



Cantley, Limpenhoe and Southwood Parish Council

19 Willow Close, Brundall, Norfolk, NR13 5PZ

Email: cantleyparishcouncil@gmail.com Tel: 01603 712943

Clerk to the Council: Mrs Melanie Eversfield

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected. A copy of the Council's Filming at Meetings Guidance is available on request.

To members of the Council,

You are hereby summoned to attend a meeting of Cantley, Limpenhoe and Southwood Parish Council on **Thursday 16th July 2020 at 7pm**, virtually via zoom for the purpose of transacting the following business:

Members of the public wishing to observe the meeting can do so by downloading Zoom and requesting the meeting credentials from the Parish Clerk

M Eversfield

Parish Clerk
12th July 2020

- 1) Public Forum
- 2) To consider apologies for absence
- 3) Declaration of interest for items on the agenda and applications for dispensation
- 4) To confirm the minutes of the meeting held on Thursday 19th March 2020
- 5) To receive and approve Clerk's report detailing actions that have been taken between 20th March and 30th June 2020.
- 6) Urgent items to be raised through the Chair, if any
- 7) Update on matters arising from minutes, if any
- 8) Highways and Transport, if any.
- 9) Policies and Procedures
 - a) To note that the General Data Protection Policy has been reviewed and no changes were made.
 - b) To note that the Complaints Policy has been reviewed and no changes were made.
 - c) To note that the Freedom of Information Policy has been reviewed and minor amendments were made.
- 10) Finance
 - a) To receive and note accounts, budget comparison and bank reconciliation to 30th June 2020.
 - b) To receive and approve payments list between 20th March and 30th June 2020.
 - c) To receive and consider Internal Auditor's Report for 2019/2020.
 - d) To confirm that Cantley, Limpenhoe and Southwood Parish Council can exempt itself from External Audit.
 - e) To consider and approve the Annual Governance Statement.
 - f) To consider and approve the Annual Accounting Statement.
 - g) To consider payment of the following:

i) Mrs M Eversfield	Salary & Expenses – July 2020	£187.12 (SO)
ii) HMRC	PAYE – July 2020	£45.60 (SO)
iii) Mrs A Barnes	Internal Audit for 2019/2020	£66.00 (SO)
iv) Cantley Church	Grass Cutting Grant	£550.00 (SO)
v) Cantley Village Hall	Grass Cutting Grant	£685.00 (SO)
vi) Limpenhoe Church	Grass Cutting Grant	£400.00 (SO)
vii) Limpenhoe Village Hall	Grass Cutting Grant	£245.00 (SO)
viii) FOCUS	Annual Grant	£200.00 (SO)
ix) ENTUA	Subscription	£5.00 (SO)
- 11) Ongoing Matters
 - a) To receive a brief update on Network Rail
 - b) To receive a brief update on Limpenhoe Village Green
- 12) New Matters
 - a) To receive a brief report on the Poors Land Trust
- 13) Items for Next Meeting's Agenda
- 14) To confirm date of next meeting: Thursday 17th September 2020 at 7.00pm at **Cantley Village Hall** or via Zoom.

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council
held on Thursday 19th March 2020 at 7.15pm in Limpenhoe Village Hall.**

Present: Dot Machin (Chair)
Steve Bennett
Jan Davis
Kevin Francis
Peter Key
Melanie Eversfield, The Clerk

Also present: 2 members of the public were in attendance

1. Public Forum

A resident stated that the required paperwork for the TPO at 4 Oak Tree Close has been dealt with via Broadland District Council and has been approved.

2. Apologies

Apologies were received and accepted from Norma Knight and Brenda Pawsey.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 20th February 2020

The minutes of the meeting were **agreed** as an accurate record and signed by the Chair.

5. Urgent Items to be raised through the Chair

There were none.

6. Matters Arising

a) Tree Survey Quotes for Limpenhoe Village Green and Cantley Pond

It was noted that this item would be deferred to the next Council Meeting.

b) Feedback from the Local Authority Cluster Meeting held in January

It was noted that this item would be deferred to the next Council Meeting.

c) Feedback from Cllr Jan Davis regarding litter pick

It was noted that this item would be deferred to the next Council Meeting.

d) Feedback from the multi parish meeting with Jerome Mayhew MP on 6th March 2020

It was noted that this item would be deferred to the next Council Meeting.

7. Highways and Transport

a) It was **agreed** to defer feedback from the public meeting with Highways England regarding the dualling of the A47 at Blofield Courthouse on Monday 24th February to the next meeting of the Parish Council.

Clerk

b) It was agreed to defer feedback from the public meeting with Network Rail and associated bodies on 5th March to the next meeting of the Parish Council.

