

## TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council  
held on Thursday 21<sup>st</sup> May 2020 at 7.30 p.m.

Virtual Meeting conducted via Microsoft Teams

<b>Councillors present</b>	<b>Councillors absent/apologies</b>	<b>In attendance</b>
Councillor Lawton (Chair)	Councillor Humby	J.Nicholson - Clerk
Councillor Wheeler (by phone)	Councillor Pain	T. Nutbeam – Assistant Clerk
Councillor Mitchell	Councillor Sellars	
Councillor Cook		
Councillor Forder-Stent		
Councillor Bronk		
Councillor Corcoran		
Councillor Pullen		

<b>Item</b>	<b>Business Transacted</b>
<b>19/20</b>	<b>To receive and accept apologies for absence</b>
	Apologies were received from Cllr Sellars and Cllr Pain. Cllr Humby was unable to attend the meeting.
<b>20/20</b>	<b>To receive declarations of interest relevant to agenda items</b>
	The registered declarations were applied.
<b>21/20</b>	<b>To extend the existing applications for dispensation from restrictions on participation, by Councillors with a potential prejudicial or pecuniary interest, in any Parish Council meetings until 31<sup>st</sup> March 2021 at which the Twyford Neighbourhood Plan is an agenda item.</b>
	<p>Cllr Lawton advised it would be wise for Cllr Sellars to abstain from any discussion specifically on development of Site 26 (excluding flood mitigation). Cllr Cook is to decide whether to abstain from any discussion specifically regarding development of Site 1.</p> <p>A written request was received and reviewed by Cllrs Cook and Sellars. No request was received from Cllr Pain.</p> <p>Resolved: Where a Prejudicial Interest involving the Twyford Neighbourhood Plan arises; based on each Councillor's documented descriptions of that conflict and reasons for wanting to participate and to vote; dispensation to participate and vote on resolutions relating to the Neighbourhood Plan, it being a specific item on the agenda and on resolutions where an item of the NP is contained within other items on the agenda, is granted to Councillor Cook and Councillor Sellars for the period to 31<sup>st</sup> March 2021. Proposed by Cllr Lawton, seconded by Cllr Forder Stent and carried.</p>

Clerk	<p>In discussion of this agenda item, it was noted an error in the FPC Minutes of June 2019, item 56/19. The dispensation included an error to June 2019, which should have stated to June 2020. The error was noted and it was agreed to reissue the Minutes with the correction.</p> <p><b>Action: Clerk to reissue FPC Minutes of June 2019 for approval, following an amend to the correct date of 2020 on item 56/19</b></p>
22/20	<p><b>To approve and sign-off, as a true record, the minutes for the virtual meeting on 30<sup>th</sup> April 2020.</b></p>
	<p>Cllr Bronk had made a series of amends and corrections to the previous minutes. The amended minutes from 30<sup>th</sup> April 2020 were approved as a true record of events proposed by Cllr Bronk and seconded by Cllr Cook.</p>
23/20	<p><b>To adjourn for public participation</b></p>
23.1/20	<p>To receive questions from the members of the public.</p>
	<p>None received.</p>
24.2/20	<p>To receive the County Councillor's report.</p>
	<p>Not present</p>
25.3/20	<p>To receive the District Councillors' reports.</p>
Cllr Bronk	<p>Cllr Bronk had prepared the update report presented in Appendix 1.</p> <p>In addition, Cllr Bronk was asked the level of WCC reserves.</p> <p><b>Action: Cllr Bronk to enquire as to the level of WCC reserves and circulate to FPC.</b></p> <p>Cllr Bronk was asked if there had been any progress on the CIL application to WCC. Cllr Bronk advised CIL will not be looked at by WCC until September 2020. Cllr Corcoran advised he will therefore continue to keep WCC up to date with progress on the flood mitigation project (which is what the CIL application was requesting funding towards). Cllr Bronk has not had a response from WCC on the extent to which they are working with SDNP to collaborate on CIL funding for the flood mitigation project.</p> <p>Cllr Bronk also advised that he has stepped down from the WCC Planning Committee.</p> <p>Cllr Bronk had also had it confirmed from Jackie Porter, that following the report from the Inspector, WCC no longer feel obliged to provide for the link road required for Eastleigh Borough Local Plan.</p> <p>Cllr Cook added that she has been patrolling Compton Lock, and tidying up after the many visitors leaving rubbish behind. Cllr Lawton thanked Cllr Cook for her work.</p>
26/20	<p><b>To receive an update on matters arising from the minutes of the Full Council meeting held on 30<sup>th</sup> April 2020 that are not included elsewhere on the agenda and to consider the status of progress to date</b></p>

