

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 9 May 2023 at 7pm.**

Dave Gibbs

Clerk

3 May 2023

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

001/23 Apologies

To receive and consider apologies from those members not present

002/23 Election of Chairman for the Municipal Year 2023/24

To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office

003/23 Election of Vice Chairman for the Municipal Year 2023/24

To elect the Vice Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office

004/23 Acceptance of Office

To receive signed declarations of acceptance of office from all members of the Council

005/23 Chairman's Announcements

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

006/23 Public Forum

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

007/23 Membership of the Council

To consider requests from eligible individuals for co-option to the four vacant positions on the Council

008/23 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) Review of delegation arrangements to committees*
- b) Review of terms of reference and membership of committees*
- c) Review and confirmation of standing orders and financial regulations*
- d) Confirmation of insurance arrangements*
- e) Review of the Council's subscriptions to other bodies*
- f) Appointment of a Trustee to the Newton Village Hall charity*
- g) Appointment of an Armed Forces Champion*
- h) Confirmation of the Council's register of assets as at 31 March 2023*
- i) Confirmation of meeting dates and times for the municipal year. The following are suggested - 11 July, 12 September, 14 November, 9 January, 12 March, 14 May*

009/23 Minutes of the Previous Meeting

To approve the minutes of the Parish Council meeting held on Tuesday 14 March

010/23 County and District Councillors Reports

To receive reports from Cllrs S King (CCC) and the District Councillors

011/23 Police Matters

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

012/23 Clerk's Report

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

013/23 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) Planter around village sign*
- e) Mossy pavement in Westfield Road*
- f) Fly-tipping in Roman Bank and elsewhere*
- g) Former School site*
- h) Allocation of vacant allotment*
- i) Village Hall Management Committee event in the Playing Field*
- j) Crime and anti-social behaviour in the village*

014/23 Amenities Committee

To receive a report on actions since the last meeting

015/23 Highways Committee

To receive a report on actions since the last meeting

016/23 Planning

To consider the following planning applications and agree the Council's response:

- a) F/YR23/0297/VOC - Removal of condition 1 relating to planning permission F/0108/87/F (Continued use of dwelling as residential children's home without its occupancy being restricted to Mr and Mrs Chapman as imposed on previous planning permission No. F/0667/85/F) to remove personal condition - Chartwell House, Goodens Lane, Newton-in-the-Isle
- b) F/YR23/0315/O - Erect up to 2 x dwellings (outline application with matters committed in respect of access) involving the demolition of 3x existing outbuildings - Land East and West of Croft Grange, 307 High Road, Newton-in-the-Isle
- c) F/YR23/0347/F - Erect a dwelling (2-storey, 2-bed) involving demolition of existing outbuilding - Land East of Fitton House, Fitton End Road, Newton-in-the-Isle

017/23 Finance

To consider and resolve on the following matters:

- a) To approve the internal accounts for 2022/23
- 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 2022/23
- e) To approve and sign the Accounting Statements 2022/23
- f) To approve and sign the Certificate of Exemption for 2022/23
- g) To confirm the dates of the period for the exercise of public rights
- h) Appointment of internal auditor for the 2023/24 financial year
- i) To agree the format and content of the annual report to residents
- j) To receive an updated financial statement for the period to the end of April
- k) To note the following sums received since the last meeting:

Barclays Bank (interest)	£	14.97
HMRC (VAT refund)	£	2,646.83
R Kublik (rent).....	£	189.20
Newton Village Hall (rent).....	£	1.00
Fenland District Council (precept instalment).....	£	5,000.00
J McGregor (licence fee).....	£	100.00
		<u>£ 7,952.00</u>

- l) To ratify the following payments issued since the last meeting:

100751 Mrs P Wilkinson (tree plaques).....	£	63.90
100752 Magpas Air Ambulance (donation)	£	250.00
100753 East Anglian Air Ambulance (donation)	£	250.00
100754 D Freeman (gate hinges)	£	11.98
		<u>£ 575.88</u>

m) *To approve the following payments:*

100750	T A Blackamore Ltd (grass cutting).....	£ 1,885.44*
100755	D A Gibbs (salary April and May).....	£ 895.60
100756	Zurich Municipal (insurance)	£ 796.11
100757	CAPALC Ltd (affiliation fee).....	£ 403.10
100758	Sam Johnson Landscapes (tree work).....	£ 330.00
100759	Playsafety Ltd (play equipment inspection)	£ 111.00
100760	Information Commissioner (registration fee).....	<u>£ 40.00</u>
		£ 4,461.25

** Approved as £1,597.44 at previous meeting. Additional works added.*

018/23 Annual Parish Meeting

To confirm the arrangements for the Annual Parish Meeting

019/23 Play Equipment Safety Inspection

- a) *To consider the RoSPA Playsafety Safety Inspection Report on the Queen Elizabeth II Playing Field and to agree an action plan to address issues raised*
- b) *To confirm arrangements for the regular inspection of the play equipment*

020/23 Date of Next Meeting

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

Newton-in-the-Isle Parish Council

Amenities Committee Terms of Reference

Objective

- i. Newton-in-the-Isle Parish Council is responsible for a diverse range of assets and land.
- ii. The Amenities Committee is constituted to support the Council in the administration of its assets, including, but not limited to, the Queen Elizabeth II Playing Field, allotments and land holdings, children's play equipment, fences, gates, bins, benches, bus shelters, signs, notice boards, and defibrillators.
- iii. The Committee will support and inform the Council's budget-setting process and long-term planning by documenting necessary and desired expenditure and identifying potential sources of external funding.
- iv. All matters relating to the Amenities Committee will be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership will comprise no more than four members of the Parish Council elected annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council will be *ex-officio* members of the Amenities Committee.
- iii. The Committee may co-opt members of the public with knowledge or interest in its work who shall become full members of the Committee.
- iv. A quorum will consist of three members of the Committee.
- v. 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 four occasions each year.
- ii. The Clerk will compile a calendar of meeting dates.
- iii. The Chairman 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. The minutes will be adopted and signed by the Committee at its next meeting.
- iii. All minutes will be presented to the Council at the first available meeting, whether in draft or approved format.
- iv. The Amenities Committee has no delegated budget or powers and must make recommendations to the Council in respect of all financial commitments.

Review

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

Newton-in-the-Isle Parish Council

Highways Committee Terms of Reference

Objective

- i. Newton-in-the-Isle Parish Council works in partnership with Cambridgeshire County Council to ensure that routine maintenance of public highways is carried out promptly and that improvements are proposed for consideration.
- ii. The Highways Committee is constituted to carry out the Council's functions in relation to all highway matters, including roads, footpaths and other public rights of way, street lights and speed monitoring devices.
- iii. The Committee will oversee the work of the parish Handyman.
- iv. The Committee will support and inform the Council's budget-setting process and long-term planning by documenting necessary and desired expenditure and identifying potential sources of external funding.
- v. All matters relating to the Highways Committee will be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership will comprise no more than four members of the Parish Council elected annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council will be *ex-officio* members of the Highways Committee.
- iii. The Committee may co-opt members of the public with knowledge or interest in its work who shall become full members of the Committee.
- iv. A quorum will consist of three members of the Committee.
- v. 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 four occasions each year.
- ii. The Clerk will compile a calendar of meeting dates.
- iii. The Chairman 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. The minutes will be adopted and signed by the Committee at its next meeting.
- iii. All minutes will be presented to the Council at the first available meeting, whether in draft or approved format.
- iv. The Highways Committee has no delegated budget or powers and must make recommendations to the Council in respect of all financial commitments.

Review

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

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.



An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

&

All those who serve or have served in the Armed Forces of
the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution.

This has no greater expression than in upholding this Covenant.

Principles of the Armed Forces Covenant

The Armed Forces Covenant is a statement of mutual support between a civilian community and its local Armed Forces Community.

The Armed Forces Covenant is based upon two key principles:

- The Armed Forces Community should not face disadvantage compared to other citizens in the provision of public and commercial services.
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

The purpose of this Covenant is to encourage support for the Armed Forces Community working and residing within your town or parish and to recognise and remember the sacrifices they make. This includes in-Service and ex-Service personnel, their families and widow(er)s.

The Armed Forces Covenant a signal of your Council's support for the Armed Forces Community and its willingness to support initiatives aimed at improving outcomes for the Armed Forces Community.

For the Armed Forces Community, the Covenant encourages the integration of Service life into civilian life and encourages members to help their local community.

Aims of the Covenant

The Armed Forces Covenant defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces Community.

It aims to encourage all parties within a community to offer support to the local Armed Forces Community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the third sector. These organisations already work together in partnership at the local level.

The scheme is intended to be a two-way arrangement and members of the Armed Forces Community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

Examples of the kinds of initiatives you are supporting, or will support, that benefit your Armed Forces Community.

- Appoint an Armed Forces Champion from among your members to promote support for the Armed Forces Community.
- Promote the fact that you are an Armed Forces-friendly Council to your members and the wider public.
- Develop stronger links with local service base personnel and Armed Forces Community members to understand issues that service life provides.
- Commit to support and adapt processes for Service Personnel and their families in the provision of Town/Parish Services to mitigate disadvantage.
- Consider how you can support the employment of members of the Armed Forces Community, including by working with local businesses.
- Ensure upkeep of war memorials and war graves (with support from the Commonwealth War Graves Commission).
- Support or promote Armed Forces events such as Armed Forces Day/Week, Reserves Day, the Poppy Appeal and Remembrance activities.
- Run, facilitate or promote support networks (e.g. coffee mornings, breakfast clubs) for veterans and other members of your Armed Forces Community.
- Engage with and support your local RBL branch and other local Armed Forces charities (for example, by considering whether an empty shop in your neighbourhood could be used as a hub).
- Encourage local businesses to consider offering discounts to members of the Armed Forces Community.
- Signpost members of the Armed Forces Community to available support.
- Take part in Armed Forces or Covenant activities run by your principal Council.
- Enhance your digital presence with information and signposting about and for the Armed Forces Community.

If you would like to know more or start the process of signing up to the Armed Forces Covenant please contact Tommy Kelly, Armed Forces Covenant Officer for Cambridgeshire County Council and Peterborough City Council.

