

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS
Tel: 01945 870083 Email: parishclerk@newtonintheisle.org.uk

To all Members of the Public and Press:

You are invited to attend the Annual Meeting of the Newton-in-the-Isle Parish Council to be held in Newton Village Hall on **Tuesday 10 May 2022 at 7pm.**

Dave Gibbs

Clerk

6 May 2022

AGENDA

All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576

001/22 Apologies

To receive and consider apologies from those members not present

002/22 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council

003/22 Public Forum

To receive representations from members of the public regarding issues pertinent to the Council

004/22 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) Election of Chair and signing of declaration of acceptance*
- b) Election of Vice Chair and signing of declaration of acceptance*
- c) Review of terms of reference and membership of the Planning Committee*
- d) Review and confirmation of standing orders and financial regulations*
- e) Confirmation of insurance arrangements*
- f) Review of the Council's subscriptions to other bodies*
- g) Confirmation of the Council's register of assets as at 31st March 2022*
- h) Appointment of internal auditor for the 2022/23 financial year*
- i) Confirmation of meeting dates for the municipal year. The following are suggested - 12 July, 13 September, 8 November, 10 January, 14 March, 9 May*

005/22 Minutes of the Previous Meeting

To approve the minutes of the meeting held on Tuesday 8 March

006/22 County and District Councillors Reports

To receive reports from Cllrs S King (CCC), C Seaton and S Clark (FDC)

007/22 Police Matters

To receive a report from the Clerk on recent meetings with the Police

008/22 Clerk's Report

To receive a report on meetings attended, correspondence received and local issues

009/22 Members' and Residents' Issues

To receive reports from the Clerk and members on matters raised by local residents, and to report on matters raised previously, including the following:

- a) Abandoned vehicle in Colvile Road*
- b) Accumulation of scrap in Colvile Road*
- c) Dangerous path surface at St James Close*
- d) Deliberate fires*

010/22 Queen Elizabeth II Playing Field

To receive updates on the following matters and resolve appropriately:

- a) Wildflower meadow*
- b) Tree works*
- c) RoSPA Playsafety inspection*
- d) BMX track*
- e) Memorial arboretum*
- f) Gate springs*
- g) Dogs*
- h) Maintenance contract*

011/22 Highways

To receive updates on the following matters and resolve appropriately:

- a) Privately Funded Highway Improvement application*
- b) Local Highway Improvement application for 2022/23*
- c) National cycle route signage*
- d) Overhanging trees, shrubs and accumulated debris in St James' Close*
- e) Trees over bench on the High Road*
- f) Byway maintenance and winter closures*
- g) Speed monitoring - analysis of MVAS data*

012/22 Establishment of Committees

To confirm the terms of reference, delegation and membership of the following committees:

- a) Amenities Committee*
- b) Highways Committee*

013/22 Strategic Planning and Administration

To discuss the following aspects of the role and operation of the Council:

- a) Effective communication with residents*
- b) The Annual Parish Meeting*
- c) A parish plan*

014/22 Finance

To consider and resolve on the following matters:

- a) To approve the internal accounts for 2021/22*
- b) To review and approve the Governance and Management Risk Assessment*
- c) To approve the Internal Audit Report and agree an action plan to address issues raised (if any)*
- d) To approve and sign the Annual Governance Statement 2021/22*
- e) To approve and sign the Accounting Statements 2021/22*
- f) To approve and sign the Certificate of Exemption for 2021/22*
- g) To confirm the dates of the period for the exercise of public rights*
- h) To agree the format and content of the annual report to residents*
- i) To receive an updated financial statement for the period to the end of April*
- j) To note the following sum received:*

Fenland District Council (precept)..... £ 5,000.00

- k) To approve the following payments:*

100722 D A Gibbs (salary April and May)..... £ 843.60

100723 The Information Commissioner (registration fee)..... £ 40.00

100724 Zurich Municipal (insurance) £ 708.06

100725 Playsafety Ltd (playground inspection) £ 105.00

100726 Auditing Solutions Ltd..... £ 60.00

£1,756.66

- l) To authorise the signing of direct debit mandates for the following liabilities:
Information Commissioner (annual fee)
North Level District Internal Drainage Board (drainage rates)*
- m) To consider a request for financial support from Citizens Advice Rural Cambs*

015/22 Date of Next Meeting

To confirm the date and time of the next meeting of the Council

Tuesday 12 July is proposed

Newton-in-the-Isle Parish Council

Planning Committee Terms of Reference

Objective

- i. Newton-in-the-Isle Parish Council is a statutory consultee in respect of planning applications received by Fenland District Council relating to the Parish of Newton-in the-Isle.
- ii. The Planning Committee is constituted to consider and respond to planning applications and other planning consultations on behalf of the Parish Council.
- iii. All matters relating to the Planning Committee will be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership will comprise all members of the Parish Council to be confirmed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council will be *ex-officio* members of the Planning Committee.
- iii. A quorum will consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Parish Council meeting.

Meetings

- i. The Committee will meet on at least three occasions each year.
- ii. The Clerk will compile a calendar of meeting dates.
- iii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iv. A minimum of three clear days notice must be given for each meeting.
- v. The Committee will ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

Decisions

- i. Minutes of all meetings will be compiled by the Clerk and distributed to the members of the Committee.
- ii. A record of all planning applications, together with the responses and eventual outcome, will be reported to the Parish Council and noted in the Council's minutes.
- iii. The Clerk will communicate the Committee's decision in respect of each application considered to Fenland District Council within the designated consultation period.

Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.

Newton-in-the-Isle Parish Council

Asset Register

31.3.22

Village Hall		£	1.00
Playing Field		£	15,000.00
Bank Garden Allotments		£	1.00
Parish Allotments		£	1.00
Play Equipment		£	28,537.00
Youth Shelter		£	7,207.00
Fencing		£	23,353.00
Village Signs		£	1,585.00
Bus Shelter		£	3,171.00
Benches and Seats		£	1,128.00
Footway Lights		£	34,546.00
Matting		£	2,068.00
Display Boards		£	961.00
Village Notice Boards		£	499.00
Computer and Printer		£	543.00
Defibrillator		£	995.00
Defibrillator Cabinet		£	950.00
Litter Bins	2019/20	£	309.00
Picnic Bench		£	525.00
MVAS Speed Sign	2020/21	£	393.00
Dog Bins		£	499.00
Street Lights	2021/22	£	3,541.00
Defibrillator and Cabinet		£	1,629.00
Fencing		£	750.00
		£	128,192.00

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS
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Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 8th March 2022

Present - Cllr D Nunn (Chairman), Cllr S Clark (from 167/21), Cllr D Freeman, Cllr E Jones, Cllr R Moore, Cllr G Wilkinson, Cllr S King (CCC), D Gibbs (Clerk)

163/21 Apologies for Absence

Apologies were received and accepted from Cllr R Bradley and Cllr C Seaton (FDC)

164/21 Chairman's Announcements

The Chairman noted that an additional item had been added to the agenda at 174/21(h).

165/21 Public Forum

No members of the public were present.

166/21 Minutes of the Previous Meeting

RESOLVED - that the minutes of the meeting held on Tuesday 11th January 2022 be agreed and signed as a true and accurate record.

167/21 County and District Councillors Reports

County - Cllr King reported that the County Council's share of the Council Tax will increase by 4.99% this year, of which 3% is ring-fenced for adult social care. An additional £400,000 has been allocated for 20mph speed limits and criteria will be developed for these schemes. Staff shortages are still delaying the delivery of LHI and PFHI schemes. Funding has been allocated for temporary staff.

The damaged chevrons on the A1101 will be replaced in the new financial year, as well as the replacement sign at the Black Dyke - Fitton End Road junction, lines at the Fen Road - Mill Lane junction and the jetting of the High Road drains. Resurfacing of Fen Road is also scheduled.

The County and Fenland District Councils no longer support the provision of skips for villages as this is not considered to be an effective way of dealing with a waste and fly-tipping problem. FDC will work with local councils where particular problems occur.

The repainting of the Cross Keys Bridge at Sutton Bridge has commenced and will continue until 7 July. Temporary traffic lights will cause delays and diversions. Some overnight closures will be planned in May.

Cllr Jones expressed concern regarding the recent pothole repairs in Mill Lane, which are already failing. Cllr King will ask Highways to investigate.

District - Cllr Clark reported that she had met with the management of the Queen Elizabeth Hospital to strengthen links between the District Council and the hospital. Regular meetings will follow. The hospital has received an improved rating from the CQC following the latest inspection and news of funding for a replacement building is expected soon.

168/21 Police Matters

The Clerk reported that he had attended a meeting with the Neighbourhood Sergeant in February. The refurbishment of the Police Station is complete and two new Constables have joined the team. The Community Safety Partnership has launched a range of new initiatives and resources and has received funding from the Police & Crime Commissioner. The Fenland Police social media channels now have over 21,000 followers and local councils may share relevant information with these sites to publicise their work.

169/21 Clerk's Report

The Clerk reported on meetings attended and correspondence received.

170/21 Members' and Residents' Issues

- a) Abandoned vehicle in Colville Road - no further progress.
- b) Accumulation of scrap in Colville Road - no further progress.
- c) Dangerous path surface at St James Close - no further progress.
- d) School bus using Chapel Lane - the situation is being monitored.
- e) Fencing of Playing Field - a resident has asked whether a fence could be installed to prevent dogs from straying into the churchyard. Members felt the cost of a fence could not be justified. They resolved to require that all dogs using the Playing Field are kept on leads.

171/21 Armed Forces Covenant

The Council has been invited to sign the Armed Forces Covenant to demonstrate a commitment to current and former service personnel. Members resolved to sign the Covenant.

172/21 Policies and Procedures

Members considered the following draft policy and procedure documents prepared by the Clerk:-

- a) Equality and Diversity policy.
- b) Homeworking policy.
- c) Expenses Policy.

They resolved to adopt the three documents.

173/21 Queen Elizabeth II Playing Field

- a) Members discussed the report from Jenny Windsor, Head Gardener from Peckover House. They resolved to remove the wildflower meadow and to replant it elsewhere. The Clerk will discuss this with the funder when submitting the grant monitoring report.

Cllr Moore noted that the report includes advice regarding the groups of closely-planted trees around the site. The report suggests the removal of the majority of these trees to allow those remaining to thrive. Members agreed to proceed with the removal of these trees. It was also noted that there is a dead elder near the southern entrance to the Playing Field. Members agreed to the removal of this too. Cllr Moore will contact a tree surgeon to address these matters.

- b) Cllr Wilkinson updated members on matters raised in last year's RoSPA Playsafety inspection. The trip hazard in the play area and the cleaning of the shelter are yet to be addressed. Cllr Wilkinson will endeavour to find a contractor to undertake the latter. The Clerk confirmed that another inspection is scheduled for April.
- c) The Clerk reported that the next phase of the construction of the BMX track will take place shortly.
- d) Cllr Wilkinson confirmed that the next phase of the creation of the arboretum will take place in the autumn. Members thanked Mrs Hepworth for attending to the damaged trees.
- e) The Clerk will contact the fencing contractor again regarding the installation of gate springs on the Playing Field gates.
- f) The contractor has proposed a cost increase of 4% for the new season. Members agreed to accept this. Additional works were agreed, including regular mowing of the copse and strimming around trees in the arboretum and orchard as necessary and periodic strimming along the churchyard boundary. The Clerk will meet with the contractor to discuss these amendments to the contract.

