

NEWTON IN THE ISLE PARISH COUNCIL

Clerk: Pat Wilkinson 24 Fen Road Newton in the Isle PE13 5HT Tel: 01945 870271
Email: parishclerk@newtonintheisle.org.uk

Annual Meeting held on Monday 8th May 2017 at 7pm in the Village Hall AGENDA

- 7.00 1. Election of Chairman
 - b) Election of Vice Chairman
 - c) Election of Chair of Planning sub committee
 - d) Election of Vice Chair of Planning sub committee
 - e) Councillors Responsibilities.

- 2. Declaration of Interest with regard to terms of the Agenda

- 3. Apologies

- 7.10. 4. Public Forum (10 minutes)

- 7.20 5. Minutes of previous meeting
 - a) Matters arising

- 7.25 6. Action Review.

- 7.35 7. Reports for information previously circulated
 - a) Highways– Cllr Clark
 - b) Old school site
 - c) Village Hall - Cllr Gibbs
 - d) Correspondence – Clerk
 - e) Finance Report - Clerk
 - f) Police Report – Clerk
 - g) LHI and Playing Field - Chairman

- 7.45. 8. Finance
 - a) Approval of End of Year accounts
 - b) Internal Auditor Report. and Recommendations
 - c) Annual Governance Statement approval
 - d) Approval of payments
 - e) Annual Report approval

- 8.00 9. Items for Decisions
 - a) Emergency Planning
 - b) Allotments
 - c) Play equipment inspection report – Cllr Sloan
 - d) Cllr to check play equipment for May/June
 - e) Adopt Code of Conduct for local Parishes
 - f) Highways LHI Bid for 2018/2019

- 8.45 10. Any Other Business

- 8.50 11. Confirmation of date and time of next meeting July 10th

NB: Please consider nominations for Chairman and Vice Chair

Newton in the Isle Parish Council

Minutes of Parish Council meeting held on Monday 6th March 2017 at 7.05pm in the Village Hall.

Present

Cllr's D Fullbrook (Chairman), D Gibbs (Vice Chairman), J Hoyles, S Clark, D Smith, A Sloan, C Seaton (FDC) , S King and P Wilkinson (Clerk).also present Inspector Will Davis (Cambridgeshire Police), Mrs Elaine Fisher and Mr Martin Hale-Smith (Tydd St Giles Councillor)

1.Apologies

Cllr A Lay, Cllr M Humphrey and Cllr J Kooreman will be late as he has a previous meeting.

2. Declaration of Interest

None.

3. Minutes of the previous meeting

Were signed as a true record

a) Matters arising

Owner of attacked dog to be notified of outcome, Dog Warden Service was no longer available, incidents were now dealt with by the police following information and proof of incident.

A resident in Hogens Lane had concerns with speeding, CCC Highways would not consider this area for a speed sign. Cllr Clark to contact resident to suggest erecting a caution slow sign Hedge in Hogens Lane to be cut at appropriate time due to restrictions during summer months

Cllr King explained that street lighting upgrading was on hold due to contractors completing a national contract. He apologised and was monitoring the situation.

HGV Covenant adapted a document for Parishes to use to agree certain conditions with local haulage firms. This does not affect us at present.

A Cllr expressed concern that dogs were not being kept on leads on the Foul Anchor to Tydd St Giles footpath, which could endanger livestock in area

Police Report (Agenda item 5e brought forward)

Inspector Davis explained that five teams of officers dealt with criminal offences in Fenland. Together with a team responsible for dealing with hare coursing. Regular crime reports would be sent through to the Parish Council. Speeding was a problem and community involvement to monitor speeding was helpful. Chair stated that, although we had tried we did not have an active Speedwatch in the village. The Inspector was thanked for attending and he left at 7.40pm

4. Action Review

Circulated prior to meeting.

Speedwatch warning signs would be sited subject to a recommencement of the Speedwatch campaign. No response for a village coordinator for Speedwatch , item closed.

Neighbourhood Watch publicity for recruitment of co coordinators circulated.

Sponsorship for additional noticeboard ongoing.

Tree maintenance in playing field behind 2 Goodens Lane completed.

List of TPOs to be given to Cllr Smith and copy to clerk.

Play enclosure damaged signs replaced.

5. Reports

a) Highways

Meeting held with James Rigley and Steve Nicholson to discuss footway on High Road. Cllr Clark to arrange meeting to include Mr Hunt concerning the issue. Concerns were raised as to if the PC took responsibility for financing the maintenance work on the High Road any future

maintenance of the footway may become the responsibility of the PC. Cllr Gibbs would obtain information regarding loans.

Damage to road surface in Franks Lane had been reported to CCC..

Builders to reinstate footway outside new builds on High Road.

Outcome of LHI Bid 2107/18 due shortly

Cllr Clark stated that Mill Lane was to be resurfaced. Query on passing places with pot holes these were not included as part of the highway. This is to be queried.

b) Village Hall Report

Circulated prior to meeting. The decision on the future of the village hall was totally dependent on the support of village organisations and the community. There may be a financial shortfall but it was too early to predict. Some maintenance improvements were planned for the year. The Chair suggested a Business Plan may help to determine the level of support which the council may be able to offer at a future date.

c) Old School site

A developer had shown an interest, if the site were to be proposed for residential building work it would need the total support of the Parish Council. Cllr Gibbs would obtain a plan of the village flood zone.

d) Correspondence

All correspondence sent through to Cllrs prior to meeting. UK Power have circulated emergency numbers for electricity cuts.

e) Police Report was dealt with by Inspector Davis

f) Planning

Charity Farmhouse Goredike Bank F/YR17/0097/F, a 2 storey 5 bed dwelling with integral garage and a 1.2m high fence with 1.5m gate posts to front boundary. A new access and demolition of existing outbuildings. Also, siting of temporary mobile home during construction. Grid Ref: E541862, N 312883.

The Councillors studied the plans and agreed to approve the application

g) Street lighting Street lights still to be completed. Balfour Beatty unable to extend Old Chapel light bracket due to age of building. Owner to be notified.

Street lights reported for repair.

6. Finance

a) Approval of payments/ account status

Cheque no 100563 Balfour Beatty street light £481.96 including £80.33 vat

Cheque no 100564 for hire of Hall for Defibrillator Training £20.

Cheque no 100565 for Boston Crop Sprayers for replacement signs £32.40p including £5.40 vat.

- *Resolved to approve payment of the three cheques no's 100563 for £481.96, 100564 for £20 and 100565 for £32.40. Agreed and approved by Councillors*

End of year Vat return submitted for £638.94 rebate due shortly

Savings/Reserve Account £1693.31

Community Account stands at £7285.65 after deducting outstanding payments.

Clerk suggested that £3500 was transferred into Savings/Reserve account for the payment of two outstanding street lights quoted at a cost of £3500, the work is yet to be completed.