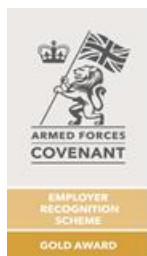
Tommy Kelly
Armed Forces Covenant Officer
Cambridgeshire and Peterborough

Think Communities Team
Cambridgeshire County Council

Mobile: 07747 369996

Email: thomas.kelly@cambridgeshire.gov.uk

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Newton-in-the-Isle Parish Council

Asset Register

31.3.23

Village Hall		£	1.00
Playing Field		£	15,000.00
Bank Garden Allotments		£	1.00
Parish Allotments		£	1.00
Play Equipment		£	28,537.00
Play Equipment	2022/23	£	518.00
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
Notice Boards	2022/23	£	864.00
Dog Bag Dispensers		£	300.00
		£	129,874.00

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

Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 14th March 2023

Present - Cllr R Moore (in the Chair), Cllr R Bradley, Cllr S Clark, Cllr D Freeman, Cllr E Jones, Cllr G Wilkinson, D Gibbs (Clerk)

074/22 Apologies for Absence

Apologies were received and accepted from Cllr D Nunn, Cllr S King (CCC) and Cllr C Seaton (FDC)

075/22 Chairman's Announcements

None.

076/22 Public Forum

None.

077/22 Minutes of Previous Meetings

- a) RESOLVED - that the minutes of the meeting held on Tuesday 10th January 2023 be agreed and signed as a true and accurate record.
- b) Members noted the draft minutes of the Highways Committee meeting held on Wednesday 8th February.
- c) RESOLVED - that the minutes of the Planning Committee meeting held on Tuesday 14th February be agreed and signed as a true and accurate record.
- d) Members noted the draft minutes of the Amenities Committee meeting held on Tuesday 14th February.

078/22 County and District Councillors Reports

County - Cllr King submitted a report confirming that he had attended a virtual meeting with the County Asset Planning Manager and the Local Highways Officer regarding flooding at 158 High Road and is awaiting feedback on suggested actions to alleviate the problem.

District - Cllr Clark reported that the District Council had resolved to reduce its share of the Council Tax by 2% this year, although many other components will increase, leading to higher bills overall. She also reiterated her concerns regarding the trees overhanging the A1101 following another fallen branch recently.

079/22 Police Matters

The Clerk reported that he had attended a meeting with the Police at which they outlined their current priorities, namely speeding in the villages and drugs including nitrous oxide in Wisbech and surrounding rural areas. Members asked the Clerk to request speed enforcement activity within the village. The Clerk reported that Norfolk Police had pursued a van into the village from the King's Lynn area resulting in damage to several Police vehicles. The van was eventually stopped in Hogens Lane and the occupants arrested. It is believed that they had a connection to the village.

080/22 Clerk's Report

The Clerk reported on meetings attended, including webinars on community led housing and village hall energy costs, a District Council cost of living support event and an election briefing. Correspondence received included the new 20mph application process, details of surface dressing in Chapel Lane, Home Energy Support Service Plus launch and the Great British Spring Clean.

081/22 Members' and Residents' Issues

- a) Abandoned vehicle in Colville Road - awaiting update from Clarion Housing Group.
- b) Accumulation of scrap in Colville Road - awaiting update from Clarion Housing Group.
- c) Overgrown hedge in Colville Road - this hedge has now been cut back.
- d) Dangerous path surface at St James Close - a meeting will be arranged with Clarion Housing Group in the new financial year.
- e) Planter around village sign - Cllr Wilkinson will attend to this.
- f) Mossy pavement in Westfield Road - the Clerk will arrange for this to be swept shortly.
- g) Fly-tipping in Roman Bank and elsewhere - the Clerk reported that fly-tippers have again been active in the village. Cllr Freeman and the Clerk removed a large quantity of waste from the dyke in Roman Bank and also from Little Ramper, including 26 empty nitrous oxide cylinders. Somebody set fire to some of the waste in Roman Bank before the Rapid Response Team was able to collect it. Rubbish was also dumped in Mill Lane and Franks Lane.
- h) Former school site - Cllr Clark has spoken to the Enforcement Team about the appearance of the site.
- i) Allocation of vacant allotment - the Clerk advised members that four residents have expressed an interest in the vacant allotment. Members resolved that the allotment could be divided into three parts and that Mr Setchell be invited to select a plot, following which two further names be drawn at random for the remaining areas.
- j) Request from Village Hall Management Committee to use Playing Field for an event - the request involves use of the whole site for a Family Summer Gala on the afternoon of Saturday 1st July. Members resolved to support the event and Cllr Bradley agreed to remove the remaining BMX ramps in May to enable the event to proceed.

082/22 Amenities Committee

- a) Spraying and reseeded of the wildflower meadow - see 086/22(f)
- b) Works to two cherry trees in Westfield Road and adjacent to 334 High Road - see 086/22(g)
- c) Replacement bench and relaying of path opposite Fen Road - see 086/22(h)
- d) Preparation of vacant allotment on the High Road - see 086/22(i)

083/22 Highways Committee

Cllr Bradley reminded members of the recent reports of damage to the byways to the west of the village caused by excessive recreational use by off-road vehicles. A meeting was arranged with the County Council Rights of Way Officer and landowners affected by the issue. A solution has been identified, involving a winter closure of the byways to motor vehicles with the installation of four gates at the access points. The estimated cost is £7,500 including the necessary legal work, signage and the purchase and installation of the gates. Funding could be made available through the Local Highway Improvements scheme, however this could take up to two years to deliver. The beneficiaries could be asked to make a financial contribution, including the landowners and the North Level District Internal Drainage Board.

Members resolved to proceed with this scheme to install the gates by October 2023, to obtain more accurate costings and to discuss financial contributions or labour and materials from the other partners.

084/22 Policies and Procedures

Members reviewed the following policies and procedures and resolved to re-adopt them:

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

085/22 Planning

- a) Members considered the following planning application:

F/YR23/0144/F - Insertion of roof lights to front and rear elevations and windows at first-floor on side elevations of existing dwelling (to enable loft conversion) and erect porch to front elevation - Heathfield, Fen Road, Newton-in-the-Isle

They resolved to offer no objection.

- b) Members considered the following pre-application consultation:

Proposed base station upgrade at Wisbech BT radio station - Black Dyke, Newton, Wisbech, PE13 5HY

They resolved to offer no objection.

086/22 Finance

a) The Clerk presented an updated financial statement as at the end of February, showing income of £12,828.58 and expenditure of £14,550.39, resulting in a shortfall of £1,721.81 and total funds held of £36,587.92.

b) Members noted the following sums received:

<i>C Buckley (memorial tree)</i>	£	35.00
<i>C Gregory (memorial tree)</i>	£	35.00
<i>E Jones (memorial tree)</i>	£	35.00
<i>S King (memorial tree)</i>	£	35.00
<i>Lea family (memorial tree)</i>	£	35.00
<i>A Scott (memorial tree)</i>	£	35.00
<i>Taylor family (memorial tree)</i>	£	35.00
<i>L Wakefield (memorial tree)</i>	£	35.00
<i>G Wilkinson (memorial tree)</i>	<u>£</u>	<u>35.00</u>
	£	315.00

c) Members ratified the following payments:

100742	<i>Fenland Leisure Products Ltd (play equipment repairs)</i>	£	4,066.08
100743	<i>Engraving Studios Ltd (tree plaques)</i>	£	146.50
100744	<i>Newton Village Hall (hall hire)</i>	£	40.00
100745	<i>D A Gibbs (salary February)</i>	<u>£</u>	<u>447.80</u>
		£	4,700.38

d) Members approved the following payments:

100746	<i>D A Gibbs (salary March)</i>	£	447.80
100747	<i>D A Gibbs (expenses)</i>	£	1,747.78
100748	<i>Cambridgeshire ACRE (affiliation fee)</i>	£	60.00
100749	<i>Newton Village Hall (hall hire)</i>	£	50.00
100751	<i>Mrs P Wilkinson (expenses)</i>	<u>£</u>	<u>63.90</u>
		£	2,369.48

e) Members approved the following payment, pending receipt of an invoice:

100750	<i>T A Blackamore Ltd (grass cutting)</i>	£	1,597.44
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f) Members approved a quotation of £394 from T A Blackamore Ltd for the spraying and reseeding with grass of the meadow area.

g) Members approved a quotation of £330 from Sam Johnson Landscapes for works to a cherry tree in Westfield Road and the removal of the broken branch on the cherry tree above the bench adjacent to 334 High Road.

h) Members approved a quotation of £1,040 from ProEdge Construction for the removal of the bench opposite Fen Road, the relaying of the path to the bench and the installation of the replacement bench.

i) Members considered a quotation of £525 from DTL Landscapes for clearing the brambles and cutting the hedges on the vacant allotment in the High Road. They noted

that the quote did not include the removal of the cuttings. The Clerk was asked to clarify the additional cost of including this. Cllr Bradley offered to receive the cuttings if the contractor had no alternative repository for them. A budget of up to £600 was approved to enable the Clerk to proceed with this matter. Members asked the Clerk to clarify the terms of the Council's allotment tenancy agreement with regard to the cost of each plot.

- j) Members considered requests received for financial assistance under Section 137 of the Local Government Act. They resolved to make payments of £250 each to the Magpas Air Ambulance charity (100752) and the East Anglian Air Ambulance charity (100753).
- k) The Clerk advised members that NatWest bank does not offer free banking to parish councils, so transaction charges of 35p per item would be applied to the new account. The annual cost is estimated to be in the region of £20. Members resolved to proceed with the opening of the new account.

087/22 Annual Parish Meeting

Members discussed the timing of the Annual Parish Meeting and resolved to postpone it until Wednesday 24th May. They asked the Clerk to contact potential speakers to invite them to attend.

088/22 Local Council Elections

The Clerk advised members that elections are taking place on Thursday 4th May for all seats on Fenland District Council and each of the Town and Parish Councils in Fenland. The Notice of Election is to be published on 20th March, with nominations to be submitted by 4.00pm on 4th April. Due to a change in the law, anybody voting in person at this election will be required to show a photographic identity document.

089/22 Date of Next Meeting

The Annual Meeting of the Council will take place on Tuesday 9th May.