174/21 Highways

- a) The Highways Project Officer visited the village on 25 January to survey the Privately Funded Highway Improvement works. The new signage should be installed in the coming months.
- b) The Chairman reported that he and the Clerk had met with the Leader of the County Council and the Chairs of four neighbouring parish councils to discuss concerns regarding the assessment process for Local Highway Improvement applications. The Leader acknowledged that there are issues with the current process and agreed to consider alternatives and to meet again in two or three months' time.
- c) The Clerk reported that he had presented the Local Highways Improvement application for 2022/23 to the Assessment Panel on 2 February. The likely outcome will be known when the agenda for the CCC Highways and Transport Committee's April meeting is published.
- d) The Clerk reported that the National Cycle Route warning signs have been ordered.
- e) The plan to clear the build-up of vegetation and overhanging trees and shrubs in St James' Close remains on hold until the Community Payback teams are able to travel again.

- f) The Clerk circulated photographs of a build-up of ivy in the two large trees above the bench on the High Road near Common Cottages. He reported that several branches had fallen from these trees during the recent storms. Ownership of the trees is unclear and Cllr King offered to discuss the matter with Highways. Members also noted that the two planters adjacent to this bench had not been maintained. Cllr Moore agreed to raise this matter at the Street Pride AGM and to report to the next meeting.
- g) In Cllr Bradley's absence, the issue of byway maintenance and winter closures was deferred to the next meeting.
- h) The Clerk presented a summary of the data obtained from the MVAS speed monitoring device at two locations on the High Road. Members noted that the average speed at each location was below the speed limit, but expressed concern regarding the maximum speeds and the number of drivers exceeding the limit by a significant margin. Further analysis of the data may allow targeting of individual drivers.

175/21 Strategic Planning and Administration

- a) Members considered the possibility of drafting a longer term plan for the work of the Council to assist with budget preparation. They agreed to arrange further discussions on this topic.
- b) The consensus was that bi-monthly meetings led to slow progress on projects, but each of the more regular alternatives showed drawbacks. Members agreed to consider this matter as part of wider discussions.
- c) The Clerk outlined how committees and sub-committees might be used to undertake specific functions on behalf of the Council, with delegation of duties and in some cases, budgetary responsibility. Members agreed to consider this matter as part of wider discussions.
- d) Members discussed the many types of information the Council might wish to share, the audience and how they might access information. They agreed to consider expanding the remit and content of the website and introducing a Facebook page.
- e) The Annual Parish Meeting will take place on Wednesday 20 April in the Village Hall. The Clerk has invited several speakers and will invite village groups and organisations to discuss their work.

176/21 Planning

Members considered the following planning application:-

F/YR22/0166/F - Erect 1 x dwelling (2-storey 4-bed) and a detached garage with hobby room above - Land West of 241 High Road, Newton-in-the-Isle

They resolved to offer no objection.

177/21 Finance

- a) The Clerk presented an updated financial statement as at the end of February, showing income of £15,691.74, expenditure of £13,902.30, leaving a surplus of £1,789.44 and total funds held of £42,388.01.

b) Members noted the following sums received:

<i>Newton Village Hall (rent)</i>	£	0.30
<i>A Yates (rent)</i>	£	51.84
<i>S Sands (rent)</i>	£	21.60
<i>B Brown (rent)</i>	£	21.60
<i>P Elliott (rent)</i>	£	21.60
<i>R Kublik (rent)</i>	£	189.20
<i>Anon (donation)</i>	£	<u>100.00</u>
	£	407.84

The Clerk confirmed that the anonymous donation was from a resident of the parish and could be used for any purpose. Members resolved to purchase a bench to be placed in the Playing Field near the orchard or arboretum.

c) Members approved the following payments:

<i>100717</i>	<i>Auditing Solutions Ltd (audit fee)</i>	£	210.00
<i>100718</i>	<i>T A Blackamore Ltd (grass cutting)</i>	£	1,536.00
<i>100719</i>	<i>CAPALC Ltd (affiliation)</i>	£	383.77
<i>100720</i>	<i>D A Gibbs (expenses)</i>	£	123.33
<i>100721</i>	<i>Mrs J Windsor (Playing Field report)</i>	£	<u>60.00</u>
		£	2,313.10

d) Members considered the interim internal audit report for 2021/22. They noted the issues raised and the recommendations made in the report and agreed to ensure full compliance in future.

178/21 Date of Next Meeting

The Annual Meeting of the Council will take place on Tuesday 10 May. The Annual Parish Meeting will take place on Wednesday 20 April.

Agenda Item No.	008/22	NEWTON <small>IN THE ISLE</small> PARISH COUNCIL
Meeting Date	10 May 2022	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended, correspondence received and local issues.

2. Key Issues

Meetings attended:

National Lottery Community Fund webinar - 16 March

Electoral Commission Boundary Review briefing - 16 March

Planning training - Local Plan - 17 March

Planning training - Trees - 14 April

Correspondence received:

Cambridgeshire County Council - LHI outcome, PFHI plans, Cambridgeshire Matters newsletter, roadworks and events diary, temporary traffic order for resurfacing Fen Road, Transport Strategy Stakeholder Engagement survey

Fenland District Council - Electoral review consultation, Council tax rebates, Funding received for Changing Spaces toilets in Wisbech and March, Community Safety Partnership newsletter

Cambridgeshire Police and Crime Commissioner - Virtual roundtable 27 June

Local Government Boundary Commission for England - Draft recommendations

Cambridgeshire & Peterborough Against Scams Partnership - newsletters and scam warnings

Cambridgeshire Fire and Rescue Service - deliberate fires

PKF Littlejohn - Annual audit instructions and guidance

Auditing Solutions Ltd - Internal audit report

RoSPA Playsafety - Playground inspection

Zurich Insurance - renewal paperwork

CAPALC - Monthly bulletin

Queen Elizabeth Hospital - modernisation newsletter

Citizens Advice Rural Cambs - Donation request

Cambridgeshire Crimestoppers - appeal for volunteers

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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Safety Inspection Report

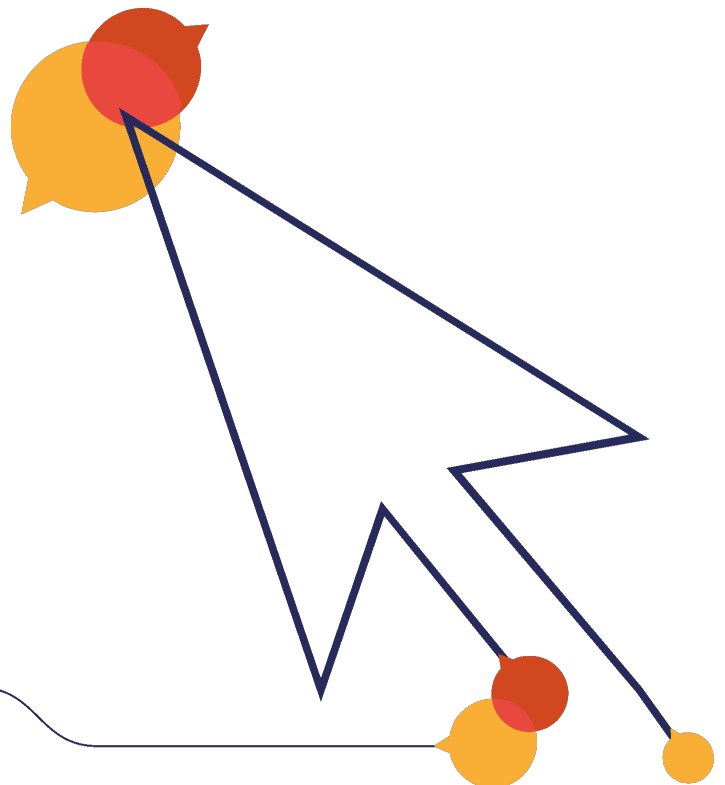
Annual Inspection

Newton in the Isle QE2 Playing Field



Newton in the Isle Parish Council

19 April 2022



Safety Inspection Report

Annual Inspection

Site name: **Newton in the Isle QE2 Playing Field**
Date of inspection: **19 April 2022**
Inspector: **David Owen**



How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level:
█ Low

Potential risk score reduction:
█ 1

Remedial tasks:
█ 1



Surface: Grass

█ 1 3

█ 1 4

Standards: 5

EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding 6

Description Item is rusting in places.	Risk level: █ Low
Tasks Replace.	Risk score: █ 7
Note Two of the frame washers are rusting.	

Finding Photos

asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Gates - Kissing



Innate risk level

Actual risk level

Risk level:

- Low
- Risk score as low as possible
- No remedial tasks

Signage



Risk level:

Very low

Risk score as low as possible

No remedial tasks

Fencing (1200 mm)



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Gates



Innate risk level

Actual risk level

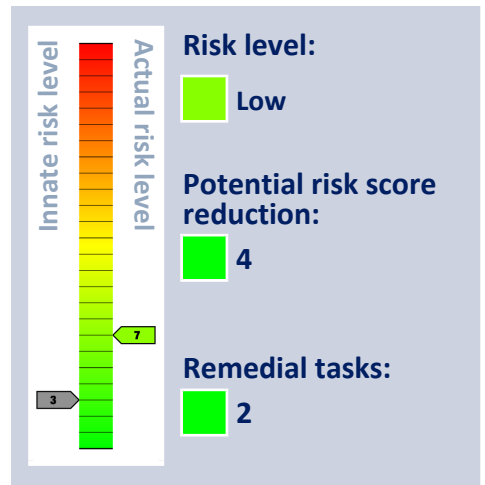
Risk level:

- Low

✓ Risk score as low as possible

✓ No remedial tasks

Seating - Various



Maintenance Finding

Description

RoSPA recommends that litter bins should not be closer than 2 m from seats and gates (max of 3 m recommended). If they are too far away they may not be used. If they are too close this may cause nuisance from wasps.

Tasks

Move the bin or seat as appropriate.

Note

Due to wasps and bees.



Finding Photos



Maintenance Finding

Description

The gaps between the slats exceed 30 mm and are known to cause entrapments.

Tasks

No reasonably practicable action is identified.

Risk level:

 Low

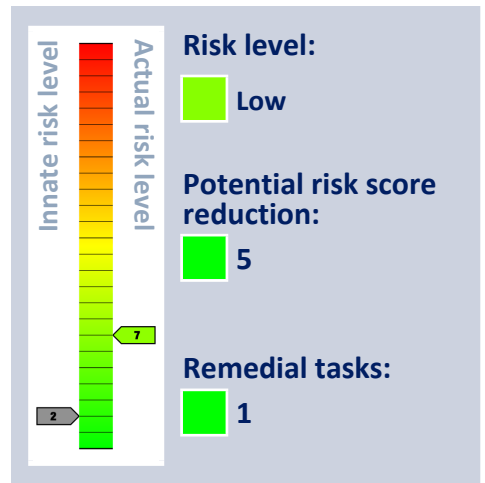
Risk score:

 4

Finding Photos



Litter Bins



Maintenance Finding

Description

RoSPA recommends that litter bins should not be closer than 2 m from seats and gates (max of 3 m recommended). If they are too far away they may not be used. If they are too close this may cause nuisance from wasps.

Tasks

Move the bin or seat as appropriate.