Outstanding payment £1500 for the LHI Bid (invoice not yet received) taking this into account it would leave an estimated £2892 carry forward, including the vat rebate of £638.94.

A £300 donation from S137 for Fete committee also remained outstanding depending on an event being organised

- *Resolved to approve transfer of £3500 to Savings/ Reserve Account for payment of street lighting. Approved and agreed by Councillors.*

Playing field maintenance quote for 2017 work, £1120 (16 cuts at £70 plus spraying perimeter spring and autumn, cost as last year.

- *Resolved to approve Maintenance quote of £1120. Approved and agreed by Councillors.*

Internal Auditor visit was arranged for April 24th to complete internal audit

b) Governance and Risk Assessment Register Reviewed

Governance and Risk Assessment Register circulated prior to meeting. It was not thought necessary to make any changes to the register.

- *Resolved to approve the Governance and Risk Assessment Register. Approved and agreed by Councillors.*

c) Transparency Code

A new framework was now set out for Parish Councils with an annual turnover of less than £25,000. All information to be made available to the general public, which included expenditure over £100, end of year accounts, internal audit report, annual governance statement, a list of councillors and responsibilities, details of land and assets, along with Council minutes, agendas and meeting papers. To make this process easier it was agreed to set a three week timetable prior to a meeting to collate all the paperwork, ready to download onto the website along with information posted on the noticeboard.

7. Items for Decisions

a) Street Pride a number of volunteers helped with litter picks, washing road signs and tidying up areas of village. Planters to be sited at a later date. Proceedings were in hand to prosecute over fly tipping in Franks Lane. FDC Street Scene have removed all the refuse.

b) Allotments and rents Cllr Sloan to coordinate the allotment sizes ready for assessment of rents. Purchase dates of existing allotments to be researched for records. Allotments to discuss as agenda item at next meeting

c) Dog bin location, no decision made, possible siting at Ferry Station and High Road to cover area from Rectory Road to Goodens Lane.

d) Play equipment Inspection

Cllr Clark stated that goal post was in need of attention. Roundabout bearing was to be replaced shortly with help. Netball net to be replaced shortly.

e) Play equipment inspections

Cllr Sloan to check play equipment until next meeting.

8. Emergency Planning.

Held over until the next meeting as an Agenda item

9. Any other Business

No further business. Meeting closed at 9pm

Date and time of next meeting – Annual General meeting May 8th at 7pm

Followed by Planning meeting.

Newton in the Isle Parish Council

Minutes of Parish Council Planning meeting held on Monday 6th March 2017 following main meeting in the Village Hall.

Present

Cllr's J Hoyles (Chairman), D Gibbs , D Smith, A Sloan, D Fullbrook and P Wilkinson (Clerk).

Planning applications

Three planning applications

F/YR17/0164/F 4 Franks Lane, Newton in the Isle. Grid ref: E543523: N315003
Erection of single storey rear and first floor side extension and porch to front of existing dwelling involving demolition of existing conservatory.
The Councillors supported the application.

F/YR17/0158/0 Churchill Lodge, Roman Bank. E544234: N313678
Erection of dwelling involving formation of an access (outline with all matters reserve).
The Councillors supported this application.

F/YR17/0180/F Long Acre Lodge, Sutton Road
Proposed 2.4 metre high by 34 metre length Boundary fence along south
The Councillors supported the application.

Clerk to submit Councillors observations.
Meeting closed 9.10pm

Newton in the Isle Parish Council

ACTION LOG – March 2017 (abridged)

<u>Serial/Date</u>	<u>Action On</u>	<u>By Date</u>	<u>Action</u>
5/Mar 2015	DG	Monitoring	Arrange procurement and placement of speedwatch warning signs at each end of High Road. Completion subject to recommencement of Speedwatch campaign.
5/Jan 2016	DF/PW	Dec 2017	Design and manage work programme for replacement of Category 2 street lighting identified at 11 locations.
7/Jan 2016	DF	May 2017	Play equipment – seek help as required and replace roundabout bearing. (Target extended from Nov 2016 to May 2017).
4/Jul 2016	AS	Monitoring	Allotments – conduct rent review for implementation Sep 2017. Allotments - Agenda Item for May 2017 meeting.
5/Jul 2016	SC	Monitoring	Dog bins – arrange publicity concerning current locations. Also investigate and advise concerning any need for bins at additional locations. Streetpride – finalise at May 2017 meeting.
8/Jul 2016	JK/SC	Sep 2017	Seek sponsorship for additional notice board. (Target extended from Mar 2017 to Sep 2017).
1/Nov 2016	DF	May 2017	Playing field – replace basketball net.
2/Nov 2016	All Cllrs	Monitoring	Emergency Plan - consult colleagues/friends re: availability of equipment & manpower plus knowledge of any persons considered vulnerable; pass information to Clerk for inclusion in checklists. Allotments - Agenda Item for May 2017 meeting.
3/Nov 2016	DG	Monitoring	Emergency Plan – compile lists of equipment and volunteers. Emergency Plan - Agenda Item for May 2017 meeting.
4/Nov 2016	SC	Monitoring	Emergency Plan – compile list of vulnerable persons. Emergency Plan - Agenda Item for May 2017 meeting.
5/Nov 2016	PW	Monitoring	Emergency Plan – compile list of service providers. Emergency Plan - Agenda Item for May 2017 meeting.
1/Jan 2017	SC	Monitoring	Consult CCC Highways re: damage to road surface and verge caused by building works at 6, Franks Lane.

4/Jan 2017	DF	Mar 2017	Play enclosure – replace damaged ‘No Dogs’ Warning signs on entry gates (qty 2).
1/Mar 2017	DF	Mar 2017	Brief Mr Hunt re: outcome of meeting SC/DF with CCC Highways representatives 22/02/2017.
2/Mar 2017	DF	Mar 2017	Street Light FPC7 - advise owners of Chapel, High Road, concerning Balfour Beatty decision.
3/Mar 2017	DG	Mar 2017	Dangerous dog report – forward information to The complainants.
4/Mar 2017	DF	May 2017	Playing field – investigate loose goal post and take remedial action as necessary.

NEWTON in the ISLE PARISH COUNCIL MEETING 08/05/2017

DJF BRIEFING INPUT

Action Log (status of Actions with DF involvement)

5/Jan 2016 DF/PW Dec 2017 Design and manage work programme for replacement of Category 2 street lighting identified at 11 locations.

Status: PW will report.

7/Jan 2016 DF May 2017 Play equipment – seek help as required and replace roundabout bearing.

Status: Ongoing - work will be conducted with help from 2 volunteers; Kevin Welbourne & Richard Webb, High Road. Bearing removed for drilling of mounting holes. Will be reassembled with remote greaser modification and some fasteners will be replaced; parts identified and obtained – cost approx. £67 exc VAT. Piece parts removed from site to my address for safe storage whilst work in progress.

1/Nov 2016 DF May 2017 Playing field – replace basketball net.