Agenda Item No.	012/23	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	9 May 2023	
Report Title	Clerk's Report	

1. Purpose of Report

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

2. Key Issues

Meetings attended:

Street Pride AGM - 23 March

Correspondence received:

Cambridgeshire County Council – Cambridgeshire Matters newsletter, highway events diary, Fen Road closure 10-12 May, LHI feasibility report, LHI panel meeting 17 May

Fenland District Council – Community Safety Team newsletter, dates of civic events, free beginner fitness classes

NALC – bulletins, newsletters

CAPALC – monthly bulletin, training programme, affiliation invitation

NHS – Cambridgeshire & Peterborough Integrated Care System stakeholder newsletter, Cambridgeshire & Peterborough NHS Foundation Trust Dementia Carers Support Service appeal for volunteers

Cambridgeshire ACRE – Staying in Touch newsletter, webinar for Rural Housing Week

Queen Elizabeth Hospital – modernising our hospital newsletter

RoSPA Playsafety – play equipment inspection report

PKF Littlejohn LLP – external audit instructions

Local Issues

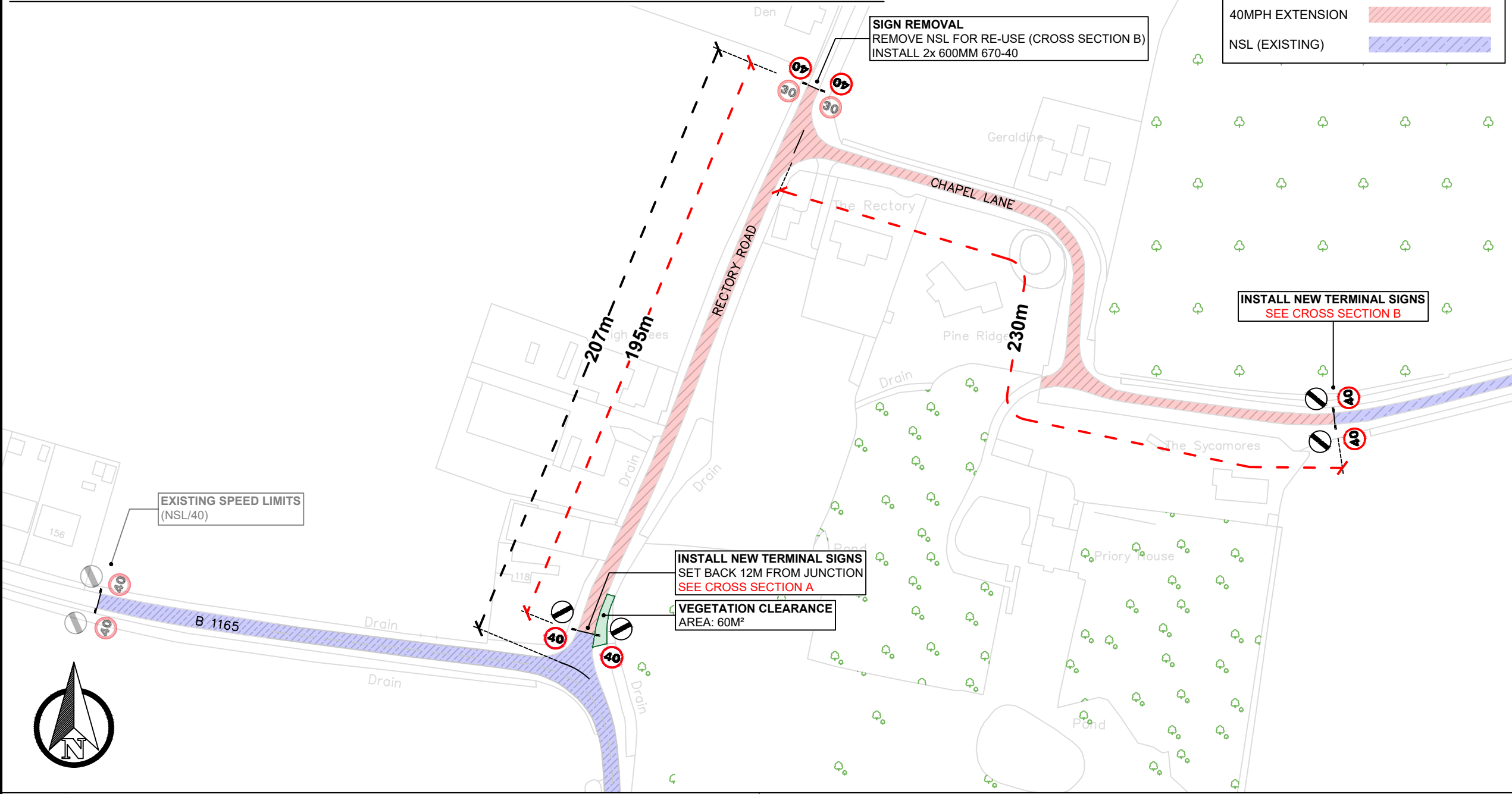
LHI/PFHI scheme for Chapel Lane, update on progress and residents' concerns

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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NEWTON IN THE ISLE - RECTORY ROAD / CHAPEL LANE SCALE: 1:1500



KEY:

40MPH EXTENSION

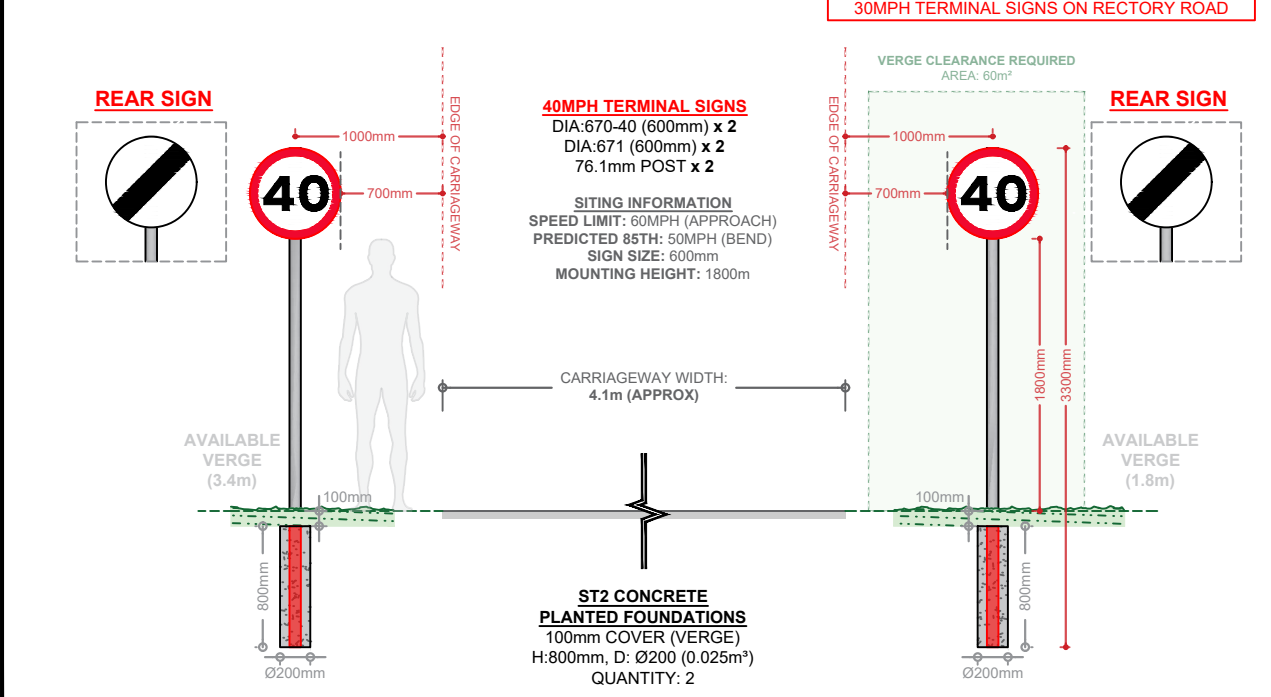
NSL (EXISTING)

- NOTES:**
- ALL DIMENSIONS GIVEN IN THIS DRAWING ARE IN METRES UNLESS SPECIFICALLY STATED OTHERWISE.
 - THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION, ALL OTHER RELEVANT DOCUMENTS AND DESIGN DRAWINGS LISTED BELOW:
 - 30CPX03921/1200/001
 - 30CPX03921/1200/003
 - 30CPX03921/1200/004
 - ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE CAMBRIDGESHIRE 'HOUSING ESTATE ROAD CONSTRUCTION SPECIFICATION (2018)' (HERCS) & THE 'SPECIFICATION FOR HIGHWAY WORKS' (SHW). IN EVENT OF DISCREPANCIES HERCS WILL TAKE PRECEDENCE.
 - ALL STATUTORY UNDERTAKER'S INFORMATION PROVIDED AND/OR PLOTTED ARE BASED OFF OF RETURN C2 INFORMATION. CAMBRIDGESHIRE COUNTY COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY INACCURACY. THE CONTRACTOR AND OR SCHEME DELIVERY MANAGER TO CARRY OUT THEIR OWN INVESTIGATIONS.
 - ANY QUANTITIES PROVIDED WITHIN DESIGN DRAWINGS ARE TO BE USED AS AN ESTIMATE ONLY AND TO BE RE-CALCULATED BY THE CONTRACTOR.
 - ANY ISSUES OR DISCREPANCIES TO BE RAISED WITH THE PROJECT ENGINEER AS SOON AS THEY OCCUR OR ARE IDENTIFIED.
 - ALL TRAFFIC SIGNS 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.
 - ALL STREET FURNITURE TO BE OFFSET FROM THE EDGE OF CARRIAGEWAY BY A MINIMUM OF 600MM UNLESS OTHERWISE STATED.

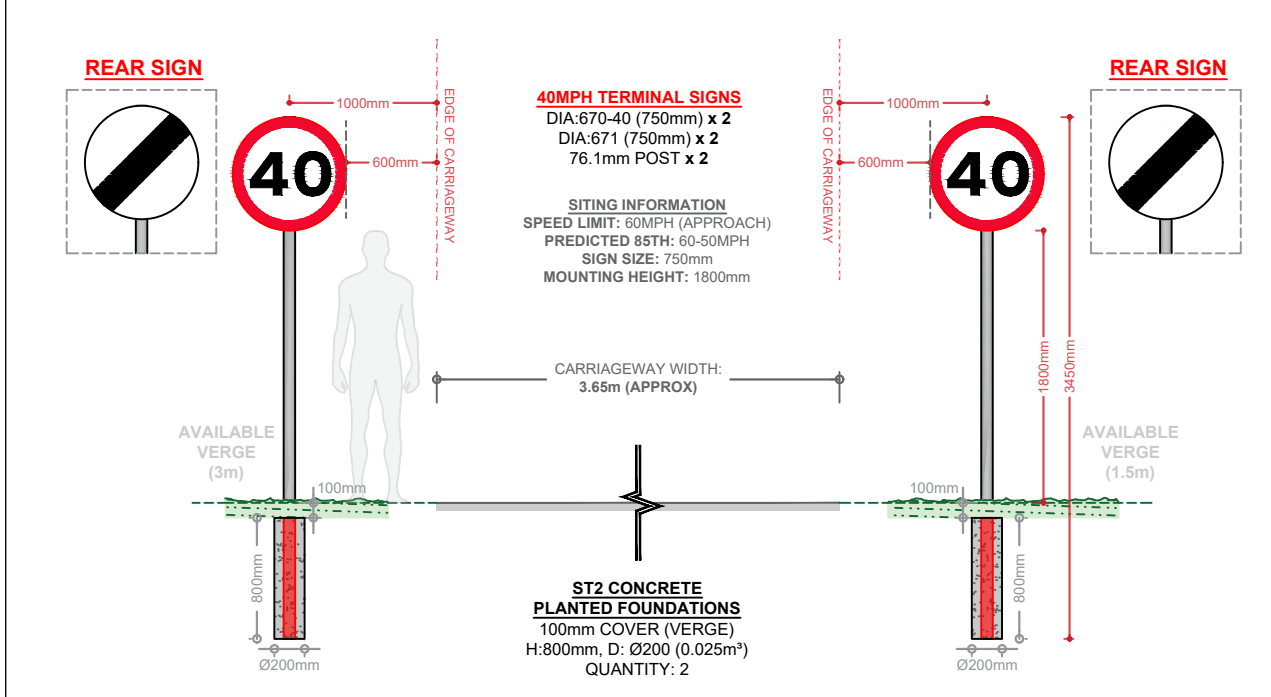
- LENGTH OF THE 40MPH EXTENSION TO BE:**
- 195M FROM 12M BACK FROM B1165 JUNCTION HEADING NORTH.
 - 230M FROM THE JUNCTION OF RECTORY ROAD / CHAPEL LANE HEADING EAST.
- VEGETATION CLEARANCE REQUIRED AT B1165 / RECTORY ROAD JUNCTION TO ALLOW FOR INCREASED VISIBILITY TO NEW TERMINAL SIGNS, SECTION CURRENTLY OVERGROWN.