	Cllr Corcoran enquired whether the Water Abstraction license had been paid, and the Clerk advised that no invoice had been received.
<b>27/20</b>	<b>To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item</b>
<b>Clerk / Cllr Corcoran</b>	Cllr Mitchell had nothing significant to update the FPC. Cllr Corcoran asked for an update and discussion on Eastleigh Local Plan at the next Planning Committee meeting. In addition, Cllr Cook said she would ask John Lauwreys for an update. <b>Action: Clerk to add ELP update to Planning Committee agenda, 4<sup>th</sup> June 2020. Cllr Corcoran to prepare an update report.</b>
<b>28/20</b>	<b>To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item</b>
<b>Cllr Wheeler</b>	The Assistant Clerk updated that the defibrillator has been installed at Hunter Park pavilion. The next steps are to get the defibrillator registered with the emergency services and set up the process for checking the unit. Cllr Lawton commended how good and well maintained the grounds at Hunter Park are currently looking. A mound of soil has been left next to the car park and allotments, Cllr Wheeler is to email the plot holder concerned to get the soil moved. <b>Action: Cllr Wheeler to email the allotment plot holder to ensure the soil is moved from the car park</b>
	The meeting adjourned briefly for the 8pm clap for the NHS. All members reconvened at 8.05pm.
<b>28.1/20</b>	Resolve to make the goals in container accessible to the park users on the top field.
	Lukas Budny owed the Parish Council £40 in unpaid invoices from junior football training over 2 years ago. The goals belonging to Mr Budny, were being held in the container until the invoice was settled. Last week, the Recreation Committee decided to put the goals up on the top field for the children to enjoy a kick around during current restrictions. Unfortunately, Mr Budny was not consulted prior to the goals being used, which resulted in him taking the goals down. The Clerk contacted Mr Budny apologising for the miscommunication, and Mr Budny requested £100 cash for the goals, as well as the £40 outstanding debt settled. It was agreed that £140 credit would not be paid for the goals. Cllr Cook would contact Mr Budny and negotiate the use of the goals. The recreation committee would also consider what equipment could be used to enable the children to have goals at Hunter Park.
<b>28.2/20</b>	Review quotes to survey the trees on Parish Land, and resolve to create an annual budget for an annual inspection of Trees on Parish Land for Health and Safety

	purposes.
<b>Clerk</b>	<p>Two quotes were received prior to the meeting, a third has not yet been received. However, the Parish Council were able to discuss the need for an annual survey, and identified the need to establish whether a survey is required of trees on agricultural land (Berry Meadow, The Meads) as well as recreation ground (Hunter Park, Northfields recreation space).</p> <p><b>Action: Clerk to contact Came and Company to establish extent of liability on agricultural land</b></p>
<b>Asst Clerk</b>	<p>The two quotes obtained vary significantly in cost, and it was established more work was required to ensure all of the Parish Council requirements were incorporated into both quotes.</p> <p><b>Action: Assistant Clerk to discuss the quote in more detail with the cheaper provider, and chase up the progress of the third quote.</b></p>
28.3/20	Resolve to spend £680 on bus shelter repairs (opposite Bourne Lane) with GW Shelter Solutions following damage from storm Dennis.
<b>Clerk</b>	<p>It was resolved to appoint GW Shelter to conduct the repairs as quoted to the bus shelter opposite Bourne Lane, for £680.</p> <p><b>Action: Clerk to confirm appointment, and obtain copies of insurance and risk assessment from GW Shelter.</b></p>
<b>29/20</b>	<b>To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item</b>
29.1/20	Resolve to approve payments to be made in May 2020.
<b>Clerk</b>	<p>For the list of payments to be approved, see Appendix 2.</p> <p>The Clerk talked through the list of payments. Three unusual payments were made, to Viking, which were for PPE to protect staff and Councillors on Council business during the coronavirus pandemic.</p> <p>It was resolved to approve the payments, proposed by Cllr Mitchell and seconded by Cllr Corcoran.</p> <p>Cllr Mitchell raised whether a risk assessment should be conducted, regarding the Health and Safety of Parish Council staff. As the Parish Council employ less than 5 staff, it may not be required.</p> <p><b>Action: Clerk to establish if a risk assessment of workers health and safety working during coronavirus pandemic is required.</b></p>
29.2/20	Resolve to sign the cash summary from Edge to the HSBC April Bank Statements.
	The Clerk apologised, that due to an extremely busy period (year end / internal audit / new financial year – all coinciding with the coronavirus pandemic and the additional work required) the Clerk has had to prioritise delivery of work, and not all commitments