Status: Pending – new net in stock.

4/Jan 2017 DF Mar 2017 Play enclosure – replace damaged ‘No Dogs’ warning signs on entry gates (qty 2).

Status: Closed - work completed.

1/Mar 2017 DF Mar 2017 Brief Mr Hunt re: outcome of meeting SC/DF with CCC Highways representatives 22/02/2017.

Status: Closed – verbal brief at roadside 13/04/2017; also overtaken by events (see correspondence Hunt/CCC).
Note Mr Hunt still awaiting meeting with SC/Nicholson (CCC) to view work required.

2/Mar 2017 DF Mar 2017 Street Light FPC7 - advise owners of Chapel, High Road, concerning Balfour Beatty decision.

Status: Closed – BB email copied to owners.

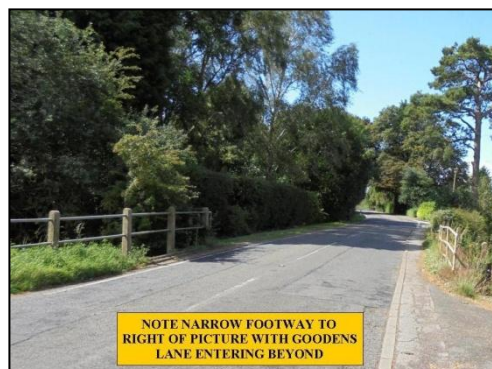
4/Mar 2017 DF May 2017 Playing field – investigate loose goal post and take remedial action as necessary.

Status: Scheduled for completion 29/04/2017; cost 2 x bags Postcrete totalling £9.26 inc VAT.

Highways (DF activities in support of SC)

LHI 2017/18 – grant application successful to complete the work already started under LHI 2016/17, i.e., improve the remainder of the footway to the Common Cottages entrance (a distance of 64m). Estimated total cost £9000; our contribution £1200.

LHI 2018/19 – the intention is to address the problem of the very narrow (0.50m wide) footway where a culvert passes under the High Road near Goodens Lane. This is an ideal candidate requiring new work to relocate the safety railings to gain extra width without the need for a kerb build-out. This could be combined with CCC funded maintenance work to improve the short section of footway extending west to the Goodens Lane junction, and a short section extending east to join the refurbished section completed by CCC this year.



Agenda Item No.	7(b)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	8 th May 2017	
Report Title	Old School Site	

1. Purpose of Report

To update members on progress regarding the site of the former Colville School.

2. Key Issues

The Parish Council was informed (Sept 16) that the owner of the school site wished to find a suitable use for the site. Cllr Clark agreed to act as the link between the owner and the Parish Council and advised the owner to contact Fenland District Council's Planning Department to clarify the status of the site.

It was reported (Mar 17) that a local developer had expressed an interest in purchasing the site for residential development.

Planning permission was granted in March 1990 (F/1460/89) for a development of 10 two-bed houses on the school site, including the demolition of the school buildings. At that time, planning permission was usually limited to 5 years, unless the work had commenced, in which case, the time limit did not apply. Whilst no construction work was commenced, the school buildings were demolished and the site cleared; work which formed part of the planning application. Section 56 of the Town and Country Planning Act 1990, as amended by Schedule 7, Part III of the Planning and Compensation Act 1991, states that "...development shall be taken to be begun on the earliest date on which any material operation comprised in the development begins to be carried out" and "material operation means ...any work of demolition of a building".

Whilst the above information suggests that the original planning permission is still in force, the Planning Department has requested further clarification with an application for a Lawful Development Certificate to confirm its status. There is a processing fee for such an application and professional assistance may be required in its preparation.

The alternative to reviving the existing planning permission would be for the site owner or a developer to submit a new application, however there are a number of hurdles to be overcome.

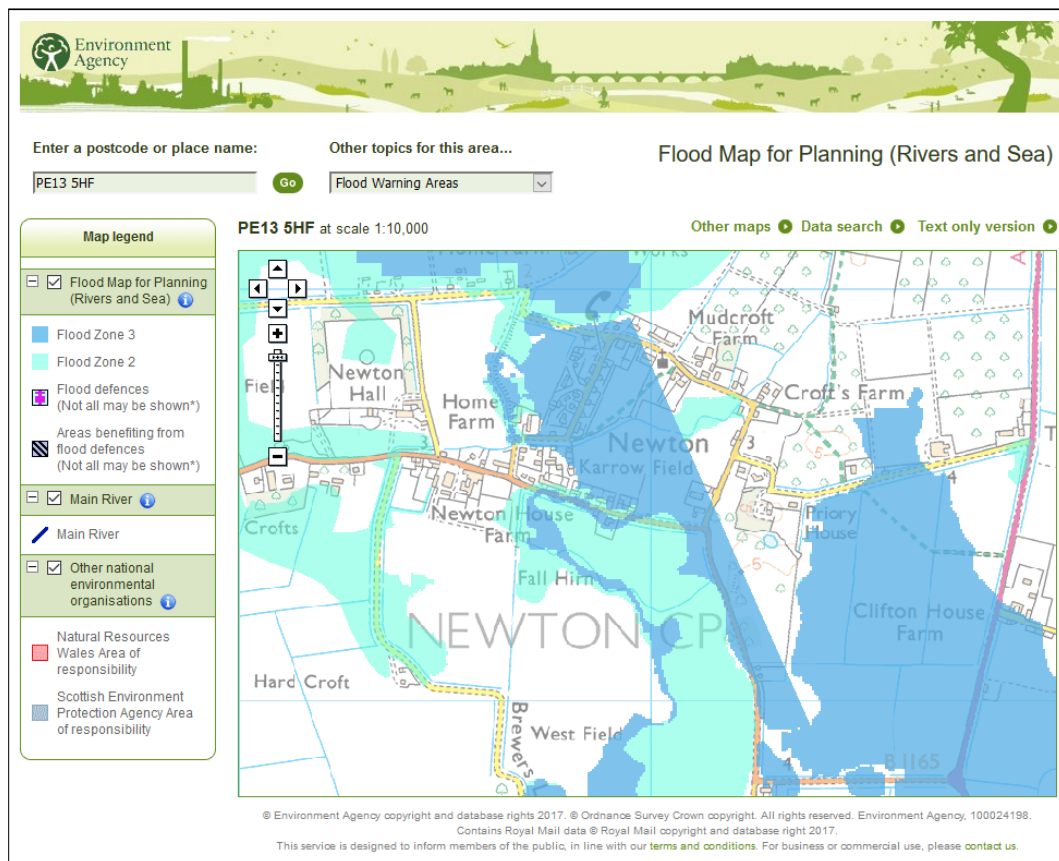
Policy LP12 of the Fenland Local Plan specifies an acceptable level of new housing development for each village in the district, based on a 10% increase of the number of dwellings as at April 2011. The threshold for Newton-in-the-Isle is a further 18 properties, however permission has already been granted for a total of 29, so we have exceeded our planned quota. Beyond this level, every application for an additional dwelling requires the support of the community through a formal

