

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 13th October 2016 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Present

Cllr Lawton (Chair)
Cllr Cook
Cllr Corcoran
Cllr Cornwall
Cllr Forder-Stent
Cllr Holland
Cllr Mitchell
Cllr Sellars
Cllr Watson

In attendance

Cllr Humby (WCC & HCC)
T. Bronk (Clerk)

Apologies/Absences

Cllr West
Cllr Wheeler
WCC Cllr Izard

Item	Agenda of business to be transacted
95/16	To note absences and consider apologies for absence
	The apology of Councillors West and Wheeler and reasons for their absence was accepted; and the apology of WCC Councillor Izard was accepted.
96/16	To receive declarations of interest
	Councillors Cornwall, Sellars and Watson disclosed a personal interest concerning the Parish Hall because of their roles as Trustees.
97/16	To approve and sign-off, as a true record, the minutes of the meeting held on 8th September 2016
	<p>The previously circulated minutes of the Full Council Meeting dated 8th September 2016 were considered. Corrections were agreed and made as follows: Cllr Watson will cease to be a Councillor and not merely reduce her role as a Councillor, Cllr Humby was present (not present and absent) and the date of the next meeting was corrected from 1th October to 13th October.</p> <p>Resolved:</p> <p>“The Minutes of the meeting held on 8th September 2016 are approved as an accurate record of the meeting”.</p> <p>Proposed by Cllr Watson, seconded by Cllr Sellars and carried unanimously.</p>
98/16	To adjourn for public participation
98.1/16	To receive questions from the members of the public.
	There were no members of the public in attendance.
98.2/16	To receive the County Councillor’s report.

	<p>Cllr Humby reported that replacement bollards and vehicle weight restriction sign for Hazeley Road were now in place. Consideration is being given to the addition of 'bell' bollards at the corner of Hazeley Road and the High Street.</p>
	<p>The steps taken by Hampshire County Council (HCC) to impose charges for DIY waste are being challenged at a central government level; albeit that various neighbouring counties have been operating under similar arrangements.</p> <p>HCC was very recently been criticised by the RAC for the standard of roads and number of potholes resulting in claims by motorists. Cllr Humby reported that statistics quoted comparing HCC with a neighbouring county were misleading because financial comparisons used data across different periods and account was not taken of the greater number of miles of road managed by HCC.</p> <p>The potential local impacts of proposals by the Boundary Commission for England were discussed briefly. Councillors expressed disappointment that Twyford Parish would fall within the Test Valley parliamentary constituency, which does not have any existing relationship with the South Downs National Park Authority. It was agreed to liaise with the Colden Common Parish Council to ascertain whether and to what extent any responses should be made to the Consultation.</p> <p>Concerns were expressed to Cllr Humby about the apparent lack of any works to prevent flooding in Twyford, especially within the vicinity of Hazeley Road and the Parish Hall. Cllr Corcoran referred to the matter having also been raised by him with the Environment Agency and Cllr Humby agreed to make enquiries within HCC to determine the situation and to report back.</p> <p>Cllr Humby was informed that a number of road repairs remain outstanding. He was urged to look at the damage at the Finches Lane corner to see whether its repair can be escalated, asked to look into why repainting of white lines involved only overpainting and not reinstatement of lines removed by road works and asked to have the faded "Slow" signs on the Main Road overpainted.</p> <p>Cllr Humbey noted that he had been asked to provide more information to the Council regarding the report that 90% of residents have access to faster broadband. He agreed to make further enquiries and to meet with Councillors to provide details of which locations do have such access and the timetable for others to access it.</p>
98.3/16	To receive the District Councillor's reports.
	<p>Cllr Izard sent a brief written report: the Winchester Regeneration Group have now met on two occasions, the last meeting being more of a workshop attended by major stakeholders. Next week we will be considering a draft brief to enable a SPD to be ready within 9 to 12 months. We appreciate Winchester District as a whole should be consulted as I am sure there are residents with businesses or just have a general interest in what happens in the Silver Hill area who will have some good ideas. Parish Councils will be asked for their contributions over the next few months if not sooner.</p> <p>Cllr Cook reported that demolition of parts of Friarsgate will commence next week and continue until March 2017. Unfortunately the River Park development has incurred some delays but should commence in the summer of 2017.</p>