	have been met. This item will therefore be carried over to the next meeting.																				
29.3/20	Feedback from the Internal Auditor on year end 2019 / 2020																				
All	<p>The Clerk talked through the response from the internal auditor. The audit process is usually a discussion between auditor and Clerk. Current restrictions meant that the auditor took all paperwork away, and included all queries in the response. Some of the points raised will be answered with ongoing discussion with the Internal Auditor.</p> <p>The Clerk has prepared a response to items raised, and the Parish Council are in support of the response being sent to the Internal Auditor. See Appendix 3 for Internal Audit response, and Clerk response.</p> <p>The Parish Council did raise some concerns conflicting advice is given, for example, whether payments for approval should form part of the main body of Minutes, or in the Appendix.</p> <p><b>Action: ensure a copy of the Good Councillor Guide is available when deciding on S137 allocation.</b></p>																				
29.4/20	Resolve to approve the updated Asset Register, amended AGAR and explanation of variances.																				
	As in 29.2/20 above, the Clerk requested carrying item over to June FPC meeting.																				
30/20	<b>Resolve to open a new savings bank account with Nationwide, and approve the signatories as Clerk, Chairman and Treasurer. Two signatures required for withdrawals.</b>																				
	<p>A two-step approval process was considered necessary for a Savings Account, holding the majority of the Parish Council funds. This would include a Councillor in the withdrawal / payment process.</p> <p>It was resolved to move forward in opening up a separate savings account, with Nationwide, incorporating a two-step approval process. Proposed by Cllr Mitchell and seconded by Cllr Pullen and carried unanimously.</p>																				
31/20	<b>Review project Governance and establish terms of reference for each project</b>																				
31.1/20	<b>Top level overview of project progress</b>																				
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	Pavilion Refurb	Electrician installed defib Next maintenance (wood repairs to pavilion) to be scheduled (waiting on materials)		Electrician highlighted a problem with an old connection, which may require unbudgeted funds.	
	Two Parks	Brief to Tim Griffin to be signed off by FPC		Payment to Tim Griffin as scheduled	
	Traffic	Second SLR delivered. Delay in utilisation due to coronavirus. See notes below.		Payment of SLR due as budgeted, no other payments anticipated.	
	Cycleway				
	Climate	Public meeting, no progress under coronavirus restrictions		Nothing planned.	
<b>Cllr Corcoran</b>	<p><b>Action: Cllr Corcoran to provide a written update on Neighbourhood Plan production, Flood mitigation, car park expansion and cycleway projects.</b></p> <p><u>SLR:</u> Cllr Bronk was concerned that the second SLR had been delivered, but could not be installed. In addition, the data from the first unit could not be downloaded and made public. Proposals to deploy it in the near future had been made by the Chair.</p> <p>The Clerk and Assistant Clerk reiterated what had been communicated in previous emails to the Parish Councillors, that due to 2m social distancing, the SLR units could not be accessed, moved or installed as the Parish Council risk assessment states that two people are required. The units are located next to roadside, are above shoulder height, and are extremely heavy. One person is required to hold the ladder, and pass the unit, whilst the other puts the unit in place. Whilst downloading data from the existing unit may appear to be achievable, it still requires two people, one to hold the ladder and laptop, whilst the other installs the data download cable.</p> <p>Cllr Bronk endorsed their email comment that the units are extremely heavy, but said that the data should be downloaded at a safe place whilst the SLRs are moved to another location. The Clerk reiterated that the data could not be downloaded, as the units cannot be moved whilst 2m social distancing rules are in place.</p>				