Report Author	Cllr Dave Gibbs
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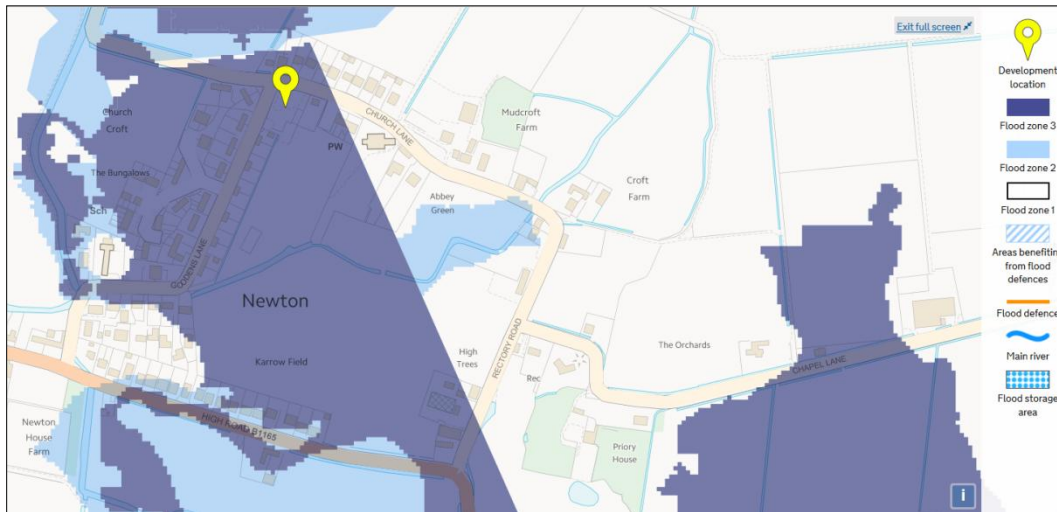
consultation process. There is evidence of firm local support for the development of the school site, however opinions regarding the type and scale of development may differ.

The school site is shown on the Environment Agency flood maps as flood zone 3, the highest level, which they define as land having a 1 in 100 or greater annual probability of river flooding; or land having a 1 in 200 or greater annual probability of sea flooding. There is an assumption against new development in flood zone 3, although the whole of Poppy Close is within this zone.

The flood map for this part of the village (see below) seems to ignore local topography and its validity is questionable. The straight line from just north of Little Ramper to beyond Church Lane bisects contour lines on the Ordnance Survey mapping in forming a hard boundary between flood zones 3 (more than once every 100 years) and 1 (less than once every 1000 years).



Flood Zone	Definition
Zone 1	Land having a less than 1 in 1,000 annual probability of river or sea flooding. (All land outside Zones 2 and 3)
Zone 2	Land having between a 1 in 100 and 1 in 1,000 annual probability of river flooding; or land having between a 1 in 200 and 1 in 1,000 annual probability of sea flooding.
Zone 3	Land having a 1 in 100 or greater annual probability of river flooding; or land having a 1 in 200 or greater annual probability of sea flooding.



If the map was redrawn with reference to the local topography, it is likely that the area designated as flood zone 3 would be reduced significantly. This would assist us in achieving our objective of developing the school site, it would clarify the future development potential of other sites in the locality and would offer residents the opportunity to reduce their insurance premiums if their property is no longer classified as high risk for flooding. The Environment Agency has reclassified other sites in the locality following challenges by landowners and developers, so there is a precedent for reviewing the map data.

3. Recommendations

- a) The Parish Council notes the progress made with regard to the former Colvile School site and reiterates its support for residential development on the site.
- b) The Parish Council enters into a dialogue with the Environment Agency regarding the need to revise the flood map of the eastern half of the village.

Agenda Item No.	7(c)	
Meeting Date	8 th May 2017	
Report Title	Village Hall Update	

1. Purpose of Report

To update the Parish Council regarding the management of the Village Hall.

2. Key Issues

The accounts for the year ended 31.3.17 showed an operating deficit of £1,369.68 and reserves of £6,395.07. A summary of the accounts is shown below:-

Income		
Hall Hire	£	2,440.00
Fund-Raising Income	£	1,142.31
Grants	£	500.00
Bank Interest	£	64.34
Insurance Claim	£	-
Miscellaneous Income	£	220.00
Total Income	£	4,366.65
Expenditure		
Premises Costs	£	3,657.27
Fund-Raising Expenses	£	207.93
Advertising	£	244.84
Fees	£	54.00
Repairs & Improvements	£	1,466.81
Miscellaneous Expenses	£	105.48
Total Expenditure	£	5,736.33
Summary		
Total Income	£	4,366.65
Less Total Expenditure	£	5,736.33
Net Loss	-£	1,369.68

The majority of the Repairs & Improvements figure was spent on electrical upgrading and new lighting. A projection screen has been installed. The periodic safety testing of the electrical installation has been completed.

The budget for 2017/18 anticipates a shortfall for the year of £650 before expenditure on repairs and improvements.

A regional networking event for small halls is scheduled for later in the year to share best practice and seek new ideas to generate income. As event hosts, the Management Committee will be able to define the agenda for this meeting.

Report Author	Cllr Dave Gibbs
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The Management Committee hopes to run a Christmas Fair at the end of November, as well as the regular Christmas events.

A number of potential speakers are being contacted regarding their availability for talks to raise further funds for the Hall.

3. Recommendations

The Parish Council notes the report.

Correspondence May 2017

Emails forwarded to Councillors

CCC 2017/18 TDP Structures Schemes within Fenland and East Cambridgeshire

NALC Governance and Accountability Guide

New audit arrangements for procurement

NHS Cambridgeshire and Peterborough GCG stakeholder's newsletter

Time Banking workshop sharing knowledge and skills workshop in Cambridge 3rd April

Request to respond and encourage responses to housing white paper

NALC newsletter

Rural Services Bulletins

Public Sector newsletters

Copy of letter received by Mr Hunt from CCC

Police Update

Law abiding citizen alert

Advice on checking security of oil tanks, caravans and sheds

No crimes reported for Newton in the Isle

Planning Application no applications submitted since April

Street Lighting

Still waiting for Balfour Beatty to contact us regarding completion of the remaining 2 lights and when we can expect the work to be completed.

FPC 6 High Road has been upgraded with a new lantern and the column straightened. This was completed with four other street lights and was not due yet to be completed. I believe it was my error in giving the incorrect column number. I have only recently realised that this was not the street light which should have been upgraded, it should have been FPC5 High Road which requires a new column. The other two lights waiting for completion have been quoted for, and the quotes were approved during last year.