Risk level:

Low

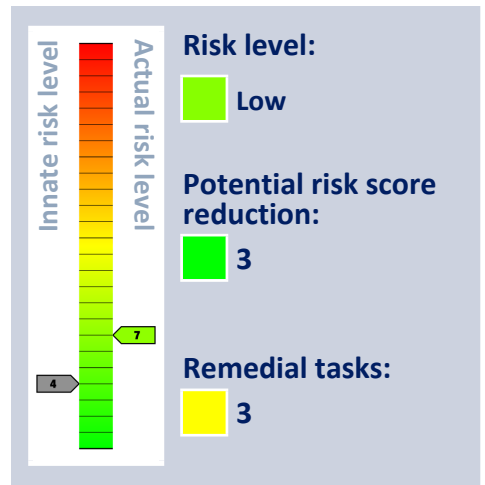
Risk score:

7

Finding Photos



Shelter



Maintenance Finding

Description

Algae growth giving slippery conditions.

Tasks

Powerwashing is recommended. Care should be taken to ensure that the surface can sustain high pressure washing.

Note

Item is filthy and requires cleaning.



Finding Photos



Maintenance Finding

Description

Ground erosion present.

Tasks

Repair the worn areas.

Note

Erosion exposing tree roots.

Risk level:

 Low

Risk score:

 7

Finding Photos



Maintenance Finding

Description

There is significant corrosion on this item.

Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Note

Roof sections rusting.

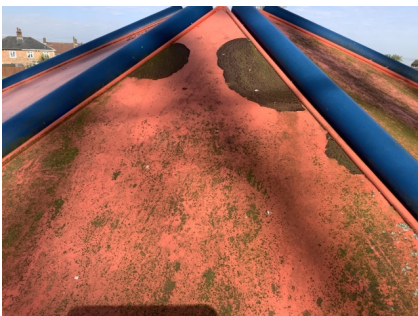
Risk level:

 Low

Risk score:

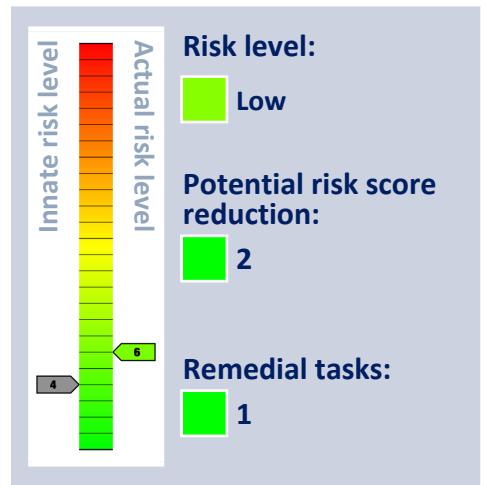
 5

Finding Photos



Rocker - Seesaw - Spring

Manufactured by Ledon A/S

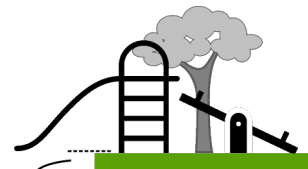


Standards:



EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Surface: Grass Matting at a depth of 23 mm

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Grass mats uneven and lifting.

Risk level:

Low

Risk score:

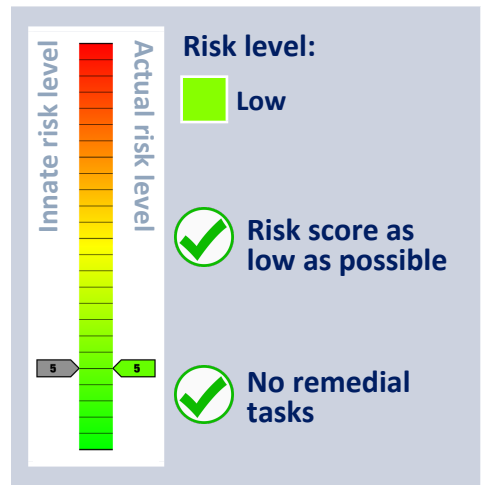
6

Finding Photos



Swing - Junior - 1 Bay 2 Seat

Manufactured by Ledon A/S

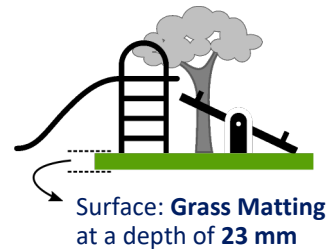


Standards:



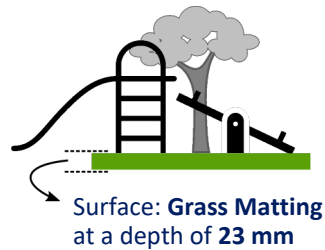
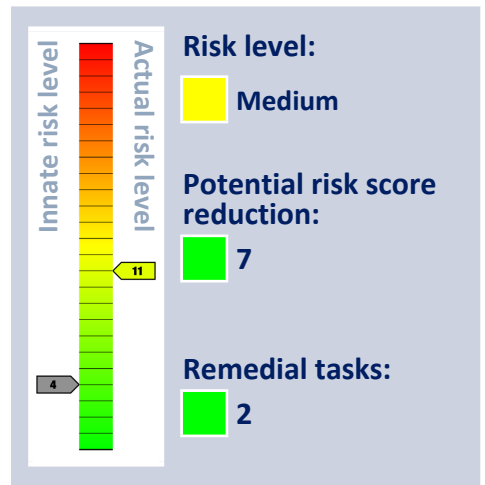
EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Ledon A/S



Standards:



EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Bolt is missing.

Tasks

Tighten., Replace.

Note

In cradle seat fitting bolt missing and loose.

Risk level:

Medium

Risk score:

11

Finding Photos



Carousel - Flush

Manufactured by Park Leisure Ltd



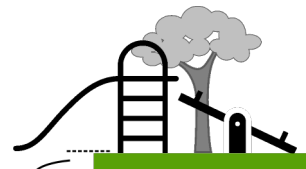
Innate risk level 5

Actual risk level 8

Risk level: Medium

Potential risk score reduction: 3

Remedial tasks: 1



Surface: **Wet Pour**
at a depth of 40 mm

Standards:



EN 1176-1:2017, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Bearings require service.

Tasks

Service the bearings.

Note

Unit very stiff to move.

Risk level:

Medium

Risk score:

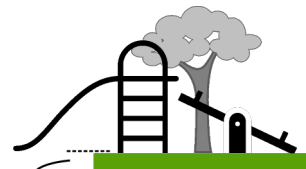
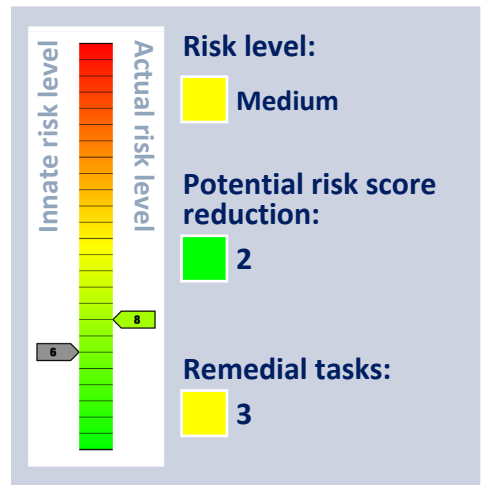
8

Finding Photos



Climber - Box

Manufactured by Fenland Leisure Products Ltd



Surface: **Wet Pour**
at a depth of 50 mm

Standards:



EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Shrinkage / separation of the surface. This may give a trip hazard.

Tasks

Repair.

Note

Edges curling up and lifting.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Surface is starting to crack in places x 5.

Risk level:

 Low

Risk score:

 4

Finding Photos



Maintenance Finding

Description

Surface is uneven.

Tasks

Read the notes for further action.

Note

The wet pour is becoming uneven possibly due to the mower riding over the wet pour. Monitor for further deterioration to the sub-base.

Risk level:

 Low

Risk score:

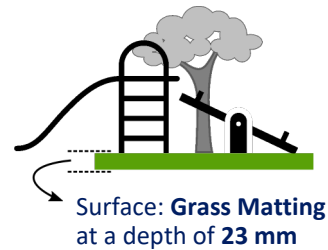
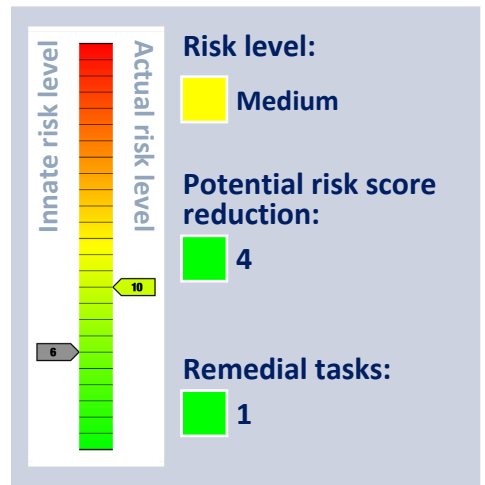
 7

Finding Photos



Slide

Manufactured by Ledon A/S



Standards:



EN 1176-1:2017, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Slide handrail fittings loose.

Risk level:

Medium

Risk score:

10

Finding Photos



Cycle Course

Manufactured by Fenland Leisure Products Ltd



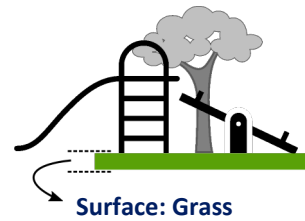
Risk level:

High

Risk score as low as possible

Remedial tasks:

2



Standards:

None
This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Soil ramp and burn have been added to the area. The parish council must carry out a risk assessment each time any alterations occurs to the cycle track for insurance purposes.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Strimmer damage to supports is likely to accelerate timber rot.

Tasks

Prevent further damage.

Risk level:

 Low

Risk score:

 6

Finding Photos



Basketball Post

Manufactured by (Unknown)



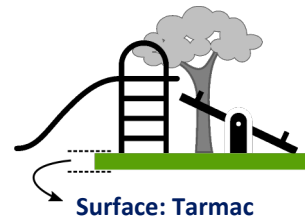
Innate risk level

Actual risk level

Risk level:
Medium

Risk score as low as possible

Remedial tasks:
1



Standards:

EN 15312:2007+A1:2010, EN 1270:2005

The item or its surfacing are not compliant with the requirements of the relevant standards.

Standard Compliance Finding

Description

A warning notice should be fitted to all sports related equipment with the words "do not climb on the framework or nets", "do not hang on the ring" (if provided) and "do not wear rings or other jewellery as these can get caught and cause injury".

Tasks

Fit warning notice.

Risk level:

Low

Risk score:

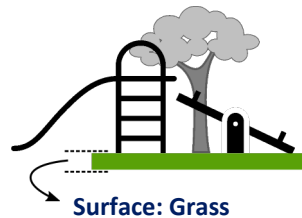
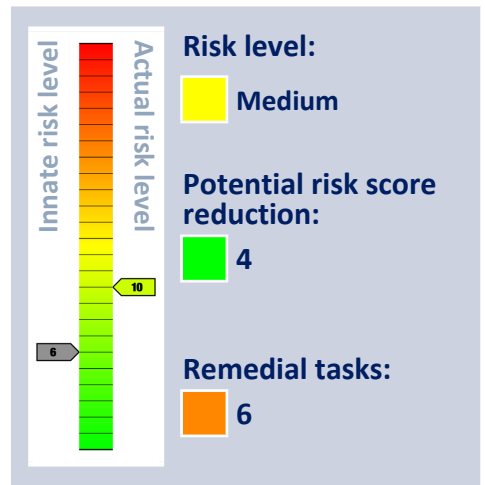
5

Finding Photos



Cableway

Manufactured by Fenland Leisure Products Ltd



Standards:



EN 1176-1:2017, EN 1176-4:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Maintenance Finding

Description

Chain covers prevent a thorough inspection of all chain links.