	<p>Cllr Lawton reassured those with frustrations at the lack of data, that as we move through coronavirus restrictions, data will become available in time. In the meantime, priority has to be given to protecting the safety of staff rather than publishing data.</p> <p>The motion to defer this discussion to the next meeting was carried, proposed by Cllr Corcoran and seconded by Cllr Forder-Stent.</p>
31.1/20	<p>Councillor Corcoran to provide an update on progress of the Neighbourhood Plan and recommend next steps for FPC to approve</p>
	<p>The Neighbourhood Plan technical team continue to work with South Downs National Park on moving towards updating the Neighbourhood Plan based on pre-submission feedback.</p> <p>Orchard Close / Abbeyfields closing has created the need of the technical team to review the policy for Orchard Close, to ensure it can be maintained as older adult residential use.</p>
	<p>Cllr Wheeler left the meeting.</p>
31.2/20	<p>Resolve to approve the brief to go to Tim Griffin on the Two Parks Strategy design</p>
	<p>The Clerk circulated a brief prior to the meeting, which the Councillors had read prior to the meeting. The brief reflects the findings from two pieces of community research (qualitative and quantitative) and requests the landscape architect use their experience to create an environmentally sympathetic master plan, to meet the identified needs of the community.</p> <p>Cllr Pullen requested an amend, so there was no specific request from the Parish Council to locate a new MUGA next to the tennis courts.</p> <p>With the above amend, it was resolved to send the brief to Tim Griffin. Proposed by Cllr Mitchell and seconded by Cllr Cook.</p>
<b>32/20</b>	<p><b>Councillor Corcoran to provide an update on Berry Meadow and Compton Lock Committee business</b></p>
<b>Clerk</b>	<p>The Berry Meadow team have been preparing for the fencing contractor.</p> <p>No progress has been made with the tow path repairs along the Itchen.</p> <p>The Berry Meadow team are keeping a watchful eye on the breach of the Itchen, and Ash Die back. Groups of youths gathering at the Lock have been reported to the police by the Parish Council, and police reports indicate enforcement action has been taken.</p> <p>The Parish Council reporting directly to the local PCSO Owen Reeves, appears to be the most effective route for a response, 101 has been responsive and the police have attended the Lock twice this week</p> <p><b>Action: Clerk to write to PCSO Owen Reeves, asking how activity at the lock is being managed and details on incidents.</b></p>

33/20	<b>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</b>
	Cllr Wheeler had no update to report.
34/20	<b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b>
	<p>Hampshire Countryside Service had written to all Parishes, informing they have been unable to roll out the contract for the Priority Cutting List (due to Coronavirus). Parishes were being asked to consider what they could do to help maintain those paths identified on the Priority Cutting List (PCL).</p> <p>The Parish Council discussed the feasibility of cutting the paths, most of which are long and difficult to access, and require tools the Parish do not have access to (or funds to hire). It was agreed that the Clerk would write back to Countryside Services and explain that whilst the Council understand the position and are keen to work with Countryside Services, the Parish Council do not have the workforce or budget to cut the paths themselves.</p> <p><b>Action: Clerk to reply to Hampshire Countryside Services, explain the resource is not available, and propose further dialogue.</b></p> <p>The path next to Manor Farm Green was discussed, and Cllr Cook will speak to the land owner (Steve Strange) and ask them to cut that path.</p> <p>The Clerk had received an email from WCC, regarding a resident emailed them about a Badger's sett on Park Lane. The Clerk will reply to WCC asking for further advice.</p> <p><b>Action: Clerk to reply to WCC asking for further advice on the Park Lane Badger sett.</b></p> <p>Cllr Mitchell informed the Council that a new mirror had been attached near Norris Bridge, providing a view point for residents moving out of their driveway. The mirror is bright orange. The question was asked whether permission is required from Highways. Cllrs will look at the mirror.</p> <p><b>Action: Clerk to add to Planning Committee Agenda 4<sup>th</sup> June 2020.</b></p> <p>Cllr Bronk has received a letter from the Pension Regulator addressed to the previous Treasurer.</p> <p><b>Action: Cllr Bronk to forward the letter to the Clerk and Clerk to contact the Pension Regulator and update details.</b></p> <p>Cllr Cook requested a TIS be sent out, requesting residents to resist having bonfires, and for parents to be mindful of children riding bikes on streets where delivery drivers may not be familiar with the roads.</p>
35/20	<b>To raise any items for the agenda of 18<sup>th</sup> June 2020 Full Parish Council meeting</b>
	<b>None</b>