FPC1 Fen Road a new column to replace the concrete column £1168.62

FPC2 High Road near Teshian House (always on despite a number of calls).The quote £1829.77

NEWTON IN THE ISLE FINANCE REPORT – May 1st 2017

1. Auditors Report four Recommendations made following inspection, see enclosed. Audit report previously emailed to Councillors

R4 the clerk has already contacted the Pensions Regulator and this has been dealt with. These will need to be discussed and the decisions added to the minutes

2. Attached Finance Report for approval Chairman to sign
3. Annual Governance Statement Pages 2,3 and 6 are attached

Explanation of Variances Pro forma and Report of explanations.

Bank Reconciliation proforma. matches Section 2 Accounting Statement - Boxes 7 and 8.

The Annual Governance Statement will need to be approved and also signed by the Chair at the meeting any queries please state at meeting. This has to be sent completed to the Audit Commission by beginning of June

4. Bank Statements for the Community Account stands at £ £8407.29

Business Saver (Reserves Account) stands at £5193.31 (includes the £3500 earmarked for Lighting) transferred from Community account year end.

See below Invoices to be approved for payment

Drainage Board £38.74,

Salary and Miscellaneous to pay

Rospa Invoice for Play equip annual inspection £96.60 including Vat

Repairs to Play equipment roundabout £89.88 .

Audit Invoice £165.00

Income since 1st April

£5250 for ½ year Precept .

£243.50 for CTSG ½ year.

If there are any queries please let me know.

15/16

INCOME

16/17

6865	Precept	7770
635	Council Tax Support grant	730
1280	Concurrent Grant	1280
125	Donations/Grants	2205
338.4	Allotments rents	381.6
12.5	Recycling credits	12.48
	Defibrillator	2061
475.09	Vat refund	1913.11
1	Village Hall	1
9731.99	Total Income	16354.19
0.86	Interest	0.63
9732.85	Total Income	16354.82

15/16

EXPENDITURE

16/17

2038.34	General administration	2536.23
275	S137 (donations)	670
-	Minor maintenance costs	505.29
1359	Village Plan	220
572.69	Vat	1827.71
94.16	Open spaces/Playing field	175.83
	Street lighting	4896.4
980	Playing Field Maintenance	1120
1366.67	Insurance	614.34
	Highways grant 3/3	366.66
	LHI Grant	1500
	Defibrillator	1945
	Laptop/printer-grant	552.01
	Election recharges	850.32
	New Village signs	1310.7
6685.86	Total Expenditure	19090.49

SUMMARY

10112.5	Total income	16354.82
5699.19	Total expenditure	19090.49
4413.31	deficit	2735.67
Bfwd 2016	Community a/c	9150.09
	Business saver a/c	1692.68
	Carry forward 2017	8107.1

£3500 earmarked funding for Cat 2 street ighting

Newton in the Isle Parish Council

Bank reconciliation as at March 31st 2017

Cash at Barclays as at 31 /3 2017

Community Account £2966.19	£2913.79	
less cheques 100564 20.00		
100565 32.40		
Business Savings account	5193.31	£8107.10

Bank account balance ending 31/03/16

Balance B/Fwd		
Community Bank Account	9150.09	
Business Saver	1692.68	10842.77

Income per cash book

Community a/c	16354.19	
Savings A/c	.63	16354.82

Payment per cashbook

Community a/c	22590.49	19090.49
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Business Saver a/c

27197.59

27197.59

AGREED TO CASH BOOK AND BANK ACCOUNT

S. Christopher

STEPHEN CHRISTOPHER

FOR AUDITING SOLUTIONS

24/4/2017

NEWTON N THE ISLE PARISH COUNCIL

At 31st March 2017 the following assets were held

Playing Field	£15,000.00
Play equipment	£28537.00
Youth Shelter	£7207.00
Fencing	£23353.00
Village signs	£1585.00
Bus Shelter	£3171.00
Seats	£ 1128.00
Footway Lights	£34546.00
Matting	£2068.00
Display Boards	£961.00
Bank Garden Allotments	£1
Parish Allotments	£1.
Village Noticeboard	£1
Village Hall	£1
Computer and Printer	£543.00
Defibrillator	£995.00
Defibrillator case	£950.00
Property schedule for insurance	<u>£120048.00</u>

Newton in the Isle Parish Council

Year April 1st 2016 to March 31st 2017

Lease - Village Hall is leased to the Village Hall management committee at a rental of £1 per annum

During the year, the following tenancies were held

Allotments

T Bailey -	£72.00
S Sands	£18.00
R Kublik	£172.00
B J Brown	£36.00
A Yates	£43.20
N Elliot	£18.00

The limit of spending S137 of the Government Act 1972 for the Council in the year of accounts was £3625.72

Payee Nature of Payment Grants to

Kinderley School £120.00

ABC Pre-School £50.00

Village Hall Management Committee £500.00

Nil returns during the year 2016/2017

Agency Nil

Advertising and Publicity	Nil
Contingency Labilities	Nil
Pension Payments	Nil
Year-end Earmarked Reserves	£3500.00
Capital Reserves	Nil

Chairman

Responsible Financial Officer

Date _____

Date _____

NEWTON PARISH COUNCIL

POLICE MONTHLY UPDATE - MARCH 2017

Dear Councillors,

Please find the Police update for March

You can contact the Wisbech Neighbourhood Policing Team on :-

Wisbech.NPT@cambs.pnn.police.uk

However crimes cannot be reported via this media, crimes and incidents must be reported using 101 non emergency or 999 in an emergency.

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We continue to visit local primary schools in the rural villages, aiming to be there at the start time and end time of school to engage with the children and parents, and to address any arising issues. There have been several complaints throughout the rural villages about parking matters during the school start and finishing times, which has resulted in several parking tickets being issued for illegal parking, and obstruction. Hopefully this will help to reduce the parking issues, and help maintain the children's safety.

Speeding still appears to be a problem in most rural villages, and we are continuously trying to obtain volunteers to help run a community speed watch programme in their local village where they live/work. If you would like to find out more about becoming a speed watch volunteer, please contact: speedwatch@cambs.pnn.police.uk

Meanwhile, Speed Enforcement was undertaken on 14th March by myself and Special Constable Andy Thompson, in all of the north rural villages of Wisbech. As a result of the Speed Enforcement day, a total of 7 Speeding Tickets were issued, and another 12 drivers were spoken to. Out of the total of the 19 persons stopped, 18 of them lived in the village where they were stopped, or in a neighbouring village. One driver even admitted that they themselves had reported others for speeding in their local village.

COMMUNITY CONTACT POINT

I would like to thank you all for the hospitality I received at your coffee morning at the village hall on the 9th March. It was lovely to meet you all, and I will endeavour to return in the near future.