MATERIAL QUANTITIES - RECTORY ROAD / CHAPEL LANE		
ITEM	UNIT	QUANTITY
76MM POST	m	13.8
ST2 CONCRETE FOUNDATION	m ³	0.10
SIGN DIA. 670-40 (600MM)	No	2
SIGN DIA. 670-40 (750MM)	No	4
SIGN DIA. 671 (750MM)	No	2

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



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



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

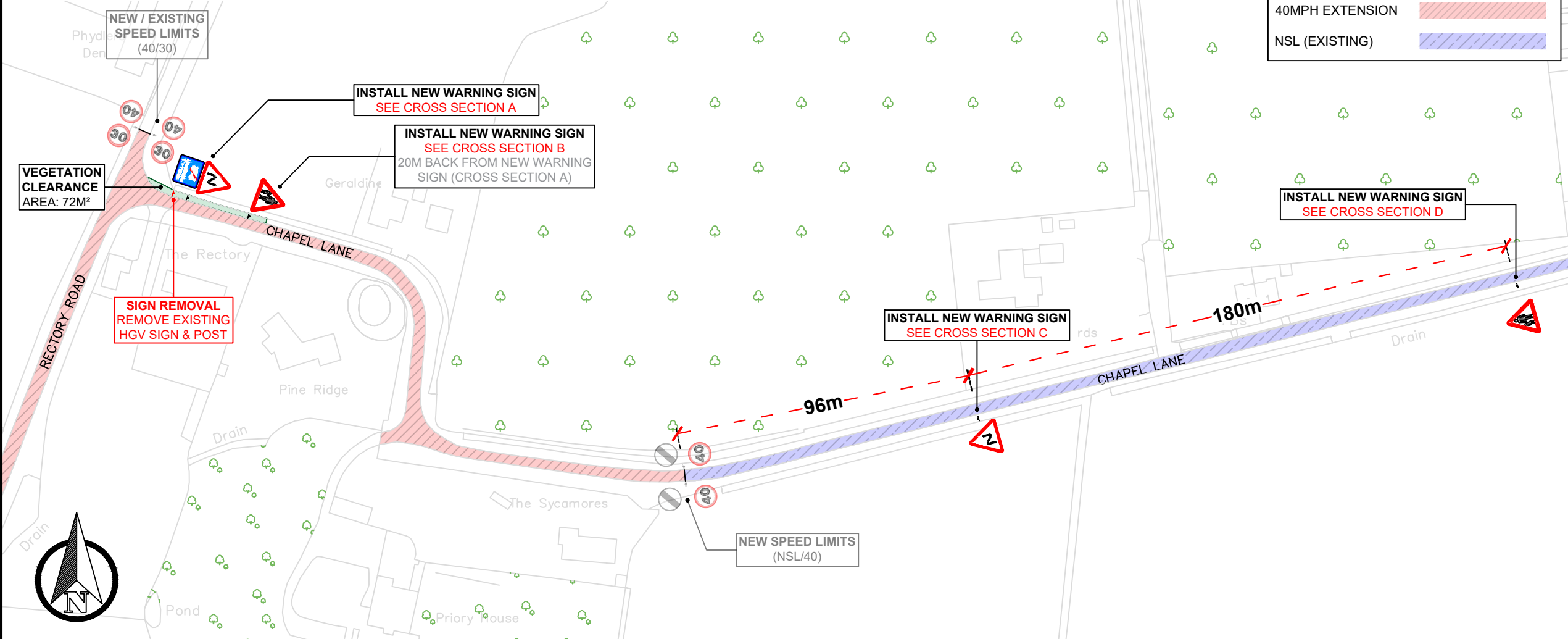
Title **LOCAL HIGHWAYS
IMPROVEMENT
2022 - 2023**

Scale	Drawn	Checked	Date
VARIABLE @A3	J.Hobbs	M.Martin	24/08/2022

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Drawing number	Rev
30CPX03921/1200/002	

NEWTON IN THE ISLE - CHAPEL LANE SCALE: 1:1500



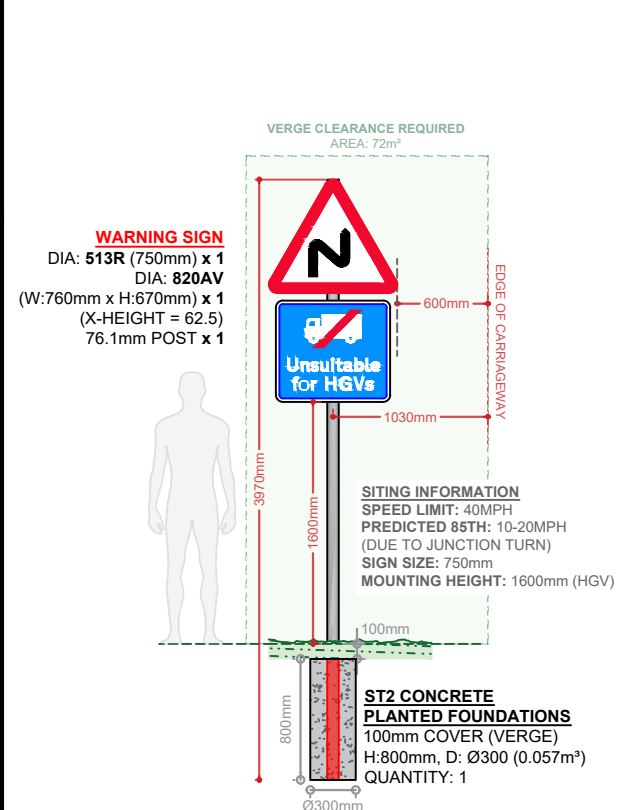
KEY:

- 40MPH EXTENSION
- NSL (EXISTING)

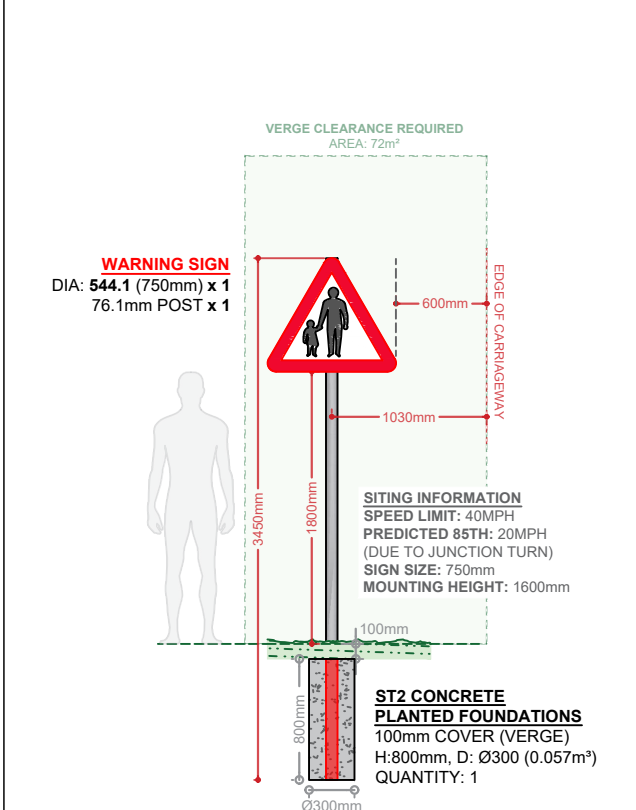
- NOTES:**
- ALL DIMENSIONS GIVEN IN THIS DRAWING ARE IN METRES UNLESS SPECIFICALLY STATED OTHERWISE.
 - THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION, ALL OTHER RELEVANT DOCUMENTS AND DESIGN DRAWINGS LISTED BELOW:
 - 30CPX03921/1200/001
 - 30CPX03921/1200/002
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 - ALL STREET FURNITURE TO BE OFFSET FROM THE EDGE OF CARRIAGEWAY BY A MINIMUM OF 600MM UNLESS OTHERWISE STATED.

VEGETATION CLEARANCE REQUIRED ON NORTH SIDE OF CHAPEL LANE (NEAR RECTORY ROAD) TO ALLOW FOR INCREASED VISIBILITY TO NEW WARNING SIGNS, SECTION CURRENTLY OVERGROWN.