## Appendix 1 – District Councillor Report May 2020 – Cllr Bronk

The COVID-19 epidemic has had a major impact not only on all residents and local businesses but also activities and finances of the City Council. Whilst seeking to maintain normal services, with many officers working from home, a few services have operated on an emergency only basis (such as maintenance of social housing) but many others have witnessed an increase of demand. The long absence of household waste recycling centres increased volumes of refuse and financial struggles increased numbers of claimants of benefits, deferral of payments or new grants funded by the government. A report being submitted to the Cabinet next week shows that the predicted income reduction due to the virus for the full financial year ranges from £7.6m as an optimistic forecast to £11.6m. The three most significant income sources (other than central government and precepted income) are car parking (which is forecast to fall by between 58% /£4.6m and 79%/£6.4m), property assets, and development control. As car parking fees were increased at the last budget in order to maintain services and avoid a forecast deficit difficult choices will need to be made even with the most optimistic scenario.

On a positive note, refuse collections have been maintained throughout (although some isolated problems continue to occur) and planning applications have continued to be processed although a number of contentious ones are being held pending the commencement of virtual council meetings. The Full Council will have its first virtual meeting on 20th May, when the new Mayor and Deputy Mayor will be appointed and the members of all council committees will be agreed and the Chairs and their deputies will be appointed. I have stepped down from the Planning Committee (subject to agreement on Wednesday) to become a member of the Scrutiny Committee and expect to continue to be the Deputy Chair of the Audit and Governance Committee and a member of the Southampton International Airport Committee.

Due to an underlying medical condition I have self-isolated, but despite rarely venturing out (beyond a very quiet local walk) I have been able to maintain my involvement in local issues. I sought confirmation from WCC that its commitment to Eastleigh Borough Council to safeguard the route of the proposed link road could lapse, due to the Planning Inspector's conclusions that the link road should be removed from the EBC Local Plan. I was pleased that Jackie Porter (as the relevant WCC Cabinet member) has confirmed there should now be no reference to safeguarding of the route in the emerging Winchester Local Plan. As those who joined the ADD webinar will have heard, this is unlikely to be the last we shall hear about EBC, but the Inspector's findings were very welcome due to the significant adverse impact of large numbers of houses on our local environment. Although I am not out and about, please do not hesitate to contact me by phone or email about WCC services or other local concerns: tel: 714275 or [tbronk@winchester.gov.uk](mailto:tbronk@winchester.gov.uk).