Tasks

Remove chain covers to inspect according to manufacturer's instructions.

Risk level:

Low

Risk score:

4

Finding Photos



Maintenance Finding

Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar or similar, where the wire is in contact and wears and frays over time. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This finding is generically high risk and action is required. Refer to the manufacturer's instructions to ensure the correct check is carried out.

Risk level:

 Medium

Risk score:

 10

Tasks

Conduct an appropriate dismantling inspection.

Finding Photos



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

There are large stones / concrete still projecting from the ground at the base of the ramp section - Remove.

Risk level:

 Low

Risk score:

 7

Finding Photos



Maintenance Finding

Description

Timber is decayed.

Tasks

Read the notes for further action., Check on a routine basis.

Note

Posts starting to soften and decay at ground level (large post left side of the platform).

Risk level:

 Low

Risk score:

 6

Finding Photos



Standard Compliance Finding

Description

The platform does not have barriers.

Tasks

Refer to manufacturer.

Note

Platform is over 600 mm in height and is easily accessible.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Goal Posts

Manufactured by (Unknown)



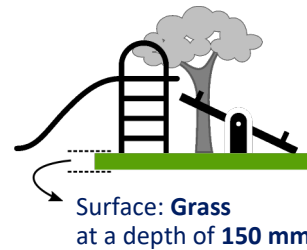
Risk level:
Medium

Risk score as low as possible

Remedial tasks:
1

Standards:

BS 8461:2005+A1:2009, EN 16579:2018
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Maintenance Finding

Description

Paintwork is in poor condition.

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level:
Low

Risk score:
5

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- * Tube ends should be securely enclosed and removable only with tools
 - * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Hand-rail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

EN 1176 Notes – Summary of Requirements

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected Giant revolving discs

* Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible * Information on accidents should be kept (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person





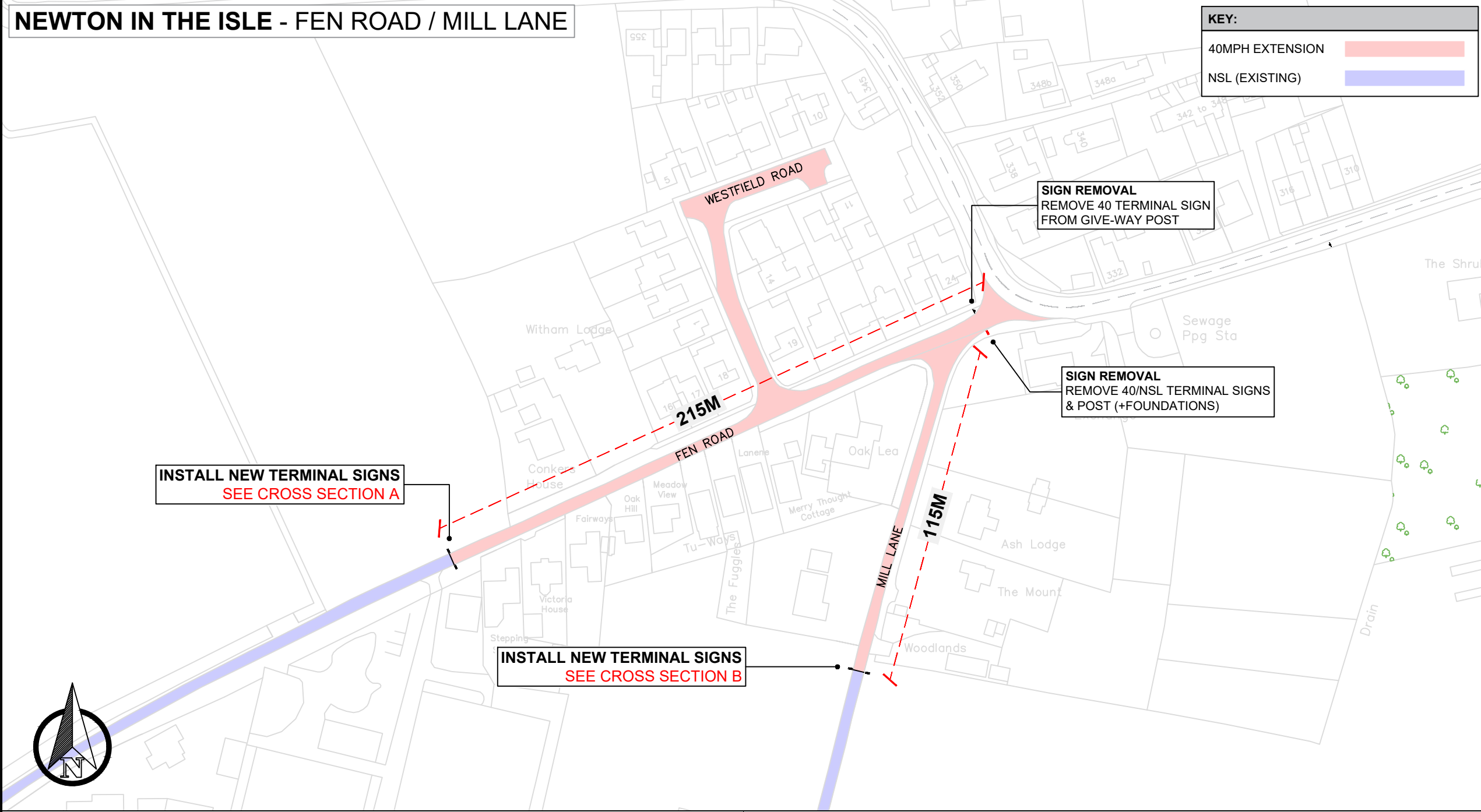
Playsafety Ltd
78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
+44 (0)1793 317470

Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety
© Playsafety Ltd

NEWTON IN THE ISLE - FEN ROAD / MILL LANE

KEY:	
40MPH EXTENSION	
NSL (EXISTING)	

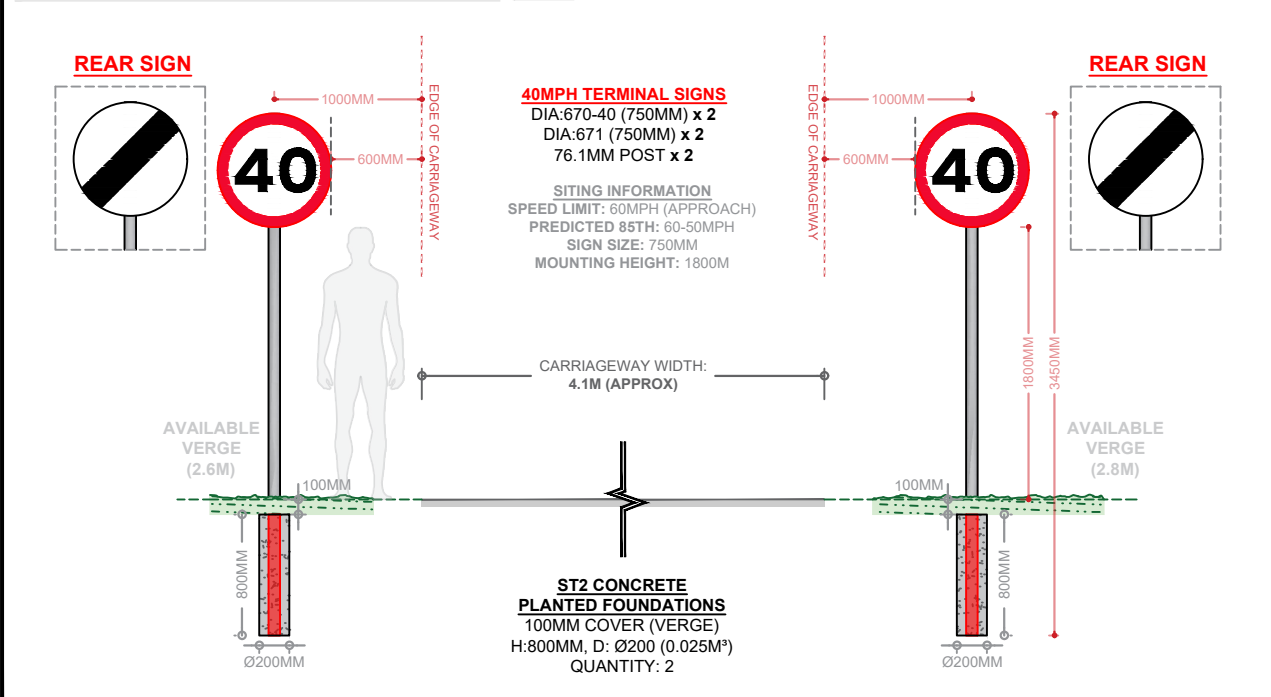
- NOTES:**
- DO NOT SCALE FROM DRAWING
 - ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE STATED AND TO BE CHECKED WITH SITE ENGINEER.
 - ALL UNDERGROUND AND OVERHEAD SERVICES TO BE IDENTIFIED PRIOR WORK COMMENCING ONSITE
 - ALL STREET FURNITURE TO BE OFFSET BY A MINIMUM OF 600MM UNLESS OTHERWISE STATED
 - LENGTH OF THE 40MPH EXTENSION TO BE:
 - 205M FROM B1165 JUNCTION HEADING SOUTH-WEST.
 - 115M FROM THE JUNCTION OF MILL LANE / FEN ROAD HEADING SOUTH.
- ALL TRAFFIC SIGNS AND ROAD MARKINGS ARE TO CONFORM TO 'THE TRAFFIC SIGNS REGULATIONS & GENERAL DIRECTIONS 2016' (TSRGD) & ANY SUBSEQUENT AMENDMENTS.**
- ALL SIGNAGE MATERIALS ARE TO BE CLASS RA2 (BS EN 12899-1:2007) REFLECTORISED, EXCEPT BLACK OR BROWN.**



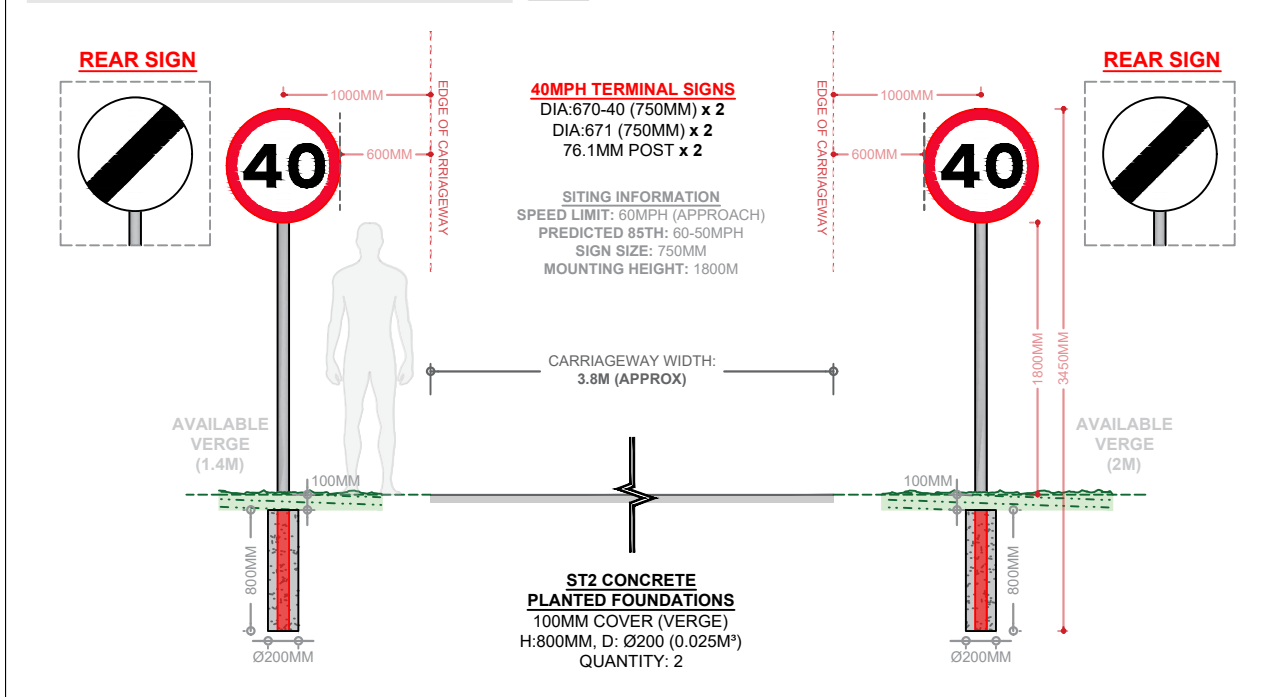
MATERIAL QUANTITIES - FEN ROAD / MILL LANE		
ITEM	UNIT	QUANTITY
76MM POST	m	13.8
ST2 CONCRETE FOUNDATION	m ²	0.10
SIGN DIA. 670-40 (750MM)	No	4
SIGN DIA. 671 (750MM)	No	4