	<p>Last night Full Council endorsed the appointment of Laura Taylor as the new Chief Executive for Winchester City Council. Mrs Taylor is currently Executive Director at Basingstoke and Deane Borough Council and has previously worked at other Hampshire authorities including Test Valley Borough Council and Eastleigh Borough Council.</p> <p>Cllr Cook and Cllr Sellars had participated in tour to local sites of recently completed developments to better understand the approach of the Winchester City Council Planning Department. This was reported to have been a very useful event.</p>
99/16	To receive an update on matters arising from the minutes of the meeting held on 8th September 2016 that are not included elsewhere on the agenda, to consider the status of progress to date and agree any new action to be taken
99.1/16	For actions brought forward please refer to the table at Annex 1.
	The need to carry over items, mainly because of the impact of other higher priorities was noted. Revised target dates have been adopted as shown.
100/16	To receive a report on and discuss the consultation responses to the initial draft of the Twyford Neighbourhood Plan; and to consider and agree the next steps towards preparation and publication for formal consultation of the final draft Twyford Neighbourhood Plan
	<p>The Chair thanked Councillors for providing completed feedback forms which will be analysed by Action Hampshire together with all other feedback; and to those who also provided comments to the Clerk for circulation before the meeting. The Chair explained that the draft plan is not set in stone and that all feedback will be used by the Technical Group which will publish its response to it in due course. The draft may be amended to reflect the weight of comment, it will be corrected where inaccuracies have been identified and where no changes are being made reasons will be given. The Chair also stressed that although some meetings have been held with a prospective developer; these have been to aid the Technical Group's understanding of their proposals and how the developer might tackle issues identified by the Technical Group or consultation feedback; there was no relationship being forged to promote a specific site for development.</p> <p>It was noted that some Councillors had raised a number of issues and the Chair therefore sought to gauge their nature, were they fundamental or were the draft policies broadly acceptable but in need of some refinement? The Chair also reminded all Councillors that they needed to put their personal interests aside, the Council must put forward a final proposed plan that best meets the interests of the whole Parish even if in their personal capacity they do not agree with a policy that affects them.</p> <p>Cllr Corcoran explained that the Technical Group have used feedback from several sources, including surveys and consultation; draft policies reflect the expressed wish for more parking, even though there are also fewer responses that challenge the proposal to increase parking capacity. The intention is to produce a final draft that reflects the majority view, so that the referendum will endorse the plan.</p>

	<p>Noting therefore that feedback from the consultation period had not yet been received from Action Hampshire; and therefore the overall reaction to the first draft is unknown, it was agreed that detailed discussion about specific concerns raised by individual Councillors should be deferred. It was, however, agreed that good progress was being made and that it was important that sufficient time is provided to adequately analyse the feedback, for the Technical Group to assess and respond to it and to prepare a revised draft that Councillors are comfortable with. Meetings between the Technical Group and Councillors have occurred but more will therefore be held.</p> <p><u>Action:</u> Representatives of the Technical Group are to meet Councillors after the Technical Group has received and analysed the consultation feedback. Cllr Corcoran to liaise with the Chair to enable this action to progress.</p>
101/16	<p>To note the completion of the audit of accounts for the year 2015/16 and requirement for its publication before 30 September; and to agree whether the Annual Return and Audit Certificate may be approved and accepted</p>
	<p>Cllr Watson referred to the previous Full Council meetings when progress of the external audit was reported and changes made to the original accounts were accepted and approved; and drew attention to the previously circulated Notice of Completion and section 1,2 and 3 of the 2015/16 Annual Return (at Annex 2). The Clerk referred to a letter of 15th September from the external auditor BDO LLP and reported that the mandatory Notice of the Completion of Audit had been published as required, on all notice boards and the website.</p> <p>Resolved: The Annual Return for 2015/16 including the completed external auditor certificate and report (section 3) which states: “on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”` is approved and accepted.</p> <p>Proposed by Cllr Watson seconded by Cllr Lawton and carried unanimously.</p>
102/16	<p>To agree the timetable for the audit of accounts for the year 2016/17</p>
	<p>The Clerk reported that he had liaised with the Internal Auditor, the Finance Committee having agreed to retain the same internal auditor for 2016/17; and had at their request submitted a notification to BDO that the 2016/17 annual return would be submitted on or before 24th July 2017. The date range for public inspection had also been selected as Monday 19 June to Friday 28th July 2017.</p> <p>Cllr Watson noted that the Full Council will require the completed accounts at its meeting before that date.</p>
103/16	<p>To approve the addition of T. Bronk as Clerk and Responsible Financial Officer to the list of signatories for the Council’s two accounts at the HSBC Bank</p>