## Appendix 2 – Payments for approval in May 2020

### Invoiced Expenditure Transactions

Start of year 01/04/20

Invoices with a ledger date on or after 01/05/20 and on or before 31/05/20

Invoice date	Tn no	Paid date	Gross	Vat	Net Cttee	Supplier InvoiceDetails
19/05/20	7		21.67	0.00	21.67 FIN	Joanne Nicholson - Clerk expenses April
19/05/20	8		12.00	0.00	12.00 FIN	Tracy Nutbeam - Asst clerk expenses April
19/05/20	9		4,110.00	685.00	3,425.00 FIN	Westcotec - SLR - second hardware
19/05/20	10		40.71	1.94	38.77 REC	Southern Electric - Hunter Park Field Electric - feb to may
19/05/20	11		11.99	2.00	9.99 FIN	1&1 IONOS - Website hosting 21.04 to 21.05
19/05/20	12		352.50	58.75	293.75 FIN	Post Office - PO Box for 12 months until 13.06.21
19/05/20	13		475.00	0.00	475.00 FIN	Do The Numbers - internal auditor for 2019 2020 accounts
19/05/20	14		365.40	0.00	365.40 FIN	Twyford Social Club - 2nd part of S137 approved FPC Jan 2020
19/05/20	15		172.50	0.00	172.50 PROJ	Hilary Frearson - Neighbourhood Plan admin April 2020
19/05/20	16		22.10	3.68	18.42 FIN	O2 - mobile phone to 8th June 2020
19/05/20	17		3.59	0.60	2.99 FIN	Viking - PPE and cleaning supplies
19/05/20	18		16.16	2.69	13.47 FIN	Viking - PPE
19/05/20	19		95.11	15.85	79.26 FIN	Viking - PPE
19/05/20	20		13.48	2.25	11.23 REC	Amazon - hazard tape
19/05/20	21		1,663.65	277.27	1,386.38	Green Smile Ltd -
30/05/20	2		88.89	0.00	88.89 REC	Marie Longman - May Cleaner salary
30/05/20	3		0.40	0.00	0.40 REC	HMRC -
30/05/20	4		193.86	0.00	193.86 FIN	Tracy Nutbeam - Asst clerk Net Salary
30/05/20	5		233.77	0.00	233.77	HMRC -
30/05/20	6		273.92	0.00	273.92	HCC Pensions -
31/05/20	1		822.32	0.00	822.32 FIN	Joanne Nicholson - May net salary
<b>Total</b>			8,989.02	1,050.03	7,938.99	

19/05/20 08:14 PM Vs: 8.40.01 **Twyford Parish Council**

Do the Numbers Limited 37 Upper  
Brownhill Road Southampton, SO16  
5NG

023 8077 2341

29<sup>th</sup> April 2020

Jo Nicholson, Clerk Twyford Parish

Dear Jo,

**Subject: Review of matters arising from Internal Audit for 31 March 2020**

Please find below the list of matters arising following my review of the records of the council. The review took place during the COVID lockdown and appropriate allowance has been made for such. I found the records of the council to be in good order.

Control area	Issue	Recommended Action	Clerk response May 2020	TPC Action Req'd
VAT on income	There does not appear to be a consistent approach to the charging of VAT relating to the pavilion and recreation ground.	The council should review all income streams to ensure that VAT is being charged only where required ( <a href="#">guidance here</a> )	There was a change applied to VAT charging in 2019 / 2020 where VAT was no longer charged on pavilion bookings (following Clerk attending VAT training course). Sports bookings of 10 or more are not charged VAT, so it may appear inconsistent. In 2019 / 2020, external VAT advice was sourced on 3 occasions, either with Internal Auditor, or VAT Consultant. VAT expert will be consulted on major projects (receiving multiple sources of income). See Appendix 1 for pavilion and pitch hire prices.	Create, review and approve VAT policy

Payment approval	The list of payments does not appear to be checked by councillors. The list of payments is not always in the minutes and the list does not appear to be a direct Edge report every month.	Please ensure that all reports are generated directly from the accounting software to minimise transcription risk. The Edge payment listing should comprise a page of the signed minutes at each relevant meeting.	<p>The payments have been included as a page to be signed as part of the Minutes, apart from Jan 2020 and Oct 2019. January the Clerk was ill and did not write the Minutes, but payment list was in the invoice folder. October, the payment list was checked and signed against – user error why not formed part of the Minutes.</p> <p>March 2020 – no meeting  Feb 2020 – in Minutes  Jan 2020 – missing – Clerk was ill, Minutes typed up by WL, payments were published online). List of payments was included in invoice folder for Treasurer to tick against.  Dec 2019 – In Minutes  Nov 2019 -In Minutes  Oct 2019 – absent from Minutes (payments were published online next to Minutes). List of payments was included in invoice folder for Treasurer to tick against.  Sept 2019 – August and Sept payments presented in Appendix  July 2019 – July and anticipated August presented in Appendix  June 2019 – in Appendix  May 2019 – in Appendix  April 2019 – in Minutes</p> <p>Treasurer checks invoices against payment list at each meeting, and initials each invoice.</p>	All payments for approval to be included in Appendix direct copy from AdvantEdge software.
Bank reconciliation	The balance at the bank should be minuted at each meeting where the reconciliation is approved. <i>(also raised last two years)</i>	The Edge cashbook reconciliation report should comprise a page of the signed minutes every month.	Cashbook reconciliation is signed alongside the Bank Statements each quarter at the Finance Committee. The reconciliation is then presented to the FPC after the quarterly finance committee meeting.	Clerk to produce a monthly cash reconciliation report, and scan in statements for ALL Councillors to view, and verify that they have viewed them