Date	Rev	Description

CROSS SECTION A - FEN ROAD (40/60) 1:50



CROSS SECTION B - MILL LANE (40/60) 1:50



Project
**FEN ROAD / MILL LANE
 NEWTON-IN-THE-ISLE
 40MPH BUFFER ZONES**

Title
**PRIVATELY FUNDED
 HIGHWAYS IMPROVEMENT
 2021 - 2022**

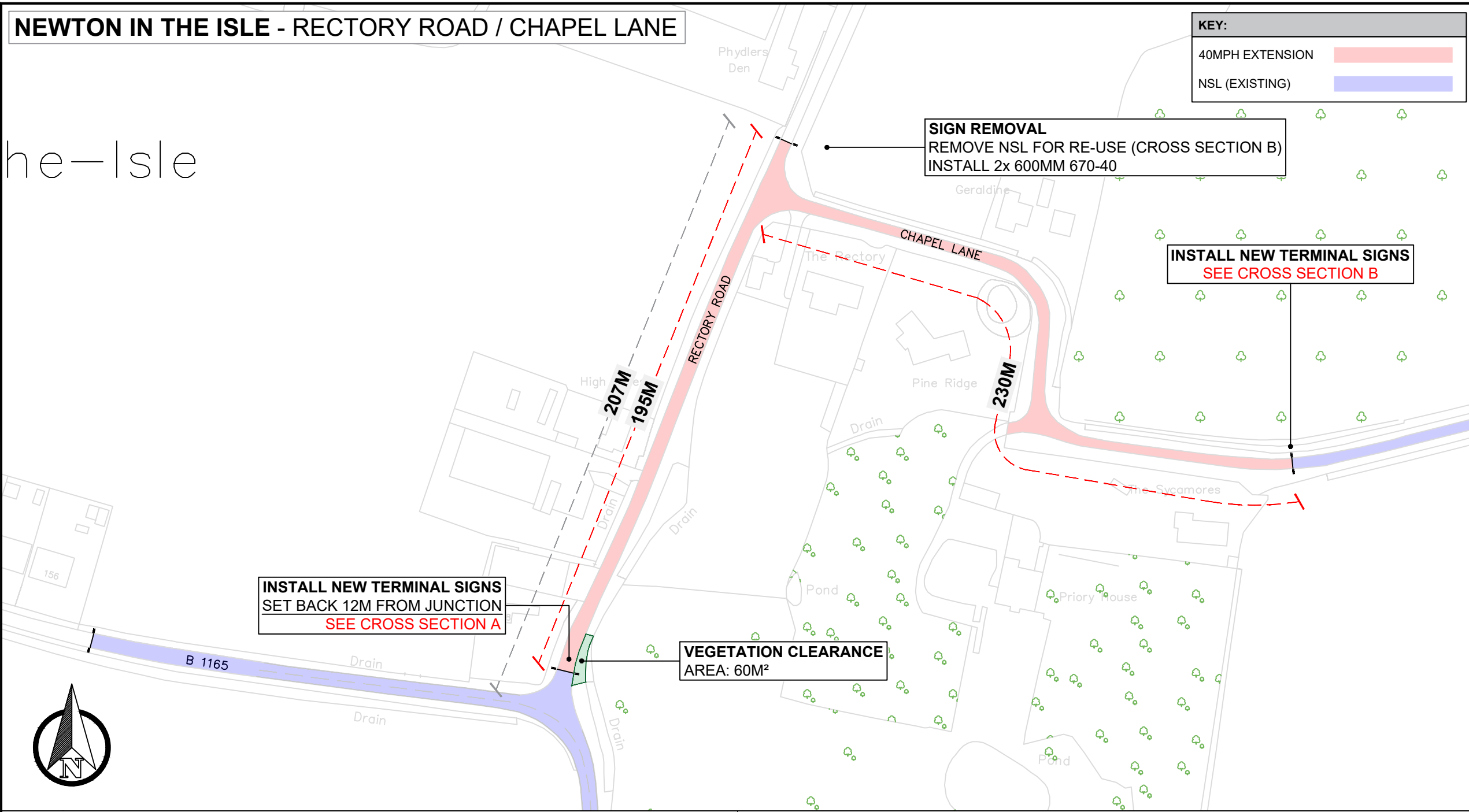
Scale 1:1500 / 1:50	Drawn J.Hobbs	Checked A.C-Derkowska	Date 30/03/2022
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Drawing number PFHI/NEWTON/100/001	Rev
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NEWTON IN THE ISLE - RECTORY ROAD / CHAPEL LANE

he-Isle



KEY:

40MPH EXTENSION	
NSL (EXISTING)	

SIGN REMOVAL
REMOVE NSL FOR RE-USE (CROSS SECTION B)
INSTALL 2x 600MM 670-40

INSTALL NEW TERMINAL SIGNS
SEE CROSS SECTION B

INSTALL NEW TERMINAL SIGNS
SET BACK 12M FROM JUNCTION
SEE CROSS SECTION A

VEGETATION CLEARANCE
AREA: 60M²

NOTES:

- DO NOT SCALE FROM DRAWING
 - ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE STATED AND TO BE CHECKED WITH SITE ENGINEER.
 - ALL UNDERGROUND AND OVERHEAD SERVICES TO BE IDENTIFIED PRIOR WORK COMMENCING ONSITE
 - ALL STREET FURNITURE TO BE OFFSET BY A MINIMUM OF 600MM UNLESS OTHERWISE STATED
 - LENGTH OF THE 40MPH EXTENSION TO BE:
 - 195M FROM 12M BACK FROM B1165 JUNCTION HEADING NORTH.
 - 230M FROM THE JUNCTION OF RECTORY ROAD / CHAPEL LANE HEADING EAST.
- ALL TRAFFIC SIGNS AND ROAD MARKINGS ARE TO CONFORM TO 'THE TRAFFIC SIGNS REGULATIONS & GENERAL DIRECTIONS 2016' (TSRGD) & ANY SUBSEQUENT AMENDMENTS.
- ALL SIGNAGE MATERIALS ARE TO BE CLASS RA2 (BS EN 12899-1:2007) REFLECTORISED, EXCEPT BLACK OR BROWN.

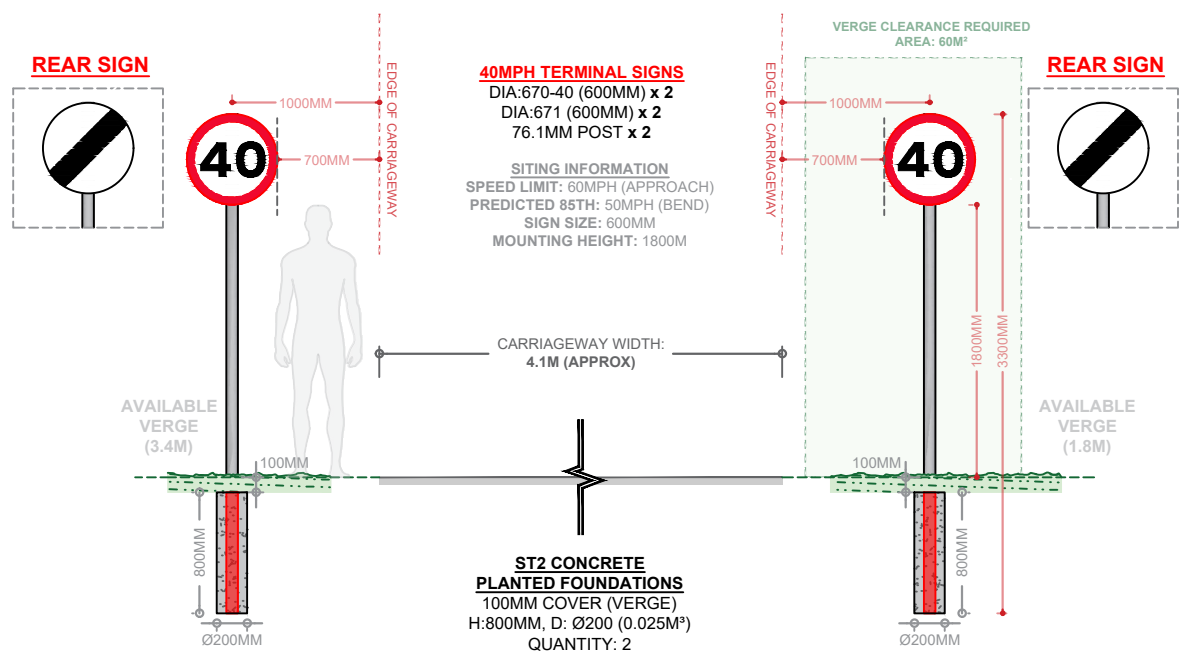
MATERIAL QUANTITIES - RECTORY ROAD / CHAPEL LANE

ITEM	UNIT	QUANTITY
76MM POST	m	13.8
ST2 CONCRETE FOUNDATION	m ²	0.10
SIGN DIA. 670-40 (600MM)	No	2
SIGN DIA. 670-40 (750MM)	No	4
SIGN DIA. 671 (750MM)	No	2