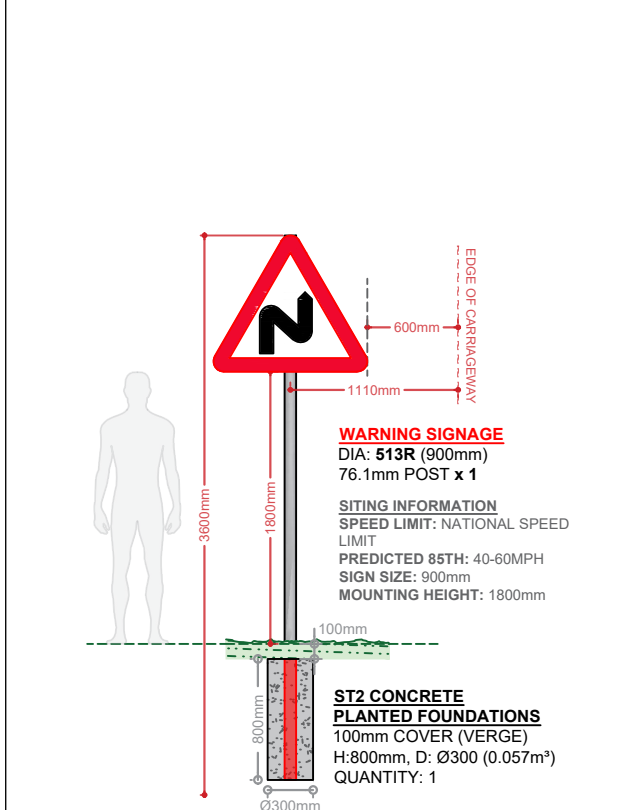
CROSS SECTION A - CHAPEL LANE (WARNING SIGN)
SCALE: 1:50



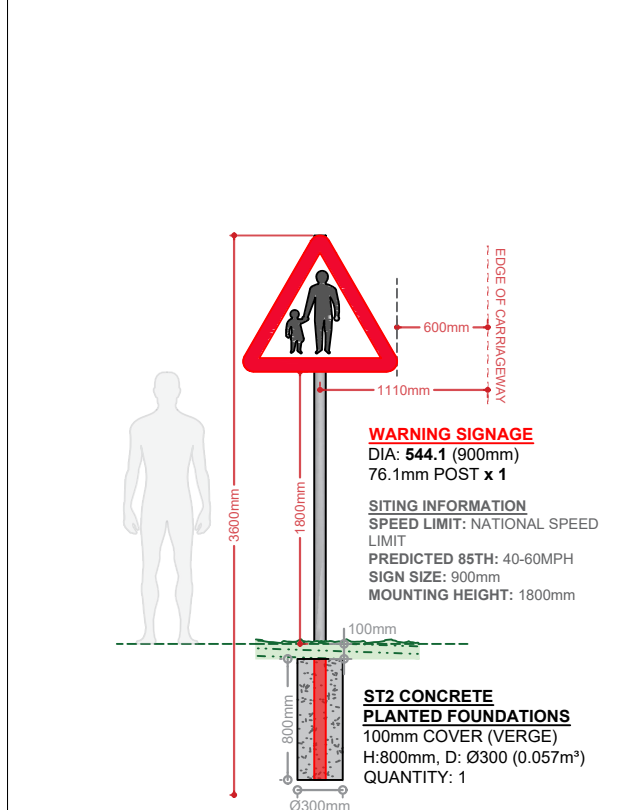
CROSS SECTION B - CHAPEL LANE (WARNING SIGN)
SCALE: 1:50



CROSS SECTION C - CHAPEL LANE (WARNING SIGN)
SCALE: 1:50



CROSS SECTION D - CHAPEL LANE (WARNING SIGN)
SCALE: 1:50



MATERIAL QUANTITIES - CHAPEL LANE (WARNING SIGNS)		
ITEM	UNIT	QUANTITY
76MM POST	m	14.62
ST2 CONCRETE FOUNDATION	m ³	0.23
SIGN DIA. 513R (900MM)	No	1
SIGN DIA. 513R (750MM)	No	1
SIGN DIA. 544.1 (900MM)	No	1
SGN DIA. 544.1 (750MM)	No	1
SIGN 820AV (760MM x 670MM)	No	1



Project
**RECTORY ROAD / CHAPEL LANE
NEWTON-IN-THE-ISLE
WARNING SIGNS**

Title
**LOCAL HIGHWAYS
IMPROVEMENT
2022 - 2023**

Scale	Drawn	Checked	Date
VARIES @A3	J.Hobbs	M.Martin	24/08/2022

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Drawing number	Rev
30CPX03921/1200/003	

TOWN AND COUNTRY PLANNING ACT 1971

PLANNING PERMISSION

This notice does not constitute compliance with the bye-laws and general statutory provisions in force in the district and does NOT constitute approval under Building Regulations and bye-laws relating to new streets and buildings. (See notes overleaf regarding Appeal procedures).

Dated: 26th February 1987

Fenland Hall, County Road, March. PE15 8NQ


Chief Planning Officer

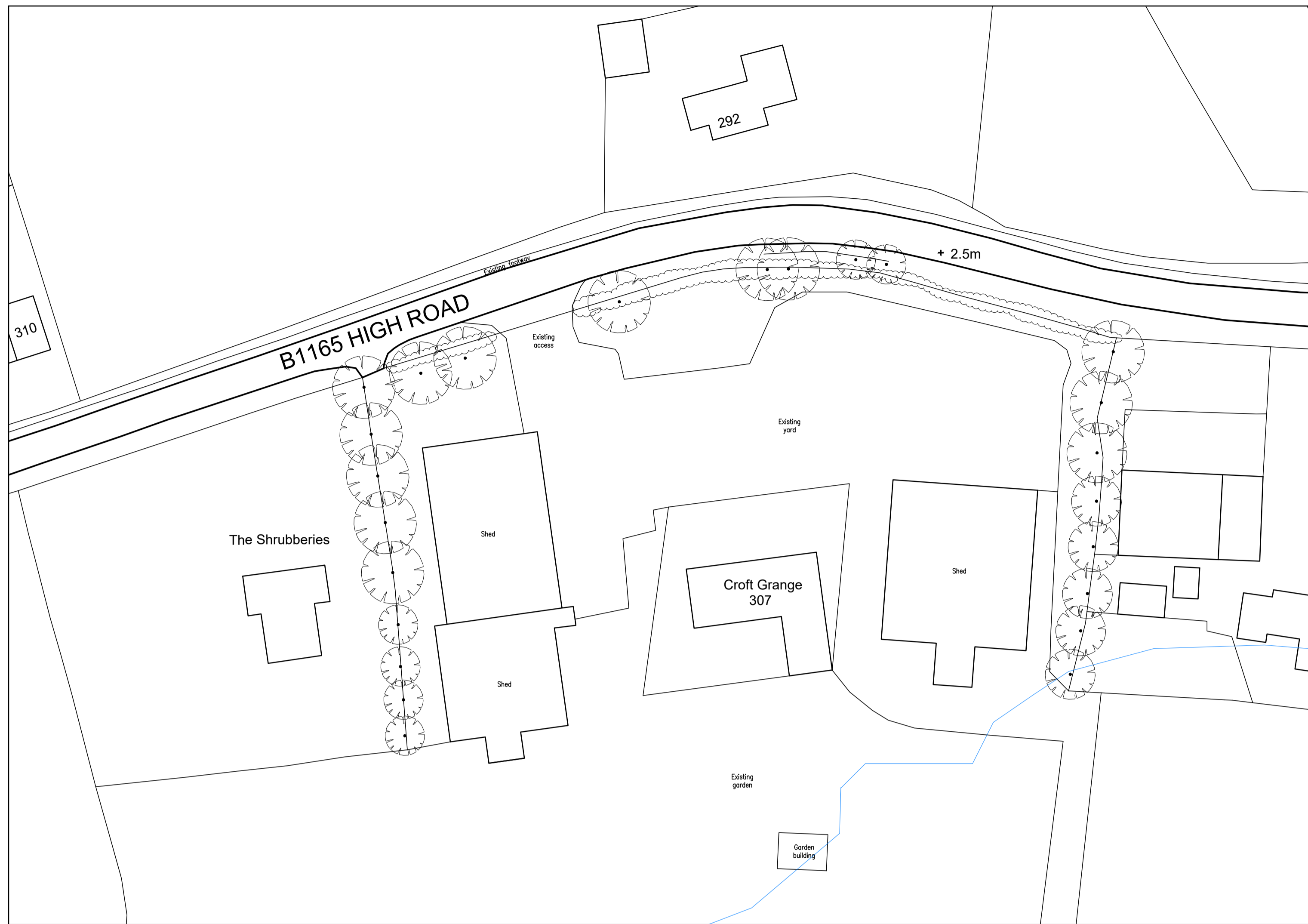
TO Mr. C. E. Wright,
18 Acacia Gardens,
Cranham,
Essex.
RM14 1HS

The Council hereby grant permission for continued use of dwelling as residential children's home without its occupancy being restricted to Mr. and Mrs. Chapman as imposed on previous planning permission No. F/0667/85/F at Home Farm House, Goodens Lane, Newton in accordance with your application dated 6th February 1987 and the plans, drawings and documents which form part of the application, subject to the condition set out below.

CONDITION

1. The permission shall not enure for the benefit of the land, but for the benefit of the present applicant, Mr. C. E. Wright, personally.

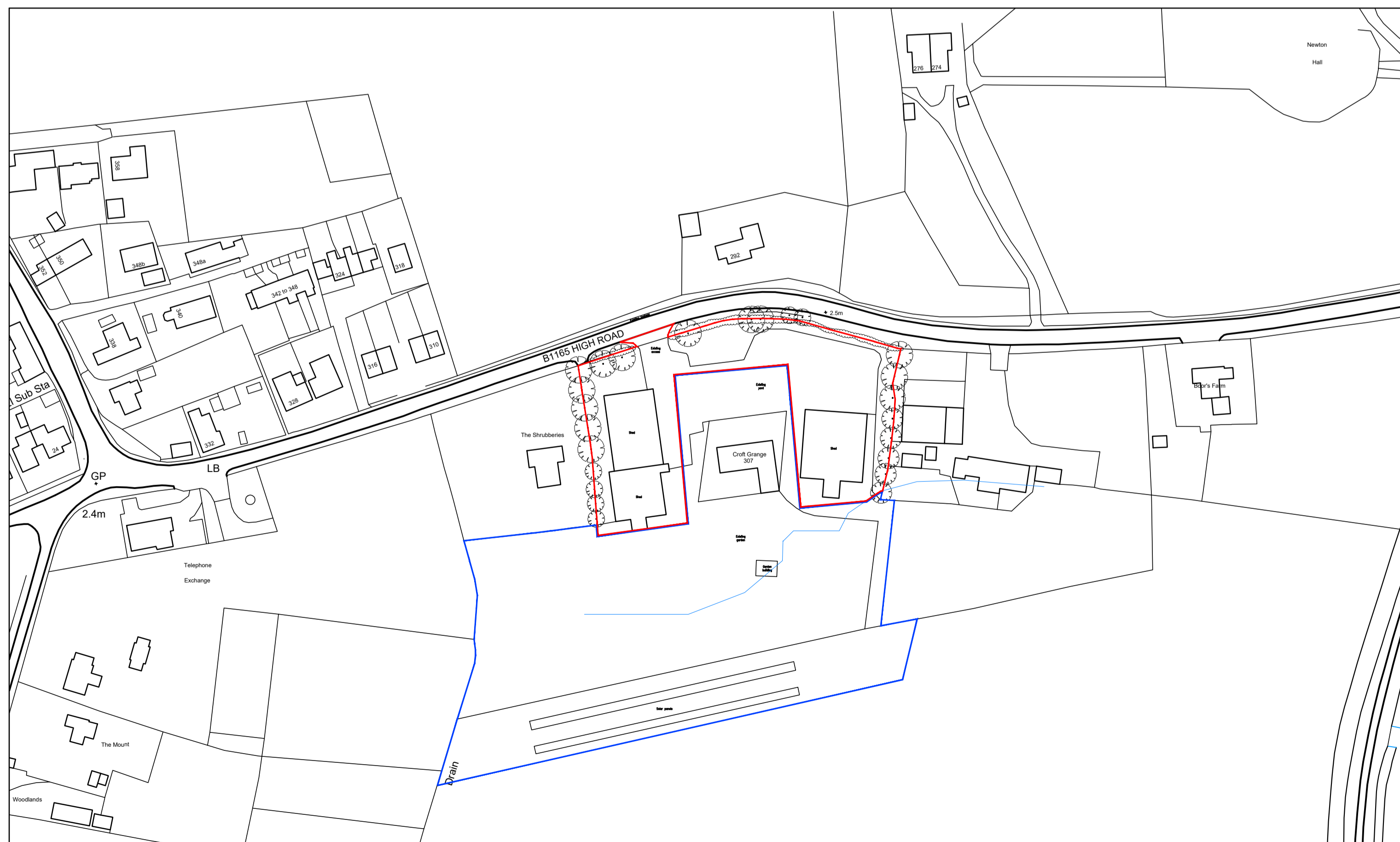
Reason To ensure that planning control is retained by the Local Planning Authority on the disposal of the present applicant's interest in the land or building(s).