Our next community contact point will be held at The Cave in Parson Drove on 12th April 2017. I will be in attendance with a member of staff from Fenland District Council between 10.00am and 11.00 am. There will not be a community contact point in March as Sophie Wilkinson from FDC will be taking up a new position within FDC, and they have yet to confirm a replacement. The main aim of the Community Contact Point is for local residents to have their say on any issues they are having in the area in which they work and live. We would love to see as many people as possible, so if you are free, please come along and take the opportunity to ask us any questions you may have about any issues or concerns that you may have in the area's where you live and work. If you are unable to attend, you can still complete an online survey at:

<https://www.surveymonkey.co.uk/r/WisbechCommunitySafety>. Results from these surveys will be displayed on the Community Safety Partnership blog every 3 months at www.communitysafetypartnership.worldpress.com. The results will be used to identify the local policing priorities for the following 6 months.

CRIMES REPORTED IN THE NEWTON AREA MARCH 2017

3 x Theft from motor vehicle
1 x Theft of red diesel.

Crime statistics can also be found on the following websites:-

www.cambs.police.uk/help/crimemaps/

www.ukcrimestats.com/Police_Force/Cambridgeshire_Constabulary

If you have any information about the above, or any other crime, please contact the police on 101, or 999 in the event of an emergency.

GENERAL CONCERNS

There have been several burglaries/aggravated burglaries in some of the rural villages. Please remain vigilant at all times, and take care when answering the door to bogus callers. Please follow the LOCK, STOP, CHAIN, CHECK message so you can ensure that people who enter your homes are who they claim to be:

LOCK: Ensure all exterior doors are locked.

STOP: Before answering the door, stop and think whether you are expecting anyone.

CHAIN: Put the door bar or chain on. Look through the spyhole or window to see who is at the door.
Always keep the chain or bar on whilst talking to the person on the doorstep.

CHECK: Ask for and check their ID card, even if they have a prearranged appointment, as all genuine callers should carry one. If you are not expecting anyone and they do not carry an ID card, do not let them in.

If you have any doubts at all as to whether the caller is genuine, ask them to leave and come back at a time that is convenient to you and when you have had a chance to ask someone to be with you.

REMEMBER: IF IN DOUBT – KEEP THEM OUT

This and other crime prevention advice can be found on the Cambridgeshire Police Website.

Thank you for your assistance.

Kind regards

Helen Norton-Smith

PCSO 7160

Wisbech Police Station

Helen.norton-smith@cambs.pnn.police.uk

NEWTON PARISH COUNCIL

POLICE MONTHLY UPDATE - APRIL 2017

Dear Councillors,

Please find the Police update for April

You can contact the Wisbech Neighbourhood Policing Team on :-

Wisbech.NPT@cambs.pnn.police.uk

However crimes cannot be reported via this media, crimes and incidents must be reported using 101 non emergency or 999 in an emergency.

.....

We continue to visit local primary schools in the rural villages, aiming to be there at the start time and end time of school to engage with the children and parents, and to address any arising issues. We are currently in the process of setting up an "Internet Safety" package which is aimed at 8 – 11 year olds. We will be visiting all of the participating rural primary schools within the next 3 months to pilot this new scheme aimed at introducing children to the dangers of using the internet.

We also visit the care homes on a monthly basis to meet with the staff and engage with the children, which helps build good relationships between all parties.

Speeding still appears to be a problem in most rural villages. Unfortunately, the Special Constable Andy Thompson, who I work closely with regarding Speed Enforcement, is currently unavailable for the foreseeable. There are other Special Constables who are able to undertake Speed Enforcement, but due to the vast area of coverage, we cannot guarantee how often this will be. We therefore ask if anyone in their community is interested in becoming a Speed Watch Volunteer. If you would like to find out more about becoming a speed watch volunteer, please contact:

speedwatch@cambs.pnn.police.uk

COMMUNITY CONTACT POINT

The last community contact point in Parson Drove took place on 12th April. There was no representative from Fenland District Council, although I have been informed that a new person will be in post in the near future. Once this has been confirmed, I will be looking to arrange a community contact point in Newton. Details will be confirmed hopefully in the near future. Meanwhile where possible, I will attend local coffee mornings/afternoons at Newton Village Hall to maintain contact with the Newton Community. If you would like to have your say on issues in your area, you can complete an online survey at : <https://www.surveymonkey.co.uk/r/WisbechCommunitySafety>.

Results from these surveys will be displayed on the Community Safety Partnership blog every 3 months at www.communitysafetypartnership.wordpress.com . The results will be used to identify the local policing priorities for the following 6 months.

CRIMES REPORTED IN THE NEWTON AREA APRIL 2017

1 x Theft

Crime statistics can also be found on the following websites:-

www.cambs.police.uk/help/crimemaps/

www.ukcrimestats.com/Police_Force/Cambridgeshire_Constabulary

If you have any information about the above, or any other crime, please contact the police on 101, or 999 in the event of an emergency.

GENERAL CONCERNS

There have been several reports of youths riding about on quad bikes/motor bikes without wearing helmets. I have also been advised that some youths are making a general nuisance of themselves, littering and ringing doorbells in the early hours of the morning. A report of human faeces in the local bus stop has also come to our attention. Could I please ask that if these incidents are occurring, that they are reported to the police using the non-emergency number of 101. In the event of an emergency, please ring 999. The incidents need to be reported, so they are recorded, and can then be dealt with efficiently.

There have been several burglaries/aggravated/distraction burglaries in both the town centre and rural villages of Wisbech. Please remain vigilant at all times, and take care when answering the door to bogus callers. Homes with no security measures in place are five times more likely to be burgled than those with simple security measures. Good window locks and strong deadlocks can make a big difference. Listed below are a few tips from our website on crime prevention:

- Lock your doors and windows every time you leave the house, even when you're just out in the garden,
- Hide all keys, including car keys, out of sight and away from the letterbox (remember a device could be used to hook keys through the letterbox)
- Install a visual burglar alarm
- Install good outside lighting
- Get a trusted neighbour to keep an eye on your property
- Leave radios or lights in your house on a timer to make the property appear occupied
- Ensure side gates are locked to prevent access to the rear of the property
- Improve natural surveillance at the front of your property i.e. trim high hedges
- Mark your property with postcode and house number and register your property for free at: www.immobilise.com/

There have also been several reports of incidents concerning agricultural farming equipment, where batteries have been stolen, and some equipment has been set on fire. There are some things you can do to help prevent further criminal damage and arson attacks:

- If your property has been damaged, it's a good idea to get it repaired quickly if you can. Vandalised property can attract people who might cause more damage.
- Keep a record of all events that you think are related to the arson attack or any subsequent criminal damage or harassment. Note as much detail as possible, including the date and time of incidents.
- If possible, try to get photographic or video evidence. But you should only do this carefully and not put yourself at risk.
- It's a good idea to look at your home/business security and, if necessary, upgrade it.

This and other crime prevention advice can be found on the Cambridgeshire Police Website.

Kind regards

Helen Norton-Smith
PCSO 7160
Wisbech Police Station
Helen.norton-smith@cambs.pnn.police.uk

Newton in the Isle Parish Council

Internal Audit Report 2016-17

Stephen Christopher

for Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Newton in the Isle Parish Council since 2013-14.