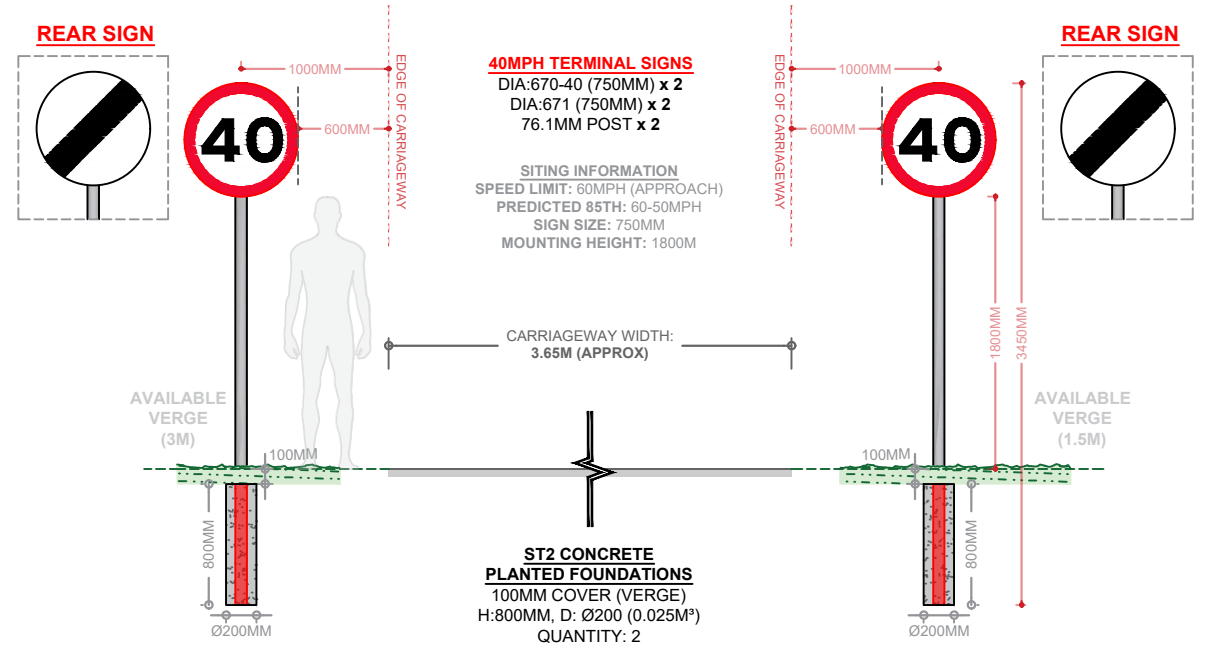
Date	Rev	Description

CROSS SECTION A - RECTORY ROAD (40/60) 1:50

REAR NSL SIGNS TO BE RE-USED FROM EXISTING 30MPH TERMINAL SIGNS ON RECTORY ROAD



CROSS SECTION B - CHAPEL LANE (40/60) 1:50



Project **RECTORY ROAD / CHAPEL LANE
NEWTON-IN-THE-ISLE
40MPH BUFFER ZONES**

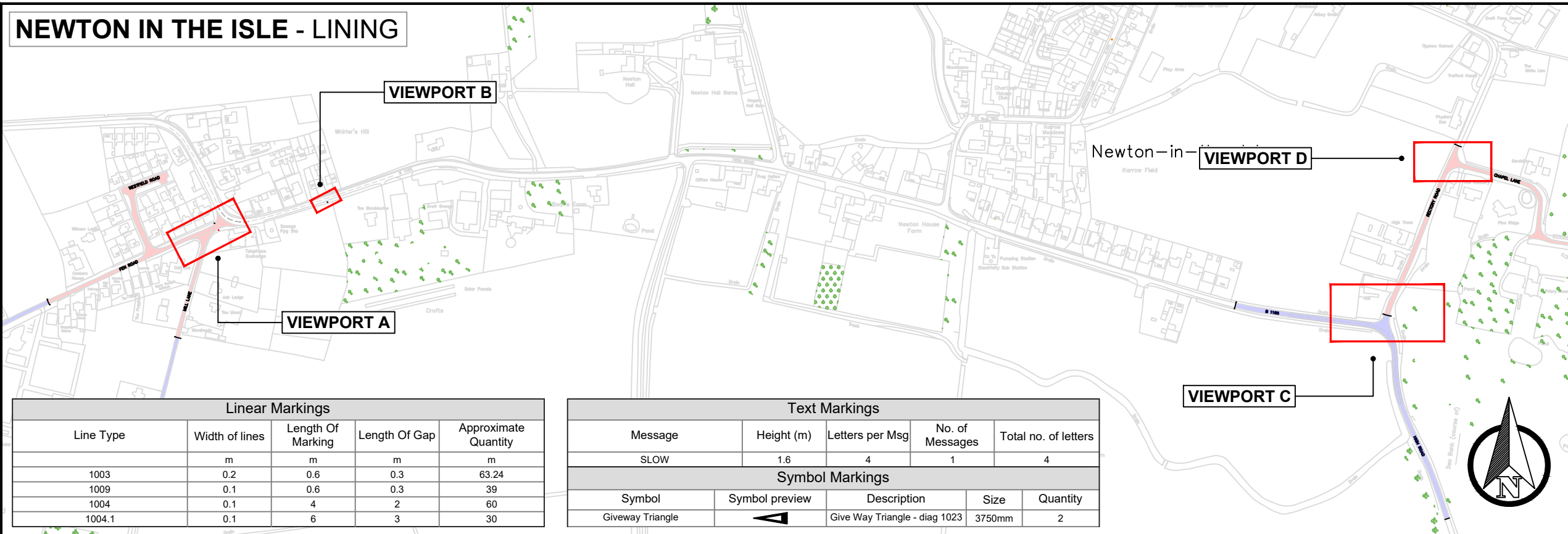
Title **PRIVATELY FUNDED
HIGHWAYS IMPROVEMENT
2021 - 2022**

Scale 1:1500 / 1:50	Drawn J.Hobbs	Checked A.C-Derkowska	Date 30/03/2022
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Drawing number PFHI/NEWTON/100/002	Rev
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NEWTON IN THE ISLE - LINING



Linear Markings				
Line Type	Width of lines	Length Of Marking	Length Of Gap	Approximate Quantity
1003	m	m	m	m
1009	0.2	0.6	0.3	63.24
1004	0.1	0.6	0.3	39
1004	0.1	4	2	60
1004.1	0.1	6	3	30

Text Markings				
Message	Height (m)	Letters per Msg	No. of Messages	Total no. of letters
SLOW	1.6	4	1	4

Symbol Markings				
Symbol	Symbol preview	Description	Size	Quantity
Give Way Triangle		Give Way Triangle - diag 1023	3750mm	2

NOTES:

VIEWPORT A:
FEN ROAD / MILL LANE - REFRESH JUNCTION MARKINGS

VIEWPORT B:
INSTALL 1.6M "SLOW" MARKING NEXT TO EXISTING WARNING SIGN (OPPOSITE HOUSE NO. 314)

VIEWPORT C:
RECTORY ROAD - REFRESH JUNCTION MARKINGS

VIEWPORT D:
CHAPEL LANE - REFRESH JUNCTION MARKINGS

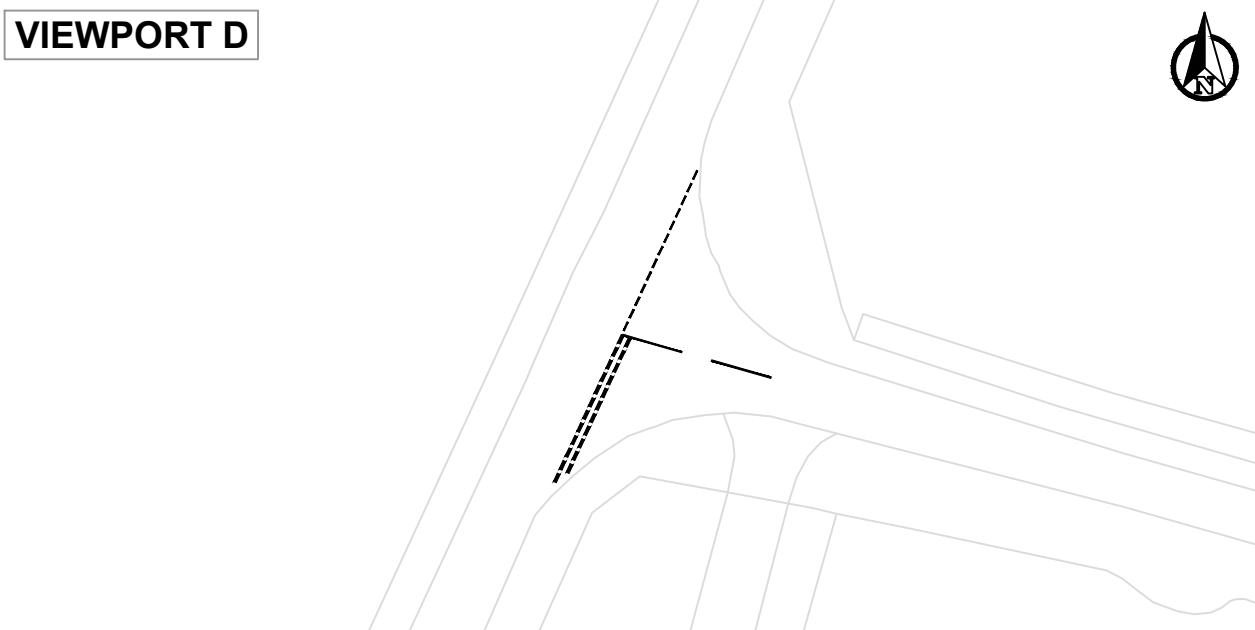
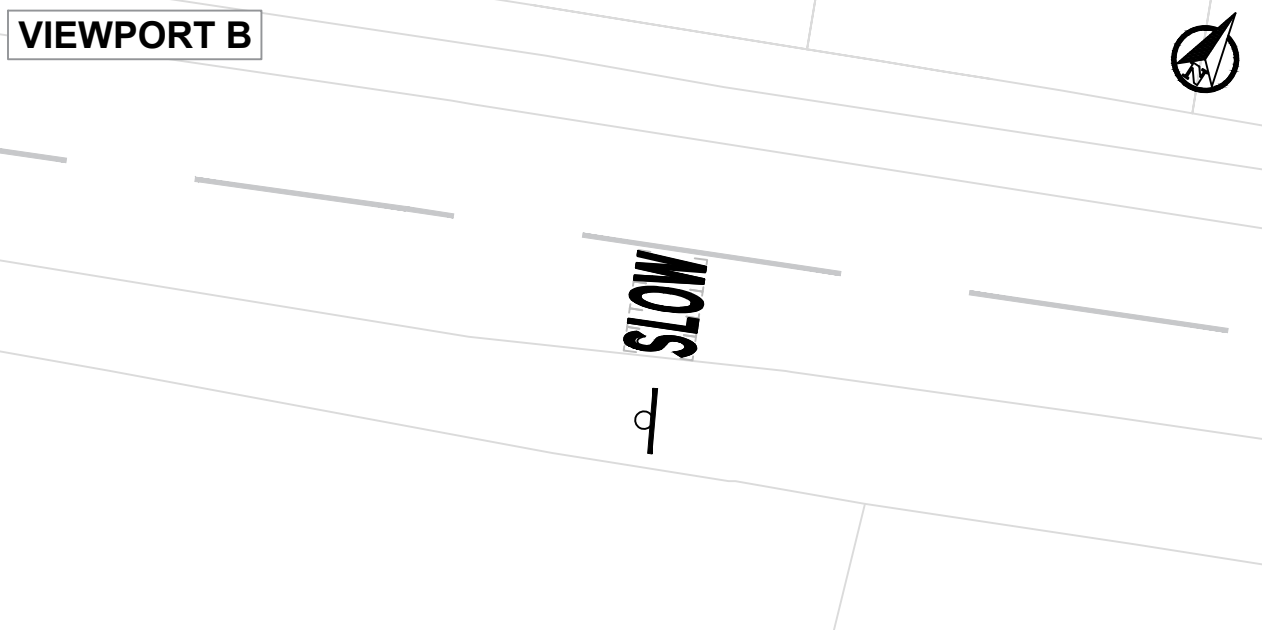
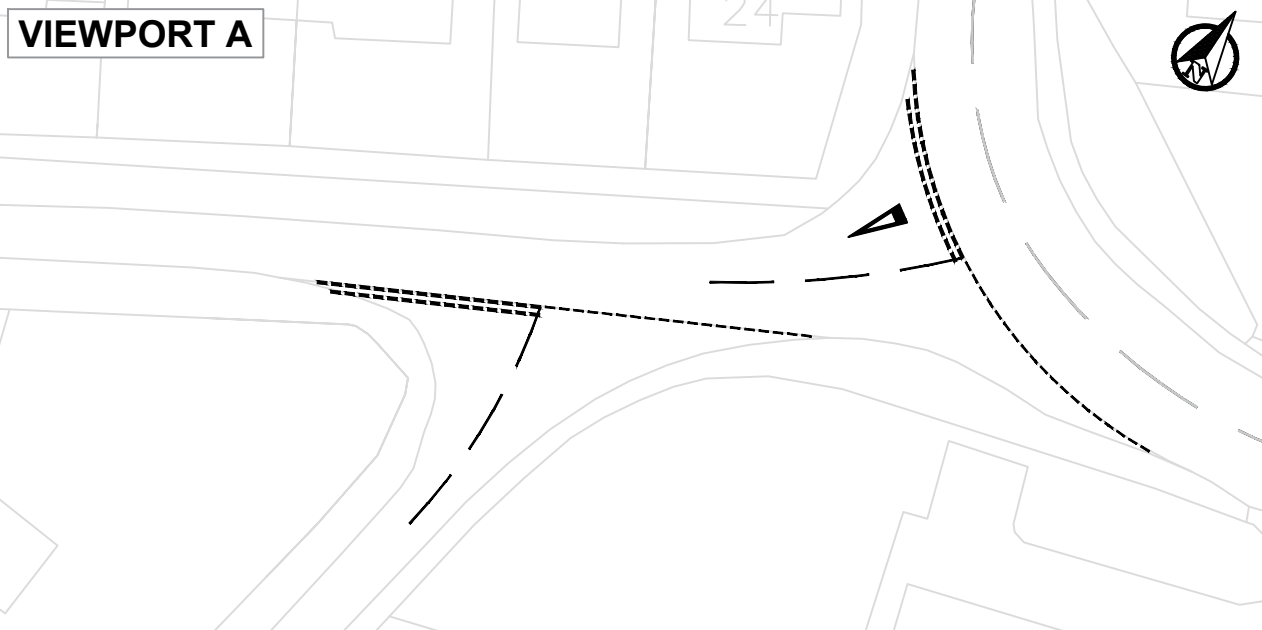
ALL ROAD MARKINGS SHALL BE SCREED APPLIED THERMOPLASTIC MATERIALS WITH SOLID BEADS COMPLYING WITH BS3262:PT 3, BS EN 1423 & BS EN 1424.