	<p>It was noted that the Clerk is currently the Council's main user of HSBC's internet banking facilities but is unable to liaise with the Bank to ascertain whether revised signatories are in place to enable cheques or other communications to be signed. Making the Clerk (and Responsible Financial Officer) a formal signatory would therefore improve the Council's control over its banking arrangements.</p> <p>Resolved: Mr Tony Bronk is authorised and approved by the Council to be added to the list of signatories of the Council's two bank accounts with HSBC. The addition of Mr Bronk brings the list of signatories to five, the existing four being Cllr Watson, Cllr Forder-Stent, Cllr Lawton and Cllr Sellars.</p> <p>Proposed by Cllr Watson seconded by Cllr Lawton and carried unanimously.</p> <p><u>Action</u> – The Clerk to prepare HSBC documentation for signing by any two existing signatories and submission as soon as practicable to HSBC.</p>
104/16	2017/18 Local Government Finance Settlement Consultation
104.1/16	<p>To discuss the 2017/18 Local Government Finance Settlement Consultation issued in September 2016 and to agree the Council's response, in particular, to questions 6 and 7 where the proposals seek to limit the ability of councils to raise their precept by no more than 2% pa.</p>
	<p>Cllr Watson explained the relevant Government proposals referred to in the briefing paper at Annex 3. Councillors then considered the draft response reflecting the views of the Finance Committee; and suggested some slight amendments.</p> <p>Resolved: The Clerk shall submit comments on behalf of the Council to questions 6 and 7 of the Consultation; expressing the Council's opposition to any formal restrictions, requesting higher thresholds if any are to be adopted; and stressing the importance of cost benefit analysis and the significant impact on the Council if restrictions and requirements for a referendum are adopted.</p> <p>Proposed by Cllr Lawton, seconded by Cllr Watson and carried unanimously.</p> <p><u>Action</u> – Clerk to submit an appropriate response to the Consultation</p>
105/16	To review and approve payments already made in October and proposed payments scheduled for payment before the Full Parish Council meeting scheduled for 8th December 2016
	<p>Cllr Watson explained that the payments list at Annex 4 included regular payments made in November, to enable them to be processed as advance instructions for November payment dates, due to the absence of the Clerk in November. Cllr Watson then referred to the listed payment beneficiaries and the main reasons for the expenditure, noting that some payments had already been made in accordance with earlier resolutions that committed the Council to the expenditure, for example: Southern Water for water already consumed and Came and Co for insurance (as approved by the Finance Committee).</p> <p>Resolved: The Clerk is authorised to make the payments listed.</p> <p>Proposed by Cllr Watson seconded by Cllr Sellars and carried unanimously.</p>