Existing Site Plan 1:500



Proposed Site Plan 1:500 (Indicative layout shown)



Location Plan 1:1250

A - REVISIONS

JOB NO.	PAPER SIZE	DATE
6694/01H	A1	JAN 2023

Notes:
 This drawing is the permission of Peter Humphrey Associates Ltd. and may not be reissued, loaned or copied in whole or part without written consent.
 All dimensions shown on the drawing are in millimeters unless stated otherwise. If the drawing is received electronically (PDF) it is the recipient's responsibility to ensure it is printed to the correct paper size. All dimensions to be checked on site prior to commencing work and any discrepancies to be highlighted immediately.
 The Construction (Design and Management) Regulations 2015: Peter Humphrey Associates' form of appointment with the client confirms whether the agent is appointed as 'Designer' or 'Principal Designer' under these regulations. Nevertheless, the design phase has been carried out with due consideration for the safety during construction, occupation and maintenance of the finished project. No extraordinary hazards or risks were identified outside of the routine construction operations that would not already be apparent to a competent contractor.

CLIENT
 MR M SMITH

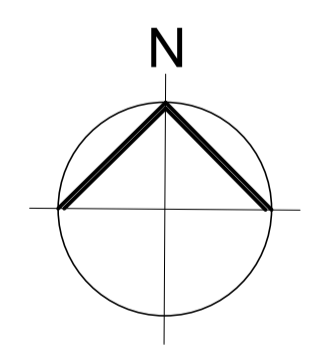
PROJECT
 PROPOSED INFILL BUILDING PLOTS

SITE
 LAND AT CROFT GRANGE (No.307)
 HIGH ROAD
 NEWTON
 CAMBS
 PE13 5HR

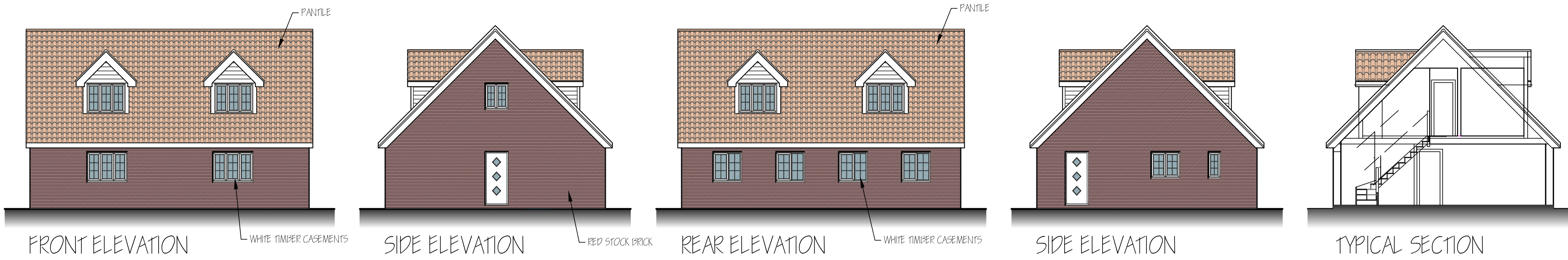
DRAWING
 PLANNING DRAWING 1



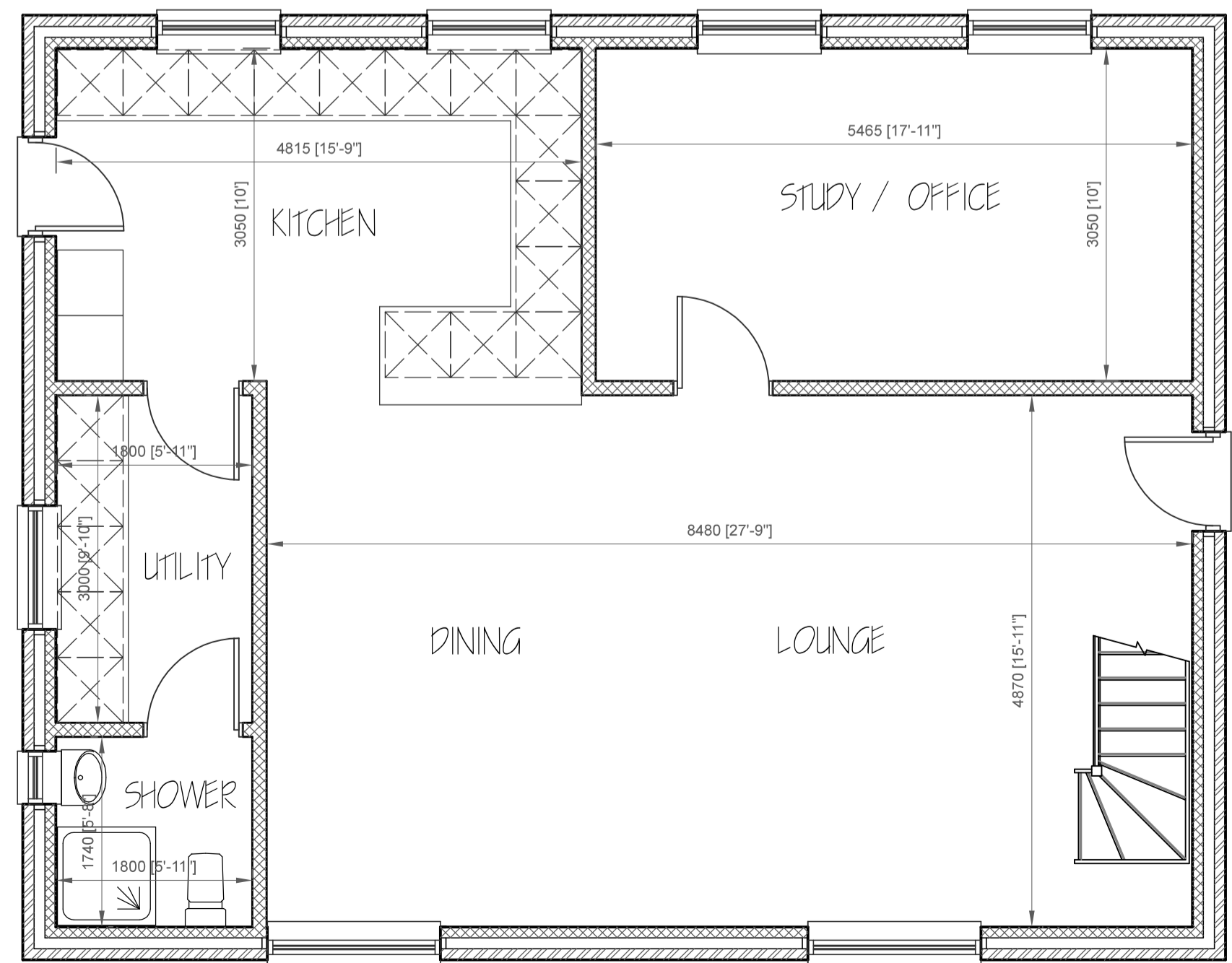
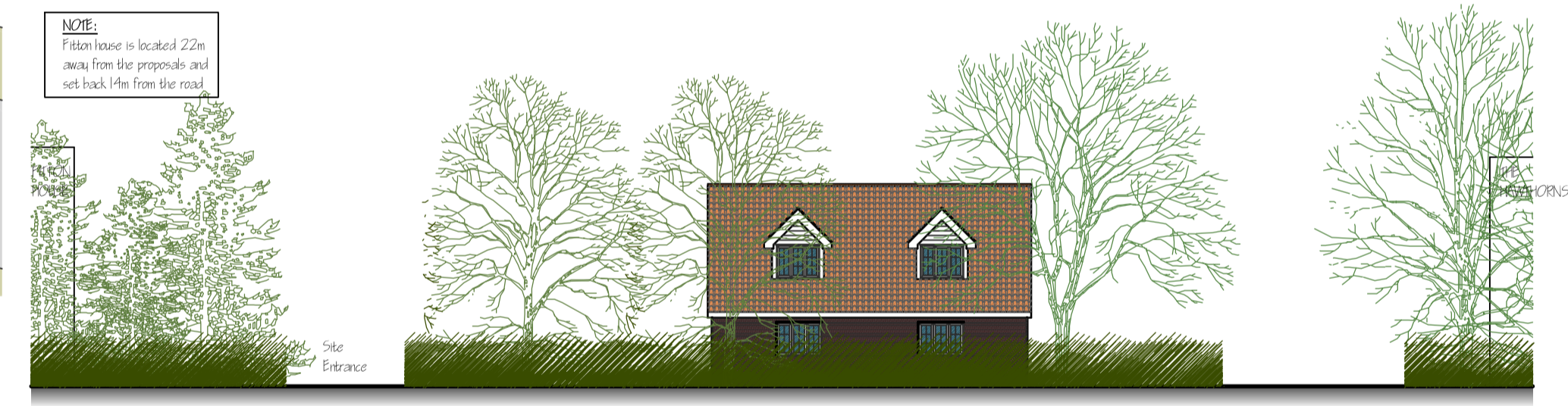
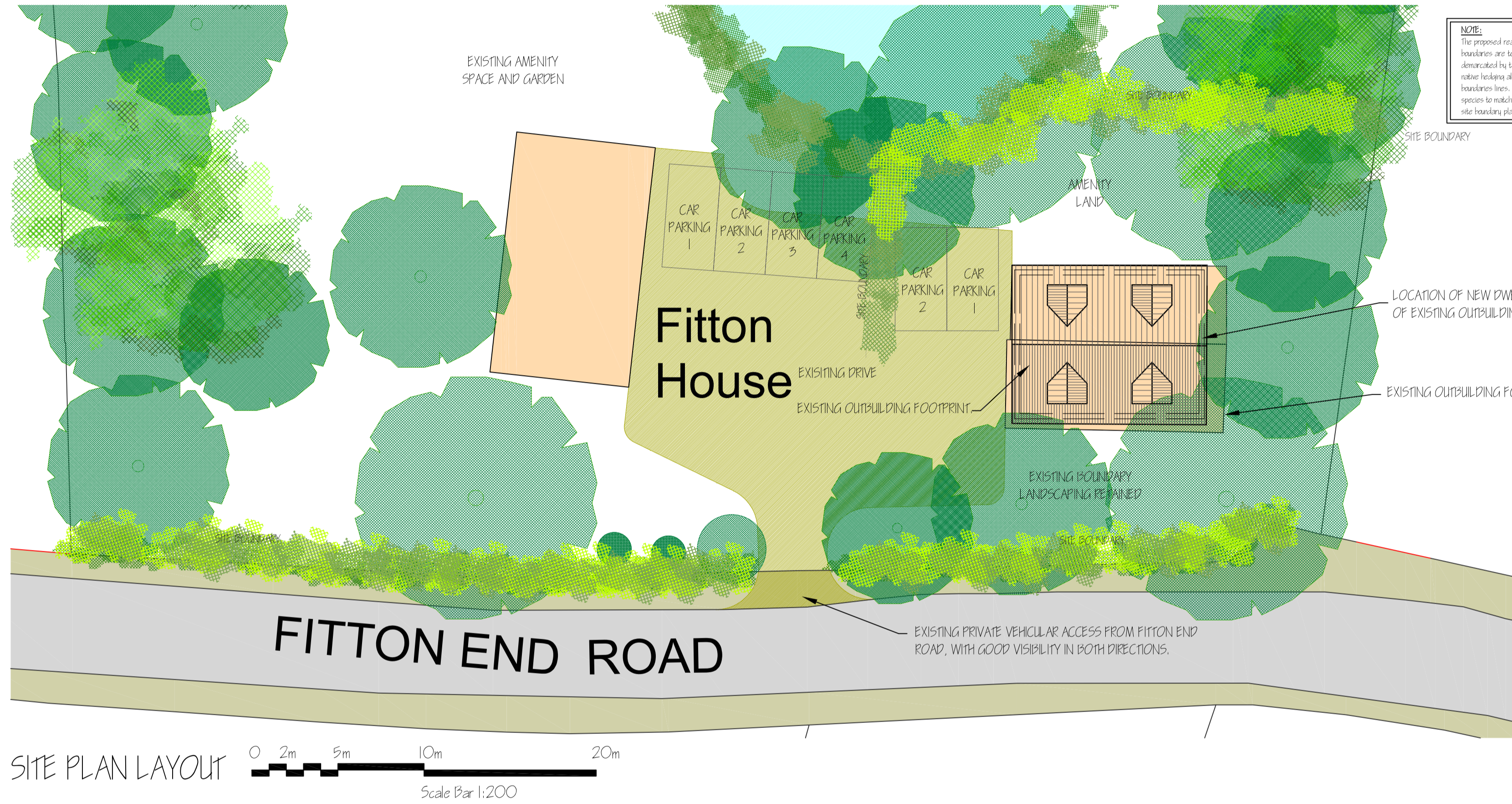
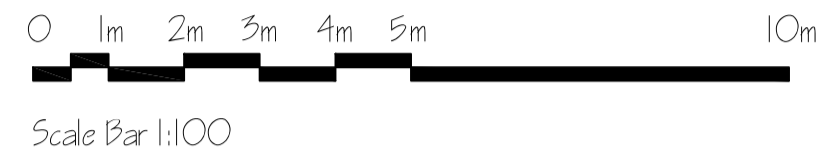
PETER HUMPHREY ASSOCIATES
 ADDRESS: 2 CHAPEL ROAD, WISBECH, CAMBS, PE13 1RG.
 TELEPHONE: 01945 466966
 E-MAIL: info@peterhumphrey.co.uk
 WEB: www.peterhumphrey.co.uk