ALL PERMANENT ROAD MARKINGS SHALL ATTAIN AN SRT VALUE NOT LESS THAN 55 FOR SKID RESISTANCE, WHICH IS CLASS S3, AS PER TABLE 8 OF BS EN 1436:2018

ALL PERMANENT ROAD MARKINGS SHALL BE CLASS R3 RETROREFLECTIVITY AS PER TABLE 3 OF BS EN 1436: 2018.

ALL PERMANENT ROAD MARKINGS SHALL HAVE A LUMINANCE COEFFICIENT CLASS OF Q4, AS PER TABLE 1 OF BS EN 1436: 2018.

ALL PERMANENT ROAD MARKINGS SHALL HAVE A LUMINANCE FACTOR CLASS OF B3, AS PER TABLE 2 OF BS EN 1436: 2018.



Date	Rev	Description



Project RECTORY ROAD / CHAPEL LANE
NEWTON-IN-THE-ISLE
LINING OVERVIEW

Title PRIVATELY FUNDED
HIGHWAYS IMPROVEMENT
2021 - 2022

Scale	Drawn	Checked	Date
1:1500 / 1:50	J.Hobbs	A.C-Derkowska	30/03/2022

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Drawing number	Rev
PFHI/NEWTON/1200/001	

PROJECT FEASIBILITY SUMMARY

Local Highway Improvement (LHI) Initiative



Applicant	Newton-in-the-Isle Parish Council	Status	Approved
Application Reference No	10	Version	1.0
Assigned Highways Officer	TBC - feasibility completed by Chris Foyle	Approved by	C.F
Location of proposal	Chapel Lane		
Streetview Link	HERE		
Highway Issue or Improvement -	Carriageway Improvement and safety for pedestrians		
Key Considerations -	Narrow verge and carriageway. Reduced forward visibility on western end due to junction to Rectory Road.		
Optimum Solution -	Advanced "S" bend warning signs and pedestrians in road signs. "SLOW" markings on carriageway can be added if required but risks driver overload.		
Other options considered -	Roadmarkings, verge markers and footway construction		
Key project risks -	Available highway land. Clash with underground services. Meeting forward visibility requirements on western end.		

TECHNICAL APPRAISAL OF PROPOSED SOLUTION	
Road Safety Benefit and/or Issues	RAG
Forewarning of drivers to bends and pedestrians.	
Risks to Delivery (see 'Key project risks' section above for further information)	RAG
Project risks are deemed to be minor and unlikely to impede delivery.	
Effectiveness	RAG
Relies on good driver behaviour.	
Maintenance Considerations	RAG
No concerns unless road markings are included.	

ESTIMATED CONSTRUCTION & OTHER COSTS	
Item	Estimated Cost
Staff Cost	£ 1,145.13
Construction Cost (Inc. Traffic Management)	£ 4,336.95
TTRO	£ 1,000.00
Safety Audit (Stages 1-3)	-
Legal Traffic Regulation Order (Includes 2 No. Newspaper Adverts)	-
Sub-Total	£ 6,482.08
10% Risk Contingency	£ 648.21
GRAND TOTAL	£ 7,130.29

Total Project Budget Required	£	7,130.29
Applicant Contribution	£	1,000.00
CCC Contribution applied for	£	6,130.29
Estimated duration of project	12 months (commencing 1st April 2022)	

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.3.22

Income	Year to Date		Budget	%	
FDC Precept	£	13,000.00	£	13,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	495.04	£	495.04	100.00
Village Hall	£	2.00	£	2.00	100.00
Grants	£	-	£	-	0.00
Donations	£	100.00	£	-	#####
Bank Interest	£	1.20	£	1.20	100.00
VAT Refunds	£	-	£	352.05	0.00
Miscellaneous	£	315.00	£	-	#####
Total Income	£	15,881.24	£	15,818.29	100.40

Expenditure

Clerk's Salary	£	-	£	-	0.00
Fees	£	555.00	£	380.00	146.05
Subscriptions	£	806.29	£	422.50	190.83
Admin Expenses	£	2,300.10	£	632.92	363.41
Insurance	£	695.23	£	695.23	100.00
Drainage Rates	£	43.19	£	43.19	100.00
Playing Field	£	4,756.08	£	2,566.00	185.35
Highways	£	884.16	£	580.00	152.44
Street Lights	£	5,336.56	£	5,336.56	100.00
Section 137 Payments	£	500.00	£	-	#####
LHI Projects	£	-	£	-	0.00
Recoverable VAT	£	2,293.47	£	-	#####
Total Expenditure	£	18,170.08	£	10,656.40	170.51

Summary

Total Income	£	15,881.24	£	15,818.29
LESS Total Expenditure	£	18,170.08	£	10,656.40
Net Surplus or Deficit	-£	2,288.84	£	5,161.89

Balance Sheet

Balance B/fwd	£	40,598.57
Surplus or Deficit	-£	2,288.84
Balance C/fwd	£	38,309.73

Represented by

Barclays Community Account	£	26,259.51
Barclays Business Premium Account	£	12,050.22
Cash / Cheques	£	-
	£	38,309.73

NEWTON-IN-THE-ISLE PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making Council becomes ill informed	M	H	Timely and accurate financial reporting	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Clear office procedures. Clear budgetary procedures	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence Loss of reputation	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed	M	M	Clear Standing Orders	Annually	Major incident complaints	Clerk

NEWTON-IN-THE-ISLE PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence of grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation Conflicts of interest	L	M	Clear Standing Orders Open system of payment	Annually All meetings	Complaints from public	Council

NEWTON-IN-THE-ISLE PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
10	Failure to register members interests	Member could make inappropriate gains	L	M	Procedures in place for recording and monitoring Members Interests	All meetings	Complaints about members	Councillors
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Regular routine maintenance Insurance cover	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service of Amenity provided	Claim against Council	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud of dishonesty	Reduction in available funds	L	H	Clear financial procedures Adequate insurance cover	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk

NEWTON-IN-THE-ISLE PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
14	Inadequacy of Precept Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

Adopted 18 May 2021

Newton in the Isle Parish Council

Internal Audit Report: 2021-22 Final update

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2021-22 financial year during our initial and final reviews of the Council's records both of which have been undertaken remotely due in part to Covid. We thank the Clerk for assisting the process, providing all necessary documentation in electronic format to facilitate completion of this year's review.

Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' as part of the Council's AGAR process, which requires independent assurance over several internal control objectives.

Overall Conclusion

We have concluded that, based on the programme of work undertaken this year, the Council continues to maintain generally adequate and effective internal control arrangements. With the year's turnover again falling below the threshold of £25,000 where an external audit is required, the Council has prepared a Form 2 AGAR claiming appropriate exemption from the external audit process for the 2021-22 financial year.

We are pleased to note the development of a new Council website with all recent and required documentation now posted thereon in accordance with the requirements of the Transparency Code for Smaller Authorities and the Accounts and Audit Regulations 2015, as summarised in the preface to the AGAR.

We have duly signed-off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective in this area is to ensure that accounting records are being maintained accurately and on a timely basis, and that no anomalous entries appear in the cashbooks, which are maintained in spreadsheet format with appropriate analysis in place to feed into the financial statement at Section 2 of the AGAR.

To ensure the appropriateness and accuracy of the recording of transactions, we have:

- Ensured the accurate carry-forward of the prior year closing balances to the 2021-22 cashbooks;
- Verified that the accounts remain “in balance” at the financial year-end;
- Ensured that appropriate analysis is in place to facilitate reporting of the Council’s budgetary performance;
- Checked and agreed detail of the year’s financial transactions on each of the bank accounts, by reference to supporting bank statements for the full financial year;
- Agreed the bank reconciliations as at 31st December 2021 and March 2022;
- Noted that bank reconciliations are undertaken routinely during the year and presented to the Council for approval, although they were not, at the time of our interim review, being signed-off by a non-cheque signing councillor, as required by the adopted Financial Regulations (FRs para 2.2 refers); and
- Ensured the accurate disclosure of the combined account balances in the year’s AGAR at Section 2, Box 8.

Conclusions and recommendation

Whilst no significant matters of concern have arisen from this area of our review, we recommended in our interim report that the procedures for member scrutiny of bank reconciliations be amended to ensure compliance with the adopted FRs with the reconciliations and supporting bank statements signed and dated by the appointed reviewing Councillor.

R1. The Council must ensure compliance with its adopted Financial Regulations (para 2.2 refers) with a Councillor, who is neither the Chairman nor a cheque signatory, appointed to at least quarterly review and sign-off and date the bank reconciliations and bank statements as evidence of their review. A nominated councillor has undertaken a review of the third quarter figures and has the paperwork for completion of the year-end review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently, we have: -

- Reviewed the Council's minutes for the financial year ensuring that no matters exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- Noted that the SOs and FRs were reviewed and re-adopted by members at the May 2021 Council meeting, also noting that they make appropriate reference to the 2015 Public Contracts Regulations, with a formal tender limit set at £10,000; and
- Noted that all payments continue to be approved by Members and recorded appropriately in the minutes.