	<p>As part of the Member's review of the payments for the next two months Cllr Watson referred to the Summary of Receipts and Payments for the quarter ended 30 September and the reconciled bank balances, which showed a high level of resource. It was explained that the nature of Receipts and Payments accounting meant that it was important for Councillors to also read the notes to the Summary; which referred to reasons for higher or lower levels of receipts and payment that need to be taken into account. Some significant costs have been paid in October and the forecast for the year end is that the Council's payment total will exceed its receipts, so some of its bank balances will be reduced. Attention was also drawn to the summary of receipts and payments relating to the Twyford Neighbourhood Plan. So far grants had covered the costs, but going forwards the costs would fall upon the parish, with the exception of the costs of the referendum to determine whether the final draft will be adopted. The Technical Group estimate the remaining costs for 2016/17 to be approximately another £5,400 and in 2017/18 £7,600.</p> <p>Cllr Watson then referred to work being undertaken to prepare the budget for 2017/18. It was noted that some development in Twyford will bring in additional Council tax in 2017/18 and that the precept for 2016/17 had been increased significantly to enable expenditure on the Parish Hall; the surplus over normal running costs would therefore now be available for other purposes unless the precept was reduced. The Finance Committee had considered the options and currently the budget being prepared for the Full Council to consider in December would include proposals to establish a reserve fund for major works and facilities replacements involving Hunter Park and Northfields.</p>
106/16	The Boundary Commission for England - Initial Proposals for new Parliamentary constituency boundaries
106.1/16	To discuss the implications for Twyford Parish residents of proposals to move Twyford from the Winchester to the Test Valley parliamentary constituency and to agree any action or response.
	<p>This item was discussed under Item 98.2/16 whilst Cllr Humbey was present.</p> <p><u>Action:</u> The Clerk is to liaise with Colden Common Parish Council to ascertain their views and proposed response so that the Chair, on behalf of Twyford Parish Council, can decide whether and to what extent any response challenging the proposal affecting Twyford should be made to the Consultation.</p>
107/16	To receive draft minutes of the extraordinary September and the October Planning Committee meetings and an update on matters arising from those minutes; to note or discuss action taken since and to agree any new action concerning such matters
	<p>Cllr Mitchell referred to the previously circulated minutes and confirmed that there were no additional matters that needed to be drawn to Members attention. Comment was made that the Council continues to use hard copies of applications, which has necessitated postponement of some items and that the Clerk has had to collect papers from the Winchester City Council Planning department [which acts for the South Downs National Park Authority].</p>

108/16	To receive draft minutes of the September meeting of the Recreation Committee and an update on matters arising from those minutes; to note or discuss action taken since and to agree any new action concerning such matters
	<p>Cllr Cornwall referred to the previously circulated minutes and drew attention to the adoption of a NO Overnight Parking policy at Hunter Park and to the placing of an order for a new Nest Swing for Hunter Park, which would unfortunately take some 8 weeks before installation. The external lighting of the Pavilion is to be repaired prior to the use of Hunter Park by the St Mary's School PTA for a firework display which was to be only donations based. Reference was made to the surrender of some allotment plots and a decision to subdivide the largest allotment plot, which had enabled 5 people on the waiting list to be offered plots. The Clerk reported that two applications had recently been received and there were now 5 applicants on the waiting list.</p>
109/16	Twyford Open Spaces : to receive an oral report on and to discuss Twyford Open Spaces
	<p>It was reported that there was nothing concerning other open spaces that needed to be brought to the attention of Councillors and which was not already covered by inclusion under other Items.</p>
110/16	Highways and Footpaths: to discuss the condition of highways and footpaths within the Parish and to agree any specific action to be taken
110.1/16	<p>Concerns have been raised about the following locations: footpath by Tollgate Cottage, Berry Lane, Finches Lane corner, Park Lane by the Bugle, Main Road sunken drain.</p>
	<p>It was noted that several issues had been drawn to the attention of Councillor Humbey; and that concerns raised by residents about Berry Lane had been circulated to Councillors and the Clerk had issued a letter seeking to arrange a meeting of relevant parties.</p> <p><u>Action</u> – The Clerk is to send Cllr Humbey a list referring to the locations and nature of the problem.</p> <p><u>Action:</u> Cllr Lawton and Cllr Corcoran are to meet with some residents of Berry Lane.</p>
111/16	To note, for information only, significant communications on matters that are not included elsewhere on the Agenda
	<p>Cllr Sellars reported that Twyford Playgroup had been graded “Outstanding” following a recent inspection. Councillors expressed their congratulations to all those whose efforts contributed to this excellent outcome.</p>
112/16	To raise any items for the next Agenda and confirm the date of next Full Council meeting as Thursday 3rd November 2016

	<p>The Clerk reported that the 3rd November was the date of the next Planning Committee and the Full Council meeting was scheduled to be 17th November.</p>
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	<p>After a short discussion about the desirability of Councillors giving their attention to the Twyford Neighbourhood Plan and noting the unavailability of the Clerk it was agreed to cancel the November meeting and that the next Full Council meeting shall be on 8th December 2016.</p>
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ANNEX 1