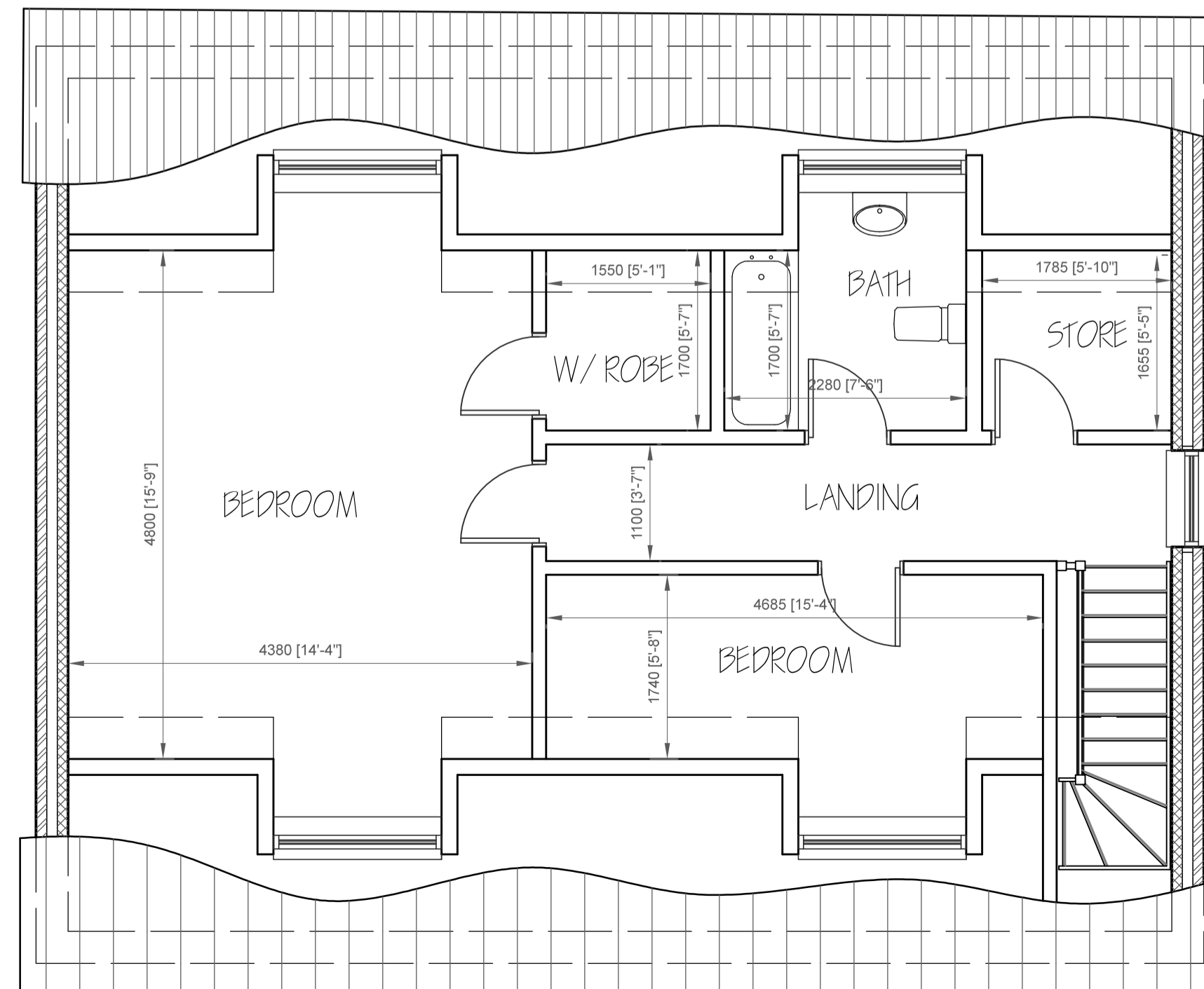
PROPOSED NEW RESIDENTIAL DWELLING FITTON HOUSE, FITTON END RD, NEWTON-IN-THE-ISLE, WISBECH PE13 5EN.



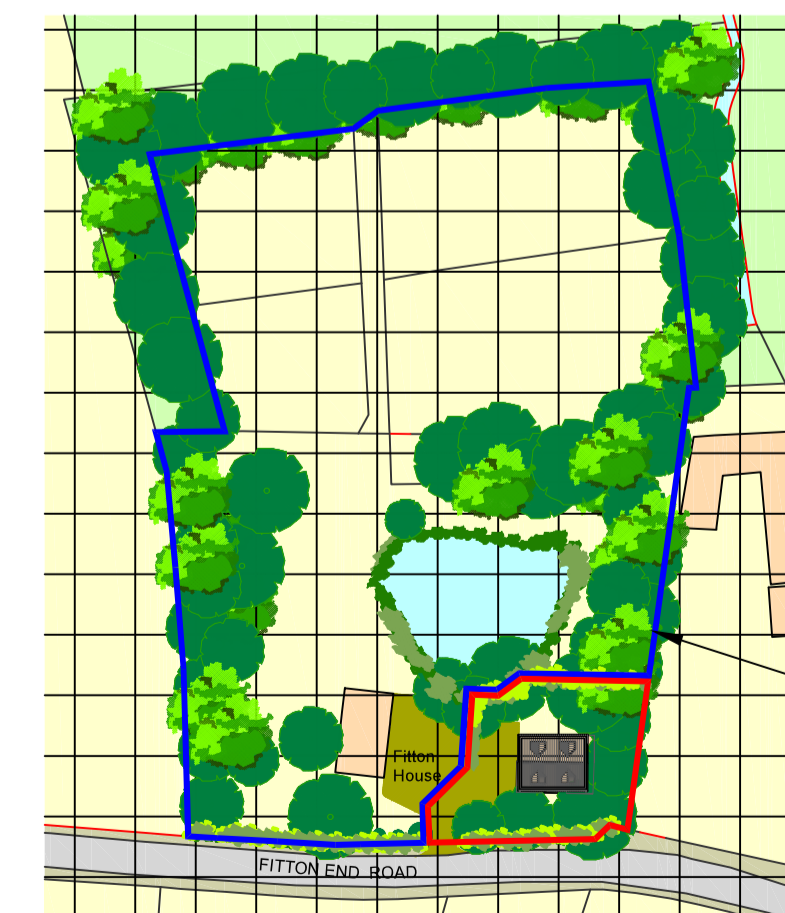
- GENERAL PROJECT NOTES:**
- All materials & products specified are to be installed in complete accordance with manufacturers details, full instructions & recommendations.
 - All works carried out are to comply with current British Standards, Codes of Practice, Agreement Certificates & current building regulations.
 - Alternative materials to those specified may be used by the contractor however it is the responsibility of the contractor to ensure that the replacement materials comply with current British Standards, building regulations and are suitable for the proposed use.
 - Any conflicting information is to be confirmed prior to commencement of the works, no responsibility can be accepted for dimensions scaled from drawings and the building contractors are expected to check all dimensions and details prior to commencement of the works on site.
 - No responsibility can be taken for any works commenced on site prior to the approval of the both planning and building regulations being granted. Any works therefore carried out are undertaken entirely at the contractors / clients risk.
 - Any elements within an existing structure which will be subject to additional loading by the proposals are to be checked for suitability prior to commencement of the works.
 - All works adjacent to a site boundary or within 3m of a party wall must not be commenced without the neighbour being informed in writing a the relevant permissions obtained under the Party Wall act 1996.
 - The main contractor is responsible for the design, installation and maintenance of any temporary works deemed necessary to ensure the stability of the existing structure throughout the duration of the works.
 - No variation to the design indicated on the project drawings are to be carried out without written approval from distinct DESIGNS UK Ltd. and approval from the relevant planning authority and building regulations approval were applicable.
 - Any existing underground drainage shown or implied is assumed and must be verified by testing and careful site excavation by the contractor before works commence.