				at the FPC meeting. Treasurer to sign both statement and reconciliation statement at the meeting, and Clerk to include as Appendix to FPC Minutes. During Coronavirus restrictions, and virtual meetings, the Treasurer is to sign the statements prior to the meeting.
Bank statement checking	There is no evidence that members are checking the bank reconciliation back to the physical statement.	When the bank reconciliation is approved, members should in rotation initial that the reported balance agrees to the third party document.	The Treasurer signs the Statements at every quarterly reconciliation. Clerk to check that every Statement is signed. All bank reconciliations are signed by the Treasurer.	Stamp to be purchased, to ensure signatures can be clearly seen on EVERY page of statements.
Payroll year end	At the time of the audit, the P60 reports were not to hand.	Please ensure that the documents are produced when the March payroll is calculated in future.	Time had not enabled them to be produced for the internal audit. The Clerk has produced the P60's for all Staff, emailed them out. The Clerk has also completed the pension annual return statement.	Clerk to ensure the P60's are completed as part of the March payroll.
Payments file	The clerk is currently printing the bank submission page for every payment. This is not required. There is no evidence of member authorisation of individual invoices.	If the council were to purchase a stamp <a href="#">such as this</a> (sample layout attached) then a standard evidence trail for payment could be created and paper saved.	Printing copy of bank submission page was seen as best practice by FPC. Invoice stamp is currently being sourced. Treasurer signs every invoice at FPC meetings. The invoice stamp should ensure this can be clearly seen.	FPC approve bank submission page is no longer required.

Officer expenses	There is no evidence that members are verifying that all expenses are appropriate. This increases the risk to officers.	If an invoice stamp is brought into use, it can be used to prove counter signatory to all expense claims.	Treasurer signs every invoice at FPC meetings. The invoice stamp should ensure this can be clearly seen. October 2019 appears to be missed.	FPC to endorse use of the invoice stamp for all financial statements and paperwork.
Members expenses	In October a reimbursement of expenses was made on the basis of an email with no supporting documentation for the amounts. This is not good practice.	All payments should be supported by original third party documentation and all bills be addressed to the parish council.	Reference is the £135 water abstraction license to the EA, paid by cheque by Dr Coates (Berry Meadow member). Treasurer signed the email, and it was discussed at the FPC meeting. At the time the Clerk requested an invoice the EA had not produced one, but evidence of acknowledgement receipt was emailed to the Clerk. This is now in the payment folder.	
Grants	Parish councils have very limited grant making powers. S137 should only be used for groups which clearly benefit the residents of the parish. <i>(also raised last two years)</i>	All members should ensure that they work within the list on <a href="#">page 58 of the Good Councillor Guide</a>	The ADD donation was consulted with the Parish at the APA. The previous support of the donation was reassurance for the Parish Council in 2019 / 2020	Page 58 of the Good Councillor Guide to be referred to for every S137 application , and the approval of S137 to make specific reference to the power of the Council.
Committees / working groups	The council has various working groups, some of which appear to refer to themselves as committees. Committees are required to have published agendas and minutes and public meetings, working groups do not but have no decision making powers.	Both members and officers should ensure that they are clear about the TOR of each group, as are the public.	Terms of Reference are published and approved for Planning, Finance, Recreation, Berry Meadow and Neighbourhood Plan. With the launch of new projects, and references to technical group, terms of references are to be reviewed and created where required.	FPC to review and approve terms of reference for all committees / working groups / technical groups and projects.