We also note that the external auditors signed-off the 2020-21 AGAR with reference to non-compliance in relation to publication issues for 2019-20 as also identified in our 2020-21 report. These do not impact on the 2021-22 AGAR Governance Statement.

Conclusions and recommendation

We are pleased to record that the Council continues to operate appropriate and effective corporate governance arrangements: we shall continue to monitor the Council's approach to governance at future reviews.

R2. The Council must ensure compliance with the website disclosure requirements of the Transparency Code for Smaller Authorities and the Accounts and Audit Regulations 2015. Development of the new website has facilitated compliance with these requirements.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate documentation supports payments, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available;
- Payments are correctly analysed in the accounting records and end of year accounts;
- VAT has been appropriately identified and coded to the control account for periodic recovery; and
- The powers for approving any grant payments have been identified accordingly and are within the Council's spending limit in relation to those approved under Section 137 of the LG Act.

We have again considered the appropriateness of the operative procedures for processing invoices; checking their authenticity; accuracy of recording in cashbooks, processing by the Clerk and formal approval for payment by members and are pleased to again conclude that the controls are adequate and effective with the invoices duly signed-off by one of the cheque signatories. Due to their low volume, we have examined all documentation supporting payments processed in the year and are pleased to record that all complied with the above criteria.

We noted at our interim review that no VAT reclaim covering the second half of 2020-21 or to date in 2021-22 had been prepared and submitted to HMRC for recovery and suggested that, in future, reclaims are prepared once annually to include the full financial year's transactions to 31st March.

Conclusions and recommendation

We are pleased to report that no significant matters arise in this area this year, although, as suggested previously, we urge that VAT reclaims are in future prepared once annually to include the year's financial transactions to 31st March.

R3. To simplify accounting arrangements, VAT returns should be prepared annually as at 31st March thereby including the full year's transaction detail. A VAT return as at 31st March 2022, including the few, as yet un-reclaimed 2020-21 items will be submitted in the new financial year.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and operational / health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note that, following our 2020-21 report recommendation, the Council's Governance and Management Risk Assessment was reviewed, updated and adopted at the May 2021 meeting.

The Council's insurance remains in place with Zurich, including Public & Employer's Liability cover of £12 million and £10 million respectively, together with Fidelity Guarantee cover of £250,000, all of which we consider appropriate for the Council's present requirements.

Conclusions

No matters have arisen from this review area this year warranting formal comment or recommendation. We shall continue to assess the adequacy of the Council's approach to risk management at future reviews. We take this opportunity to remind the Clerk and Council that "The Practitioner's Guide" requires financial risk assessments to be subjected to at least once annual review and re-adoption.

Precept Determination and Budgetary Control

In this area of cover, we aim to ensure that the Council has sound procedures in place for the determination of its annual budget and for monitoring and managing available resources throughout the financial year.

We note that, following due debate, the Council adopted, at its meeting in January 2022, a reduced precept for 2022-23 of £10,000.

We also note that members are provided with detail of the balances held in bank accounts at each Council meeting, together with receipts and payments processed in the previous period with any major expenditure still to be incurred “flagged up” accordingly.

Overall reserves as at 31st March 2022 have decreased marginally to £38,310 (£40,600 at 31st March 2021). Of that balance £21,700 is “set aside” in 5 earmarked reserves for special / planned projects, primarily street lighting and highways. The residual General Reserve balance of £16,610 equates to approximately 11 month’s revenue spending at the current level and is considered appropriate for the Council’s current requirements.

Conclusions

No matters arise in this review area requiring formal comment or recommendation.

Review of Income

The Council generally receives income from the annual precept, together with the Concurrent Functions Grant, allotment rentals, bank interest and recovered VAT.

We note from our review of minutes in the current year that, following our previous recommendation, members have reviewed the allotment rents determining to retain them unchanged currently.

We have checked and agreed in full all receipts recorded in the cashbook to the relevant bank statements for the year noting that invoices for the year’s allotment rents were duly raised in January 2022: we now note that all were paid in full by the financial year-end.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Petty Cash Account / Clerk’s Expenses

No petty cash account is operated by the Council, the clerk reclaiming any out-of-pocket expenses periodically, which are processed in the same way as supplier invoices.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation relating to the deduction and payment over of income tax and NI contributions.

Due to the Clerk having formerly been the Council Chairman, resigning from that role in March 2021, no salary was payable to him until April 2022 in accordance with local government legislation: no other employees are in post, so no salary costs have been incurred by the Council this year.

Conclusions

No issues arise in this area warranting formal comment or recommendation

Fixed Asset Register / Inventory

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or, where that value is unknown, at a suitable proxy and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, other than to reflect the value of any new acquisitions or disposals.

We again note the maintenance of an appropriate register, which has been updated to include detail of the new acquisitions during 2021-22 at cost price (i.e., net of VAT).

Conclusions

No matters of concern arise in this review area this year.

Investments and Loans

The Council has no specific investments in place, nor any loans repayable by or to it.

Statement of Accounts and AGAR

As indicated earlier in this report, as the Council's turnover for 2021-22 again falls below the £25,000 threshold, the Council is again able to claim exemption from an external audit for 2021-22. We have verified the detail to be reported in the year's Form 2 AGAR at Section 2, agreeing it to the year's cashbook entries and asset register.

Conclusions

No issues arise in this area this year in relation to the AGAR detail and we have duly assigned positive assurances in the IA Certificate in all relevant areas.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	The Council must ensure compliance with its adopted Financial Regulations (para 2.2 refers) with a Councillor, who is neither the Chairman nor a cheque signatory, appointed to at least quarterly review and sign-off and date the bank reconciliations and bank statements as evidence of their review.	<i>A nominated councillor has undertaken a review of the third quarter figures and has the paperwork for completion of the year-end review.</i>
Review of Corporate Governance		
R2	The Council should ensure compliance with the website disclosure requirements of the Transparency Code for Smaller Authorities and the Accounts and Audit Regulations 2015.	<i>Development of the new website has facilitated compliance with these requirements.</i>
Review of Expenditure and VAT		
R3	To simplify accounting arrangements, VAT returns should be prepared annually as at 31 st March thereby including the full year's financial transactions.	<i>A VAT return as at 31st March 2022, including the few, as yet un-reclaimed 2020-21 items will be submitted in the new financial year.</i>

Annual Internal Audit Report 2021/22

Newton-in-the-Isle Parish Council

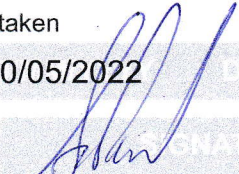
<http://parishcouncil.newtonintheisle.org.uk/> PLEASE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			Not Applicable
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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: 26/01/2022 10/05/2022 DD/MM/YYYY
 Name of person who carried out the internal audit: S J Pollard for Auditing Solutions Ltd OR
 Signature of person who carried out the internal audit:  SIGNATURE REQUIRED
 Date: 10/05/2022

*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).

Certificate of Exemption – AGAR 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2021/22, 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 2021/22:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

ENTER 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 **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), 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 you are able to confirm that the above statements apply and that 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 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

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 Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER 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 2022. Reminder letters incur a charge of £40 +VAT

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

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 2022, 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 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.			<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>

*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 Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<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			<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			<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			<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			<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			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<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			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Newton-in-the-Isle Parish Council
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

NOTICE

1. **Date of announcement - 1 June 2022**
2. **Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.**

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 31 March 2022, these documents will be available on reasonable notice by application to:

D A Gibbs, Clerk & RFO
01945 870083
parishclerk@newtonintheisle.org.uk

commencing on **Monday 13 June 2022**

and ending on **Friday 22 July 2022**

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 either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written 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 above dates only.

4. **The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. 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 D A Gibbs, Clerk & RFO**

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 30.4.22

Income	Year to Date		Budget	%	
FDC Precept	£	5,000.00	£	10,000.00	50.00
FDC Concurrent Functions Grant	£	-	£	1,968.00	0.00
Allotment Rents	£	-	£	495.00	0.00
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	-	£	1.20	0.00
VAT Refunds	£	-	£	1,900.00	0.00
Miscellaneous	£	-	£	-	0.00
Total Income	£	5,000.00	£	14,365.20	34.81

Expenditure

Clerk's Salary	£	-	£	5,000.00	0.00
Fees	£	-	£	380.00	0.00
Subscriptions	£	-	£	425.00	0.00
Admin Expenses	£	-	£	500.00	0.00
Insurance	£	-	£	700.00	0.00
Drainage Rates	£	-	£	45.00	0.00
Playing Field	£	-	£	1,500.00	0.00
Highways	£	-	£	3,700.00	0.00
Street Lights	£	-	£	1,800.00	0.00
Section 137 Payments	£	-	£	500.00	0.00
LHI Projects	£	-	£	1,000.00	0.00
Recoverable VAT	£	-	£	-	0.00
Total Expenditure	£	-	£	15,550.00	0.00

Summary

Total Income	£	5,000.00	£	14,365.20
LESS Total Expenditure	£	-	£	15,550.00
Net Surplus or Deficit	£	5,000.00	-£	1,184.80

Balance Sheet

Balance B/fwd	£	38,309.73
Surplus or Deficit	£	5,000.00
Balance C/fwd	£	43,309.73

Represented by

Barclays Community Account	£	31,259.51
Barclays Business Premium Account	£	12,050.22
Cash / Cheques	£	-
	£	43,309.73

The Chairman
C/o Clerk to the Parish Council
Newton-in-the-Isle Parish Council

9th March 2022

Dear Councillor David Nunn,

As you may be aware Citizens Advice Rural Cambs is a registered independent local charity that provides free and impartial advice to local residents who need help and support with issues affecting their lives and those of their families.

Over the past year we have seen an increase in requests for help with income maximisation, and benefits and we expect to see a huge increase in debt management, money advice, employment and housing issues in near future.

Whilst we are grateful for the funding we receive from Huntingdonshire and Fenland District Councils, the amount we receive has remained static and is not sufficient to meet the growing demand for our services. We recognise that District Councils have numerous calls on their resources and therefore have looked at supplementary funding from Town and Parish Councils over recent years with some success. We have secured funding from St Neots, Chatteris, Whittlesey and St Ives Town Councils on an annual basis to provide face to face by appointment advice services one day a week in their localities. We already have in place a Digital Contact Centre based in Huntingdon that residents across rural Cambridgeshire can use via our Freephone telephone number and web chat Monday to Friday 9.30am to 3.30pm as well as providing access to a website 24/7 and which also facilitates enquiries by email.

If as a Council you would be prepared to consider supporting us then we would welcome a donation so that we can carry on providing the level of service helping to support our local residents.

Please be assured that we will continue to provide advice and support to local residents via the Digital Contact Centre 5 days a week, as well as through our face to face sessions (this is by an appointment following a telephone assessment) in locations across the area covered by Citizens Advice Rural Cambs.

A copy of our last Annual Report is attached for your further information.

Yours sincerely,



Nick Blencowe
Chief Officer

Citizens Advice Rural Cambs is the operating name of Rural Cambs Citizens Advice Bureau Ltd

Registered office: Eastfield House, 5 Latham Road,
Huntingdon, PE29 6YG
Charity Registration No: 1146277

Registered in England and Wales No: 07931354
Authorised and regulated by the Financial Conduct
Authority : Registration No: 617718

PATRON : HRH The Princess Royal