This report sets out the work undertaken in relation to the 2016-17 financial year, during our visit on 24th April 2017, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are 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 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives

Overall Conclusion

We have concluded, on the basis of the programme of work we have undertaken, that the Council has maintained adequate and effective internal control arrangements during the year. However, we have identified some areas where we consider that further improvements in the overall internal control environment can be made. During the course of our audit, we have reviewed the action taken in response to matters raised in last year's audit report and are pleased to note the good progress that has been made.

Details of the matters identified during the course of this year's audit visit are set out in the body of the report, with the recommendations arising further summarised in the appended Action Plan. We ask that Members consider the content of this report and respond in due course to the recommendations set out in the Action Plan, indicating, where appropriate, the actions to be taken and the likely timescale for their implementation.

We have completed and signed the 'Annual Internal Audit Report' in the 2016-17 Annual Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective in this area has been to ensure that accounting records are being maintained accurately and on a timely basis, and that no anomalous entries appear in cashbooks or financial ledgers.

The accounting records continue to be maintained using a manual cash book, supplemented by an Excel spreadsheet, which we consider is appropriate for a council of Newton in the Isle's size. The Council operates two bank accounts with Barclays Bank plc; the main Community (current) Account and a Business Saver (instant access savings) Account.

In order to ensure the appropriateness and accuracy of the recording of transactions, we have:

- Confirmed that there was an accurate carry-forward of the prior year closing balances to 2016-17;
- Verified that the accounts remain "in balance" at the financial year-end;
- Ensured that an appropriate cost centre analysis is in place to facilitate reporting of the Council's budgetary performance;
- Checked and agreed detail of the full year's financial transactions on each of the bank accounts, by reference to supporting bank statements; and
- Verified the bank reconciliation detail on each bank account as at 31st March 2017, also ensuring the accurate disclosure of the combined balances in the year-end Accounts.
- Confirmed that the financial system is backed-up periodically using a memory stick.

Conclusion

No matters have arisen from this area of our review that require formal comment or recommendation.

Review of Corporate Governance

Our objective 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 and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

From our audit review, we noted the following:

- From our review of the Council's minutes for the financial year, there are no matters arising which indicate that any issues exist that may have an adverse effect, through litigation (where we may reasonably be expected to ascertain such matters) or other causes, on the Council's future financial stability;

- The Council's Standing Orders and Financial Regulations have been updated to take into account the most recent guidance produced by NALC and were reapproved by Members on 7th September 2016, and
- All payments continue to be approved by Members and recorded in the minutes.

Last year we drew the Council's attention to the need to ensure that it met its responsibilities under the 'Transparency Code for Smaller Authorities'. Under this mandatory Code, all parish councils with gross income and expenditure below £25,000 per annum must publish certain information on their websites annually and must also ensure that minutes, agendas and papers for all formal meetings are published within a certain timescale. We were pleased to note the action taken to address these requirements in relation to the 2015-16 financial year, including, in particular, the publication of relevant information in the Annual Report. We note that a timetable has recently been put in place which will help to ensure that the requirements of the Code are fully complied with, going forward.

Finally, we wish to thank the Chairman for responding to a request to complete our "Corporate Governance Questionnaire", which has provided us with further assurance as to the soundness of the Council's overall governance arrangements.

Conclusions and recommendation

We consider that, in overall terms, adequate and effective corporate governance arrangements are in place. No matters have arisen from this area of our review that require a formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, 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
- Section 137 payments have been identified accordingly and are within the Council's spending limit.

Conclusion and recommendations

We reviewed the procedures in place for receiving invoices; checking their authenticity, accurate detail recording, processing by the Clerk and formal approval for payment by members and conclude that that, in general, the controls are adequate and effective. However, we noted two matters in relation to the reclaim of VAT, where further action needs to be taken.

The first relates to the reimbursement of expenditure incurred on behalf of the Council. We noted two instances, both for relatively small amounts, where goods had been purchased that

were subject to VAT but where the VAT element of the expenditure could not be reclaimed as VAT receipts had not been obtained.

The second point relates to the period covered by the VAT reclaims, the most recent of which was made for a period ending 28th February 2017. The Council's Financial Regulations (9.8) state that any VAT reclaims should be made at least annually "coinciding with the financial year end".

R1 Full VAT receipts (including the supplier's VAT registration number and, preferably, itemisation of the VAT element) should be obtained in all instances where VATable expenditure is incurred on behalf of the Council.

R2 The timing of future VAT reclaims should correspond to the end of the financial year (and the mid-year if six-monthly claims are 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 in order to minimise the opportunity for their coming to fruition. We have noted that:

- In accordance with the requirements of the Practitioners' Guide, a Risk Register is maintained and this was formally reviewed and re-adopted by the Council at its meeting in March 2017;
- An insurance policy is in place with Zurich, covering a three year period to 31st May 2019. The policy includes Public Liability cover of £12 million and Employers' Liability of £10 million, with Fidelity Guarantee cover of £250,000, all of which we consider appropriate for the Council's present requirements.

Conclusion

No matters have arisen from this area of our review that require a formal comment or recommendation.

Precept Determination and Budgetary Control

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

At its meeting in January 2017, the Council approved and adopted a precept for 2017-18 of £10,500, an increase of £2,730 over the prior year. There were a number of reasons for the increase, including the reduction of Council Tax Support Grant from the District Council in the year and a potential reduction in Concurrent Functions Grant in 2018-19. However, the main reasons stated were the need to ensure that funds are available to meet the cost of further replacement street lights planned in the near future and also to build up the Council's general contingency reserve. We note that, as in previous years, Members were provided with a budget forecast for the year ahead to help inform the decision-making process.

With regard to ongoing budget monitoring, we note that Members continue to be provided with detail of the balances held on its bank accounts at each Council meeting, together with receipts and payments made in the previous period and that major expenditure still to be incurred is flagged up. As part of the budget setting process, a report on the half year performance against the 2016-17 budget was also provided. This approach is not unreasonable, given the size of the Council.

Overall reserves as at 31st March 2017 stand at just over £8,100, down from £10,800 at the previous year end. The reduction is due mainly to the high spend on street light replacement in 2016-17, carried forward from the previous year, and on new village signs. Of the total reserves, a sum of £3,500 has been earmarked for further street light replacement, with the remaining £4,600 held as a general contingency. At the budget setting meeting in January 2017, the Council also considered a reserves policy and agreed that it will aim to increase the general contingency to £6,000 by 31st March 2019. This would equate to just over 50% of the 2017-18 precept, which does not appear unreasonable.

Conclusion

No matters have arisen from this area of our review that require a formal comment or recommendation.

Review of Income

The Council receives limited income other than the annual precept, primarily from the Concurrent Functions Grant and other miscellaneous grants, allotment rentals, bank interest and recovered VAT.

We have checked and agreed in full all receipts recorded in the cashbook to the relevant bank statements and other supporting documentation, also ensuring that all allotment rents have been paid by reference to the Clerk's register.