Ref	Owner	Action to be taken	Target Date <i>revised</i>	Action Taken <i>Update</i>	Status At 8th <i>September</i>
<i>Pre 2016/17</i>	Cllr Corcoran	Take measurements at Pumfret Bank	<i>31 Dec</i>	<i>Outstanding</i>	<i>Carry forward</i>
<i>06.1/16</i>	Clerk	Contact SDNP to ask for clarification and justification of the decision not to seek any funding for the Parish when approval was given to the Manor Barns development.	<i>31 Dec</i>	<i>Outstanding</i>	<i>Carry forward</i>
<i>09.1/16</i>	Cllr Corcoran	Item 133.3/15 - Memorial bench – ACTION: Cllr Corcoran to talk to land owner and go back to the resident	<i>31 Dec</i>	<i>Outstanding</i>	<i>Carry forward</i>
Further new actions arising from the meeting of 8th September 2016					
83/13	Cllr Cook	Liaise with WCC and the Clerk regarding air pollution monitoring. The annual costs on carrying out monitoring will be investigated and reported to the Full Council to enable a decision to be made on whether ongoing monitoring should commence and if so on how many sites and their location(s).	<i>31 Dec</i>	<i>Outstanding</i>	<i>Carry forward</i>
86/16	Clerk	Report to the 15 th September Finance Committee on IT equipment replacements	15 Sept.	<i>New phone contract in place with O2, new Computer and software purchased</i>	Closed
92/16	Clerk	Write to Hampshire County Council to lodge an objection to the No Access Notice and seek	<i>31 Dec</i>	<i>Outstanding</i>	<i>Carry</i>

		acknowledgement that the section of farm track from the existing footpath and leading down to Hockley Cottages is an established right of way.			<i>forward</i>
100/16	Cllr Corcoran Cllr Lawton	Representatives of the Technical Group are to meet Councillors after the Technical Group has received and analysed the consultation feedback. Cllr Corcoran to liaise with the Chair to enable this action to progress.	30 Nov		
103/16	Clerk	Prepare HSBC documentation for signing by any two existing signatories and submission as soon as practicable to HSBC.	18 Oct		
104/16	Clerk	Submit an appropriate response to the 2017/18 Local Government Finance Settlement Consultation	18 Oct	Response submitted and copied to Councillors on 14 October.	<i>Closed</i>
106/16	Clerk	Liaise with Colden Common Parish Council to ascertain their views and proposed response so that the Chair, on behalf of Twyford Parish Council, can decide whether and to what extent any response challenging the proposal affecting Twyford should be made to the Consultation.	18 Oct	Colden Common Clerk contacted 14 Oct.	
110/16	Clerk Cllr Lawton Cllr Corcoran	Send Cllr Humby a list referring to the locations and nature of the highways problems. Meet residents of Berry Lane.	18 Oct. 8 Nov.		

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Twyford Parish Council

NOTICE is hereby given that the audit for the
year ended 31 March 2016 was completed on

12 September 2016

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

between the hours of _____ and _____

Dated: 19th September 2016

Signed: J. M. Brink

(Responsible Financial Officer)

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

TWYFORD 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 2016, 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
			✓

This annual governance statement is approved by this smaller authority and recorded as minute reference:

43/16
dated 16 4/06/2016
TMB.

Signed by:

Chair

dated

Signed by:

Clerk

dated

17/06/2016
T. M. Brank
17/06/2016

*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 2015/16 for

Enter name of
smaller authority here:

TWYFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	56047	67 552	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.
2. (+) Precept or Rates and Levies	58 250	59 080 55 653 ^{TMB}	Total amount of precept or (for IDBs) rates and levies received receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20 839	25 315 29 828 ^{TMB}	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	12 474	13 768	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	5 731	5 613	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	49 379	56 129	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	67 552	76 436 723 ^{TMB}	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	66 712	75 267 74 976 ^{TMB}	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	643 923	643 923	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	36 067	31 533	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 <input checked="" type="checkbox"/>	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.