Fidelity guarantee	The councils funds have risen as more projects are taking place and thus the calculated fidelity cover should be £200k rather than the current £150k	The council should consider whether to increase the cover or bring forward projects to utilise the reserves.		Clerk to investigate.
Quarterly budget monitoring	The council appears to be using spreadsheets for reporting rather than the accounting software. This increases transcription risk.	Please ensure that all financial reports are extracted directly from the software in a timely manner.	The data is exported from Edge into excel from feedback from Councillors that the software was not clear to read.	FPC to accept the reports directly from Edge Software. Clerk to consult with Edge if the presentation could be improved.
Printed minutes	The hard copy signed minute book is the master legal record of the council that is expected to last in perpetuity. The print quality on many of the pages during the year was very poor and the font size on supporting reports rendered them barely legible.	Members and officers should ensure that the presentation of the signed minute book is clear and legible and will remain so for any future user of the record.	Nov 2019 – FPC and Planning ink faded. Clerk will reprint and have them resigned. Future minutes will all be checked for clear ink.	

Please find attached my invoice for the agreed fee. If either you or your members have any queries, please do not hesitate to contact me.

Regards

Eleanor S Greene

## Appendix 1 – Pitch and pavilion hire charges

<b>SENIOR Football Pitch:</b>	<b>Other facilities</b>	<b>Price before VAT</b>	<b>Price plus VAT where applicable</b>
Regular User (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£67.50 per session	VAT Exempt
Occasional User (fewer than 5 sessions)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£85.00 per session	£102.00
<b>JUNIOR Football Pitch:</b>			
Regular User (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£30.00 per session	VAT Exempt
Occasional User	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£35.00 per session	£42.00
Junior pitch only	<i>No use of any Pavilion facilities</i>	£30.00 per session	£36.00
Junior training only	<i>No use of any Pavilion facilities</i>	£5.00 per session	£6.00
<b>Pavilion Kitchen and Function Room</b>	<i>Home and Away changing and Referee rooms NOT included</i>	£10.00 per hour	VAT not applicable
<b>CRICKET</b>			
<b>WEEKENDS</b>			
Regular User (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing rooms Kitchen and Function room	£75.00	VAT exempt
Occasional User Club/Association etc.	Home and Away changing rooms Kitchen and Function room	£85.00	£102.00
Corporate User	Home and Away changing rooms Kitchen and Function room	£150.00	£180.00



Regular User – Juniors and Ladies (10 or more bookings with exclusive use, VAT exempt)	Home and Away changing rooms Kitchen and Function room	£30.00	£36.00
Occasional User Juniors and Ladies	Home and Away changing rooms Kitchen and Function room	£35.00	£42.00
Junior evening cricket practise	No use of pavilion	£5.00	£6.00
Junior evening cricket practise	Including use of kitchen and function room	£15.00	£18.00
<b>WEEKDAY EVENINGS</b>			
Regular User - Seniors	Home and Away changing rooms Kitchen and Function room	£50.00	£60.00
Occasional User - Seniors	Home and Away changing rooms Kitchen and Function room	£65.00	£78.00
Corporate User	Home and Away changing rooms Kitchen and Function room	£100.00	£120.00
Regular User – Juniors	Home and Away changing rooms Kitchen and Function room	£30.00	£36.00
Occasional User Juniors	Home and Away changing rooms Kitchen and Function room	£35.00	£42.00

# VAT Notice 742

## 5.4 Lets for a series of sessions

If you let out sports and physical recreation facilities for a series of sessions your supply is exempt (unless you have opted to tax) when you meet all the following conditions:

Step	Condition
1.	the series consists of 10 or more sessions.
2.	each session is for the same sport or activity.
3.	each session is in the same place. This condition is still met where a different pitch, court or lane is used (or a different number of pitches, courts or lanes),as long as these are at the same establishment)..
4.	the interval between each session is at least 1 day but not more than 14 days (for an interval to be at least 1 day, 24 hours must elapse between the start of each session). The duration of the sessions may be varied. There is no exception for intervals greater than 14 days through the closure of the facility for any reason.
5.	the series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
6.	the facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
7.	the person to whom the facilities are let has exclusive use of them during the sessions.