GROUND FLOOR PLAN LAYOUT



FIRST FLOOR PLAN LAYOUT



LOCATION PLAN LAYOUT

distinct designs UK Ltd

MR & MRS. C. MORRIS

PROPOSED NEW RESIDENTIAL DWELLING

PROPOSED FLOOR PLANS, ELEVATIONS, TYPICAL SECTION

DETAIL, SITE & LOCATION PLANS

22/1024 (GA) 1000 D

PRELIMINARY

DATE: 13/09/2024

SCALE: 1:1250

0 10m 30m 50m 100m

Scale Bar 1:1250

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Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.3.23

Income	Year to Date		Budget	%	
FDC Precept	£	10,000.00	£	10,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	473.44	£	495.00	95.64
Village Hall	£	1.00	£	1.00	100.00
Grants	£	-	£	-	0.00
Donations	£	315.00	£	-	#####
Bank Interest	£	26.31	£	1.20	2192.50
VAT Refunds	£	2,646.83	£	1,900.00	139.31
Miscellaneous	£	250.00	£	-	#####
Total Income	£	15,680.58	£	14,365.20	109.16

Expenditure

Clerk's Salary	£	5,373.60	£	5,000.00	107.47
Fees	£	65.00	£	380.00	17.11
Subscriptions	£	50.00	£	425.00	11.76
Admin Expenses	£	1,640.37	£	500.00	328.07
Insurance	£	708.06	£	700.00	101.15
Drainage Rates	£	46.64	£	45.00	103.64
Playing Field	£	6,271.44	£	1,500.00	418.09
Highways	£	127.14	£	3,700.00	3.44
Street Lights	£	2,495.80	£	1,800.00	138.65
Section 137 Payments	£	700.00	£	500.00	140.00
LHI Projects	£	-	£	1,000.00	0.00
Recoverable VAT	£	1,827.26	£	-	#####
Total Expenditure	£	19,305.31	£	15,550.00	124.15

Summary

Total Income	£	15,680.58	£	14,365.20
LESS Total Expenditure	£	19,305.31	£	15,550.00
Net Surplus or Deficit	-£	3,624.73	-£	1,184.80

Balance Sheet

Balance B/fwd	£	38,309.73
Surplus or Deficit	-£	3,624.73
Balance C/fwd	£	34,685.00

Represented by

Barclays Community Account	£	22,608.47
Barclays Business Premium Account	£	12,076.53
Cash / Cheques	-£	0.00
	£	34,685.00

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 10 May 2022

Newton in the Isle Parish Council

Internal Audit Report: 2022-23 Final

Susan Cook

*For and on behalf of
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 2022-23 financial year during our review of the records undertaken remotely. We thank the Clerk for assisting the process, providing all necessary documentation in electronic format to facilitate completion of this internal audit 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, although we have noted a few issues where controls could be strengthened.

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 2022-23 financial year.

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 (one for each of the two accounts in operation with Barclays) 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 2022-23 cashbooks;
- Verified that the accounts remain “in balance” at 31st March 2023;
- 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 up to 31st March 2023;
- Agreed the bank reconciliation as at 30th June, 30th September, 31st December 2022 and 31st March 2023
- Noted that bank reconciliations are undertaken routinely during the year and presented to the Council for approval, we were unable to ascertain that the bank reconciliations were signed-off by a non-cheque signing councillor, as required by the adopted Financial Regulations (FRs para 2.2 refers)
- Noted the accurate disclosure of the closing balances in the AGAR at Section 2, Box 8..

Conclusions and recommendation

Whilst no significant matters of concern have arisen from this area of our review, we reiterate our conclusion from last year that member scrutiny of bank reconciliations are carried out to ensure compliance with the adopted FRs: the reconciliations and supporting bank statements should be 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.

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 to date 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 2022 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 remind the Clerk and Council that they must comply with the disclosure requirements of the Transparency Code for Smaller Authorities and 2015 Accounts and Audit Regulations posting all legally required documentation on its website.

Conclusions and recommendation

We are pleased to record that the Council continues to operate appropriate and effective corporate governance arrangements.

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 (S.137 refers).

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 to 31st March 2023, and are pleased to record that all complied with the above criteria, apart from one payment made as a donation under S137, whilst the payment was approved by council, it would be useful for the completeness of records, if a note supporting the payment be included in the payment files.

We are pleased to note that the VAT reclaim covering the second half of 2020-21 for 2021-22 was prepared and submitted to HMRC for recovery, and that the claim for 2022-23 was also prepared and submitted, with payment being made by HMRC in March 2023.

Conclusions and recommendation

We are pleased to report that no significant matters arise in this area this year, although, we recommend that there is supporting documentation for all payments, in the case of donations,

that this takes the form of either a copy of any accompanying letter or a note detailing the amount, payee and minute reference detail.

R2. Payment of donations should be supported by appropriate detail, such as a copy of a letter or details of the payee, amount and minute reference recommending that a contribution is to be made.

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, the Council’s Governance and Management Risk Assessment has been reviewed, updated and adopted at the May 2022 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.

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 2023, a precept for 2023-24 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.

Conclusions

No matters have arisen from this area of our review 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, there was no review of fees to be charged for allotment rents. The Council should review all fees and charges annually to comply with the Council Financial Regulations (para 9.3 refers)

We have checked and agreed in full all receipts recorded in the cashbook to the relevant bank statements for the year to date noting that invoices for the year's allotment rents have been duly raised and payments received by 31st March 2023.

Conclusions

To comply with the Councils Financial Regulations all fees and charges should be reviewed annually, even if the Council chooses not to increase such fees and charges, this should be reported in the minutes (para 9.3 refers).

R3. The council should record in the minutes its decision regarding the review of fees and charges for the allotments to comply with its financial regulations (para 9.3 refers).

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.

We have reviewed the monthly payments made to the Clerk and note that, the Clerk is paid for six hours per week and in accordance with an agreed point on the national salary scales: and that the pay award applying from 1st April 2022 has been applied with the required back pay to 1st April 2022 being made in November 2022.

The Clerk's earnings are below the tax and NI thresholds.

Conclusions

No issues arise in this area this year 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 2022-23 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 2022-23 again falls below the £25,000 threshold, the Council is again able to claim exemption from an external audit for 2022-23. 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.	
Review of Expenditure and VAT		
R2	Payment of donations should be supported by appropriate detail, such as a copy of a letter or details of the payee, amount and minute reference recommending that a contribution is to be made.	
Review of Income		
R3	The council should record in the minutes its decision regarding the review of fees and charges for the allotments to comply with its financial regulations (para 9.3 refers).	

Annual Internal Audit Report 2022/23

NEWTON IN THE ISLE PARISH COUNCIL

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

During the financial year ended 31 March 2023, 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 2022/23 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.		N/A	✓
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

25/04/2023

Name of person who carried out the internal audit

Susan Cook for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

08/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

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 2023, 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

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 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<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>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

Certificate of Exemption – AGAR 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2022/23, 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 2022/23:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23:

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 **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by 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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Newton-in-the-Isle Parish Council**

County Area (local councils and parish meetings only): **Cambridgeshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 5 June**

and ending on **Friday 14 July**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday - Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July - Friday 14 July).

We have suggested the following dates: Monday 5 June - Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July - Friday 11 August 2023.)

Signed: D A Gibbs

Role: Clerk & RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 30.4.23

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	£	100.00	£	473.44	21.12
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	-	£	20.00	0.00
VAT Refunds	£	-	£	1,092.76	0.00
Miscellaneous	£	-	£	-	0.00
Total Income	£	5,100.00	£	13,555.20	37.62

Expenditure

Clerk's Salary	£	-	£	5,685.60	0.00
Fees	£	-	£	235.00	0.00
Subscriptions	£	-	£	475.00	0.00
Admin Expenses	£	-	£	1,500.00	0.00
Insurance	£	-	£	720.00	0.00
Drainage Rates	£	-	£	50.00	0.00
Playing Field	£	11.98	£	7,500.00	0.16
Highways	£	-	£	4,500.00	0.00
Street Lights	£	-	£	3,000.00	0.00
Section 137 Payments	£	-	£	2,500.00	0.00
LHI Projects	£	-	£	2,000.00	0.00
Recoverable VAT	£	-	£	-	0.00
Total Expenditure	£	11.98	£	28,165.60	0.04

Summary

Total Income	£	5,100.00	£	13,555.20
LESS Total Expenditure	£	11.98	£	28,165.60
Net Surplus or Deficit	£	5,088.02	-£	14,610.40

Balance Sheet

Balance B/fwd	£	34,685.00
Surplus or Deficit	£	5,088.02
Balance C/fwd	£	39,773.02

Represented by

Barclays Community Account	£	27,696.49
Barclays Business Premium Account	£	12,076.53
Cash / Cheques	£	-
	£	39,773.02