I certify that for the year ended 31 March 2016 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

T. M. Bronk.

Date

17/06/2016

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

16/06/2016

and recorded as minute reference:

44/16

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date

17/06/2016

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Tunford Parish Council

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

BDO ul

External auditor name

BDO LLP Southampton
United Kingdom

Date

12/9/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

The 2017/18 Local Government Finance Settlement: Technical Consultation

3.3 Council tax referendum principles for parish and town councils

3.3.1 Since the introduction of council tax referendums in 2012/13, no referendum principles have been set for local precepting authorities such as town and parish councils (“parishes”), although the Government has made it clear that we would keep this under review and take action if necessary.

3.3.2 We recognise the value of parishes and the greater role in service delivery that many are performing to deliver ambitious services for their residents. However, the increase in the average Band D council tax level of 6.1% set by parishes in 2016/17 is notably higher than those in the previous 5 years, as shown in Table 1 below:

Table 1: Average percentage increase in Band D council tax levels set by Parishes 2011/12 2012/13 2013/14 2014/15 2015/16 2016/17: 2.3% 3.9% 5.2% 4.3% 3.3% 6.1%

3.3.3 In light of this, the Government is minded to apply referendum principles to larger, higher-spending town and parish councils in 2017/18. There are around 8,800 precepting parishes in England, which vary widely in terms of resident population and precept charge. We believe there is a strong argument in favour of extending referendums to those larger parishes whose precept is equivalent in size to that of a district council.

3.3.4 We propose that referendum principles are introduced for local precepting authorities (town and parish councils) whose Band D precept is higher than that of the lowest charging district council for 2016/17 (£75.46), and which have a total precept for 2016/17 of at least £500,000 (subject to the next paragraph). These parishes would face the same referendum principles as shire districts: increases of less than 2% or up to and including £5 (whichever is higher) can be set without triggering a referendum. Based on these thresholds, the Government expects this new principle will affect around 120 of England’s 8,800 local precepting parishes.

3.3.5 In doing this, the Government wishes to ensure that parishes continue to have the flexibility to take on responsibilities from other tiers of local government without being unduly constrained by council tax referendum principles. It is therefore proposed that parishes will not be in the category to which the referendum principle 14 applies where there has been a transfer of responsibilities, and where three conditions are satisfied: i. the parish council and a principal council covering the area of the parish council have each resolved that a particular function carried out by the principal council in relation to the parish council’s area in the financial year 2016-17 is to be carried out instead by the parish council in the financial year 2017-18 ii. the parish council and the principal council have agreed the reasonable cost of the exercise of that particular function in the parish council’s area by the parish council in the financial year 2017-18 iii. that the agreed cost, if collected by way of the parish council precept, would take the parish council over the threshold of a 2% or £5 increase on the previous year.

3.3.6 A large proportion of parishes are modest in size – for example, around 4,000 parishes have precepts of £25 or less. However, the Government is aware that increases in these precepts continue to concern local tax payers and is therefore prepared to consider extending referendums to all parishes.

3.3.7 We recognise that issues of proportionality, practicality and cost could be raised by such a step, and would welcome views on this.

Question 6: Do you agree with the suggestion that referendum principles may be extended to all local precepting authorities as set out in paragraph 3.3.6? If so what level of principle should be set?

Question 7: Do you have views on the practical implications of a possible extension of referendum principles to all local precepting authorities as set out in paragraph 3.3.7?

Duration: This consultation will last for 6 weeks from 15 September 2016 to 5pm, 28 October 2016.

Enquiries: For any enquiries about the consultation please contact James Livingston
James.Livingston@communities.gsi.gov.uk or 0303 444 2075

How to respond: Please respond by completing an online survey at:

<https://www.surveymonkey.co.uk/r/583WBQL>

Alternatively, you can respond to the questions in this consultation by email to:

LGFConsultation@communities.gsi.gov.uk

If you are responding in writing, please make it clear which questions you are responding to. Written responses should be sent to: James Livingston Department for Communities and Local Government 2nd floor, Fry Building 2 Marsham Street London SW1P 4DF

ANNEX 4**Regular Monthly payments previously approved - October**

S Lauder	Cleaner. Net Salary for October	£80.00
T Bronk	Clerk Net Salary - Oct	£606.34
HMRC	Tax & NIC - for Oct salary ded'ns payable in Nov	£200.72
HCC Pensions	Oct Pension contribs payable in Nov.	£161.18
We Can Specialists (Matt Riley)	Hunter Park etc Grounds Maint. Contract - Oct	£1,479.87
Green Smile - October	Northfields maintenance & 4 footpath works	£253.40

