHOD
001-1	Footway light located at Old Vicarage Narrow Lane	£500.00	Replacement Cost
002-1	Footway light located at Bluebell Cottage Narrow Lane	£500.00	Replacement Cost
003-1	Footway light located at Lime Tree Cottage Narrow Lane	£500.00	Replacement Cost
004-1	Footway light located at Bank House Farm Slaughter Hill	£500.00	Replacement Cost
005-1	Footway light located at Park Farm Slaughter Hill	£500.00	Replacement Cost
006-1	Footway light located at Slaughter Hill Bus Stop	£500.00	Replacement Cost
007-1	Footway light located at Nursery Cottage Slaughter Hill	£500.00	Replacement Cost
008-1	Footway light located at Ink Pot Cottage Slaughter Hill	£500.00	Replacement Cost
009-1	Footway light located at McCrackens Corner Bus Stop	£500.00	Replacement Cost
010-1	Footway light located at McCrackens Corner /Old Park Road Bus Stop	£500.00	Replacement Cost
011-1	Seven Oaks Green (DISCONNECTED) Wayleave required BT	£0.00	Replacement Cost
012-1	Bottle Lodge Old Park Road	£500.00	Replacement Cost
013-1	Flag Pole at St Michaels Church	£500.00	Replacement Cost
014-1	Notice Board at St Michaels Church	£2,000.00	Replacement Cost
015-1	Memorial Plaque at St Michaels Church	£500.00	Replacement Cost
016-1	Notice Board (Weston)	£1,200.00	Replacement Cost
017-1	Notice Board (Basford)	£1,235.00	Replacement Cost
018-1	Notice Board (Englesea Brook)	£527.00	Replacement Cost
019-1	Notice Board (Wychwood)	£914.00	Replacement Cost
020-1	Jubilee Bench Seat	£607.00	Replacement Cost
021-1	Bench Seat (Wychwood)	£2,900.00	Replacement Cost
022-1	Bench Seat (Playing Fields)	£550.00	Replacement Cost
023-1	Defibrillator	£800.00	Replacement Cost
024-1	Defibrillator Box	£500.00	Replacement Cost
025-1	Speed Gun	£883.00	Replacement Cost
026-1	Kissing Gates	£1,500.00	Replacement Cost
027-1	Signs (Stowford)	£500.00	Replacement Cost
028-1	Sign (Wychwood)	£550.00	Replacement Cost
029-1	Wychwood Village Hall	£715,910.00	Insured value
Total		£737,076.00	