Conclusion and recommendation

In overall terms the controls over income are adequate and effective. However, as reported last year, there has been no formal review of allotment rents in the year, as is required by the Financial Regulations (Regulation 9.3).

R3 Allotment rents should be subject to formal review each year, in accordance with the financial regulations.

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.

Salaries and Wages

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 HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions.

The Clerk is the only employee. We have reviewed the half-yearly payments made to her, and confirmed that these agree to approved salary; we have also verified detail of the tax deductions applied to her salary.

During last year's audit we noted that the Clerk's terms and conditions had been reviewed during the year, following an independent benchmarking exercise, and that at the Council meeting on 7th March 2016 it was agreed that she should be paid in accordance with the nationally agreed pay scale for an agreed number of working hours per week. However, at that time the Clerk had no formal contract of employment. We are pleased to note that following further consideration in 2016-17, the position has now been rectified.

Conclusion and recommendation

In overall terms, we found the controls in this area to be adequate and to be operating effectively. The one matter we would raise is the requirement for all employers with at least one worker, regardless of their age or earnings, to declare their compliance with the new pension auto-enrolment regulations with the Pensions Regulator – through an online process. The Clerk was unclear as to whether the Pensions Regulator has formally issued advice on this matter (including the applicable “staging date”) and it is important that the position is clarified, as failure to comply (even where not likely to be of any relevance) could lead to a penalty.

P4 The Clerk should contact the Pensions Regulator to confirm what action, if any, is required in relation to pension auto-enrolment and relevant dates.

Asset Register / Inventory

The reporting arrangements for assets in the Annual Return 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, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

As previously, a simple asset register has been maintained, which records assets at their original cost. We have confirmed that the assets purchased in the year (defibrillator with case, computer and printer) have been added to the asset register and included in the total value of assets to be reported in Section 2, Line 9 of the Annual Return (£120,048).

Conclusion

No matters have arisen from this area of our review that require a formal comment or recommendation

Investments and Loans

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

Statement of Accounts and Annual Return

As in previous years, the Clerk has prepared a set of accounts on a Receipts and Payments basis. We have examined these and agreed the detail therein to the accounting records. There were no matters arising. We have also reconciled them to the draft statutory accounts in Section 2 of the Annual Return.

Conclusions

No matters have arisen from this area of our review that require a formal comment or recommendation. We look forward to receiving a copy of the completed Annual Return (Sections 1 and 2), once approved by the Council.

On the basis of the work undertaken during the course of our review for the year, we have completed and signed the Annual Internal Audit Report in the Annual Return, assigning positive assurances in all areas of internal control.

Action Plan

Rec. No.	Recommendation	Response
Review of Expenditure		
R1	Full VAT receipts (including the supplier's VAT registration number and, preferably, itemisation of the VAT element) should be obtained in all instances where VATable expenditure is incurred on behalf of the Council.	
R2	The timing of future VAT reclaims should correspond to the end of the financial year (and the mid-year if six-monthly claims are made).	
Review of Income		
R3	Allotment rents should be formally subject to review each year, in accordance with the financial regulations.	
Review of Salaries and wages		
R4	The Clerk should contact the Pensions Regulator to confirm what action, if any, is required in relation to pension auto-enrolment and relevant dates.	

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

NEWTON IN THE ISLE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

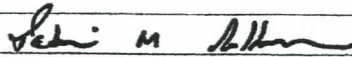
	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2.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

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:



*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

NEWTON IN THE ISLE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	7796	10843	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6865	7770	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2868	5584	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	975	1762	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL N/A	NIL N/A	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	5711	17328	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10843	8107	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash, and short term investments	10843 5711	8107	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	117560	120048	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	NIL N/A	N/A NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		N/A	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

John M. [Signature]

Date 24/4/17

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Explanation of variances – pro forma

Newton Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	6865	7770	905	13.18	Parish Council increased responsibility for maintenance.
Box 3 Total other receipts	2868	8584	5716	199.3	Funding for defibrillator & case. Street lighting grant, computers & printer grant (Temporary Fund) and rebate VAT for street lighting
Box 4 Staff costs	975	1762	787	80.72	New contract of employment - minimal agreed paid scale
Box 5 Loan interest/ capital repayments	/	/	/	/	
Box 6 All other payments	5711	17328	11617	203.41	Street lighting upgrade CAT 2 project Highways project. 1500 new village signs £13500
Box 9 Total fixed assets & long term investments & assets	117560	120048	2488	2.12	increase due to addition of defibrillator & case £1965 desktop printer £523
Box 10 Total borrowings	/	/	/	/	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because				

Newton the Isle Parish Council

Explanation of variances

April 2017

Box Two – increase in Precept due to increased responsibilities for street lighting maintenance and highway improvements and increase in reserves.

Box Three – Funding towards installing a Defibrillator and case £2061 available in the village. Following suggestions by residents in Village Plan. Funding for Computer and printer Transparency grant £543, Council Grant towards street Lighting costs £1662, Vat refund on street lighting installation £979, totalling £5245

Box Four- Due to new contract of employment and national agreed pay scale.

Box six – Increase due to seven street lights upgrade as part of Cat 2 project total cost £8500 to complete, some cost carried forward from year end 2016. £3500 set aside for completion of two remaining lights. Highway maintenance accounted for £3000 , £1500 towards funding for new section footpath improvement, and £1350 towards new Village signs following village name change a further Village Plan request.

Box Nine- increase due to a Defibrillator and case £1945 installed for village use. New laptop and printer £543 for clerk.

Clerk/RFO



Date

24/4/2017

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

NEWTON IN THE ISLE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 NONE HELD
G. Salaries to employees and allowances to members were paid in accordance with this smaller 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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit STEPHEN CHRISTOPHER FOR AUDITING SOLUTIONS LTD

Signature of person who carried out the internal audit  Date 24/04/2017

*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, internal audit must explain why not (add separate sheets if needed).

Bank reconciliation – pro forma

Newton Parish Council

Financial year ending 31 March 2017

Prepared by John M. Allen (Name and role)

Date 20 April 2017

Balance per bank statements as at 31 March 2017:

Community a/c 50667161
Business A/c 00067188

	£	£
	2966	19
	5193	31
	<hr/>	<hr/>
	8159	50

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2017

Cheque 100 564
100 565

	20	—
	32	40

Add: any un-banked cash at 31 March 2017

Net balances as at 31 March 2017 (Box 8)

8107. 10

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)

10843 —

Add: Receipts in the year

16354 —

Less: Payments in the year

19090 —

Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)

8107 —



Newton-in-the-Isle Parish Council

Code of Conduct

Introduction

Pursuant to section 27 of the Localism Act 2011, Newton-in-the-Isle Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) - (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner/ the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where - (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body -
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

This Code of Conduct was adopted by resolution of the Parish Council on
and is subject to annual review.