For approval

Daryl Henry	TNP Printing cost reimbursement	£45.60
Mint Signs	Booklets, posters and banner	£606.72
T Bronk reimbursement	Pavilion cleaning materials	£14.36
Matt Riley - We Can Specialists	Various Pavilion and Hunter Park works	£243.00
T Bronk reimbursement	New laptop etc	£721.21
HALC	Planning Framework - Cllr training	£42.00
HALC	Finance for Cllrs	£42.00
Southern Water	Pavilion supply Qtr to 9 Sept	£11.30
Southern Water	Hunter Park field	£96.88
Southern Water	Allotments	£80.08
BDO LLP	2015/16 External Audit	£396.00
Came & Co	Insurance for year to 30 Sept 2017	£2,407.45
Elizabeth Billingham	Telephone costs reimbursement	£123.87
RM Triggs	Parish Hall Refurbishments	£13,318.04
T Bronk reimbursement	O2 Telephone costs - Oct	£23.00
D. Evans	1&1 Website operating costs card reimb. June & Sept 16	£74.16
HRM Ltd	TNP Sept invoice	£677.70

Regular Monthly payments previously approved - November

S Lauder	Cleaner. Net Salary for Nov	£74.80
T Bronk	Clerk Net Salary - Nov	£606.34
HMRC	Tax & NIC - for Nov salary ded'ns payable in Dec	£200.72
HCC Pensions	Nov Pension contribs payable in Dec.	£161.18
We Can Specialists (Matt Riley)	Hunter Park etc Grounds Maint. Contract - Oct	£1,479.87
Green Smile - October	Northfields maintenance & 4 footpath works	£253.40

For approval

Twyford Playgroup	VAT refund	£837.33
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TWYFORD PARISH COUNCIL							
SUMMARY RECEIPTS & PAYMENTS ACCOUNT							
2nd QUARTER ENDED 30 SEPTEMBER 2016							
Prior Year	2016/17	Q2 YTD -v-	RECEIPTS	Figures shown exclusive of VAT			
Actual	Budget	Budget		£	£	£	
	£	%					
			<u>Finance</u>				
59,080.00	73,250.00	97%	Precept	35,550.84			
0.00	250.00	4%	Bank Interest	7.08			
12,750.00	500.00	6588%	Grants & Donations	28,259.15			
71,830.00	74,000.00	141%		Sub total	63,817.07		
			<u>Recreation</u>				
2,705.00	3,500.00	74%	Hunter Park Pitches	1,357.00			
2,735.00	2,700.00	36%	Hunter Park Pavilion	110.00			
522.50	522.50	89%	Allotments	-			
5,962.50	6,722.50	60%		Sub total	1,467.00		
			<u>Other</u>				
9,273.05			Neighbourhood Plan	2,690.00			
6,602.25	5,100.00		Water Meadows	12.43			
14,343.00	0	80%	Open Space Funding	4,080.00			
30,218.30	5,100.00			Sub total	6,782.43		

108,010.80	85,822.50			TOTAL RECEIPTS EXCLUSIVE OF VAT	72,066.50		
-	0.00		VAT Reclaims rec'd	5,403.03			
-	0.00		VAT charged	227.00	5630.03		
108,010.80	85,822.50	137%		TOTAL RECEIPTS with VAT	77,696.53		
Prior Year	2016/17	Q2 Actual-v-	PAYMENTS				
Actual	Budget	Budget					
			<u>Finance</u>				
12,736.05	12,360.00	48%	Clerk's employment costs inc. allowances	2,342.79			
656.86	600.00	4%	Clerk's Expenses	24.30			
397.98	375.00	85%	Administration	142.82			
0.00	0.00	#DIV/0!	External Advice	120.00			
0.00	800.00	16%	Training	129.20			
2,296.94	2,500.00	0%	Insurance Premium	-			
4,493.25	14,000.00	30%	Grants & Donations:	2,200.00			
1,200.00	3,000.00	1%	Section 137	-			
816.00	420.00	87%	Hall Hire	366.00			
1,000.00	500.00	0%	Legal Fees	-			
620.00	650.00	49%	Audit Fees	0.96			
387.00	400.00	110%	Subscriptions & Publications	-			
5,106.83	3,500.00	37%	Street Lighting	-			
800.00	700.00	49%	SLR	240.00			
30,510.91	39,805.00			Sub total	5,566.07		

			<u>Recreation</u>						
20,259.36	23,250.00	40%	Hunter Park Grounds			4,876.04			
2,459.11	3,150.00	26%	Hunter Park Pavilion			421.60			
1,314.95	2,500.00	92%	Repairs & Maintenance			200.00			
53.25	5,000.00	115%	New assets			1,358.33			
3,721.70	5,484.00	33%	Other Open Spaces			633.51			
1,908.75	2,066.00	46%	PWLB (Gilbert R)			-			
137.87	1,000.00	3%	Allotments			14.30			
29,854.99	42,450.00				Sub total		7,503.78		
			<u>Other</u>						
8,773.05	8,000.00	50%	Neighbourhood Plan			2,714.87			
5,513.43	5,700.00	39%	Water Meadows			-			
-	0.00	#DIV/0!	Miscellaneous (Note 1)			26,600.00			
14,286.48	13,700.00				Sub total		29,314.87		
					TOTAL PAYMENTS EXCLUSIVE OF VAT		42,384.72		
			VAT on payments			6,392.16	6,392.16		
74,652.38	95,955.00								
					TOTAL PAYMENTS including VAT		48,776.88		
					Surplus / - Deficit exc VAT		28,919.65		

			BALANCE BROUGHT FORWARD on 01/07/16			88,794.50			
			ADD Total Receipts (as above)			77,696.53			
			LESS Total payments (as above)			48,776.88			
			Balance Carried forward 30/09/16			117,714.15			
			These cumulative funds are represented by:						
			Current Account Balance per sheet 130		77,101.69				
			Less: Cheques drawn but not debited as at 30.09.16 nos.		-				
			Deposit Account Balance per sheet 25		19,544.60				
			Other Account (Co-op Bank) - No recent statement		21,067.86				
						117,714.15			

NOTES

For Information Explanation for Variances from Budget

- 1 CTS of approx £3,000 has been moved from Precept to other grants
- 2 Deposit interest has fallen due to the Co-op bank's cessation of the rolling deposit
- 3 Parish Hall donation of £26,800 and related refurbishment contract of £41,460 affect budgeted receipts and payments
- 4 Other grants include Twyford Cricket Club's £250 for purchase of covers and £65 for Friday use of the Pavilion and outfield
- 5 Open Space funding was reimbursement of expenditure incurred in Q1
- 6 VAT reclaims included £2,990.60 for prior years
- 7 Clerk salary reflects only 2 months (Sept payment was delayed to 2nd Oct)
- 8 Clerk expenses do not yet include annual homeworking contribution
- 9 Administration costs in Q3 include purchase of a new computer & software for approx £600 and a new O2 phone contract at £23pm
- 10 The annual insurance premium was paid in early October
- 11 A £500 grant offered to the Methodist Church has not yet been called upon
- 12 An announcement seeking applications for s137 funding will be made in December
- 13 New Assets are the Northfields goal posts for which an Open Spaces funding application has been submitted
- 14 Please see separate R&P record for Twyford Neighbourhood Plan receipts and payments analysis
- 15 Water Meadows grants have been applied for and are expected to be received in Q3
- 16 A further payment of £11,098.37(net of VAT) is to be made in early October for the Parish Hall refurbishment,

Twyford Neighbourhood Plan

2015/16	Income	10,250.00	Groundwork UK 11 Nov 2015 £5,250, SDNPA £5,000 20 Aug 2015
	Expenditure	9,388.05	
	C/f	861.95	
2016/15	Receipts	2,690.00	Groundwork UK 23rd Sept 2016
	Payments to 30 Sept	2,714.87	
		-24.87	
	Balance at 30 Sept	837.08	Payments seeking approval for October FPC = £1,107.77 [Deficit = £270.69]