Clerk

8. Policies and Procedures

a) It was noted that the Asset Register has been reviewed. The addition of the defibrillator, screen, projector and filing cabinet were **approved**.

Clerk

9. Finance

a) The account summary, budget comparison and bank reconciliation for the financial year ending 31st March 2020 as at 27th February was received and noted.

b) It was noted that Cllr Norma Knight had inspected the Parish Council Accounts for 2019/2020.

c) It was **agreed** to appoint Cllr Norma Knight as Internal Control Inspector for 2020/2021.

d) The following payments were considered and **agreed**:-

Clerk

Mrs M Eversfield	Salary & Expenses March 2020 (SO)	£182.33
HMRC	PAYE March 2020	£45.60

- 10. Planning**
a) 20200101 – Erection of seven grain silos and seven pre-store silos (amendment to position of previously approved grain silos) – Yaregrain PLC, Manor Road, Cantley, NR13 3JG. **Clerk**
NO OBJECTION in principle however the mature hedging that was part of the planning conditions to a previous planning application has still not happened and the Parish Council would like to see this enforced.
- 11. New Matters, if any**
a) It was **agreed** that the Clerk sets up a Facebook page for the Parish Council. **Clerk**
b) In light of the current Covid-19 pandemic the Clerk had circulated to councillors a scheme of delegation, attached to the official minutes, so that she can ensure the council continues to run as smoothly as it can during this pandemic in case we cannot meet in person. The scheme of delegation was **agreed**. **Clerk**
Cllr Jan Davis gave a briefing on how in this instance the Community Resilience Plan can be implemented. It was **agreed** that an isolation card be hand delivered to each household in the Parish seeking volunteers and also identifying the vulnerable at this current time. Cllr Jan Davis to implement this. **JD**
- 12. Items for the Next Months Agenda**
All matters deferred from this meeting and also any decisions that have been made via email during the Covid-19 pandemic. **Clerk**
- 15. Date of Next Meeting**
As we have been advised not to hold meetings in public it was agreed to cancel all meetings for April. The meeting on Thursday 21st May to start at 6pm to allow for the Annual Parish Meeting to take place before 1st June. The Clerk to continue to monitor the situation and make alternative arrangements if need be. **Clerk**

The meeting closed at 7.50pm.

CHAIR

Clerk's report detailing actions that have been taken between 20th March and 30th June 2020

As the Parish Council has been unable to meet due to Covid-19 I detail below all the actions that I have undertaken, in consultation with the Parish Council, to ensure that the Parish Council continued to run as smoothly as possible.

Subscriptions

The annual subscription to Norfolk Parish Training and Support was due for renewal and as we had budgeted this subscription, I renewed the membership at a cost of £103.00 for the year.

Grants Received

At the start of lock down the Parish Council became aware of a grant from Norfolk Community Foundation that we could apply for to assist our community through Covid-19. We were successful in securing £1,000. £400 of this has been placed on a pre-paid credit card.

Planning Applications

In this time the Parish Council received four planning applications as detailed below. After consulting with councillors via email it was mutually agreed that I send the following comments: -

BA/2020/0082/HOUSEH – Demolish side extension and erection of single storey side extension – Cherry Tree Cottage, Well Road, Cantley. NO OBJECTION

20200804 – Proposed single storey side/rear extension – 3 Windsor Road, Cantley, NR13 3SP. NO OBJECTION

20200918 – Change of use of Agricultural Land to Paddocks plus erection of Stables and Store – Cantley View Farm, Church Road, NR13 3JB. NO OBJECTION

20200997 – Proposed single storey rear extension, roof alterations, front porch & detached garage – 31 Church Road, Cantley, NR13 3SN. NO OBJECTION

Cantley, Limpenhoe & Southwood Parish Council

Accounts for period ending 31st March 2021

As at 30th June 2020

	2020/21	Budget 2020/21	2019/20
Income			
Precept	£ 5,150.00	£ 10,300.00	£ 10,134.00
Interest	£ 1.54	£ 1.80	£ 7.42
Misc	£ 465.60	£ -	£ 806.50
Grants	£ 1,000.00	£ -	£ -
S106	£ -	£ -	£ -
CIL	£ -	£ -	£ -
New Homes Bonus	£ -	£ -	£ -
VAT	£ 81.20	£ -	£ 23.40
Total	£ 6,698.34	£ 10,301.80	£ 10,971.32

Expenditure			
Subscriptions	£ 103.00	£ 444.00	£ 99.81
Insurance	£ -	£ 220.00	£ 582.00
Audit Fees	£ -	£ 260.00	£ 60.00
Grass Cutting	£ -	£ 1,880.00	£ 1,880.00
Maintenance	£ -	£ 700.00	£ -
Newsletter	£ -	£ -	£ 35.95
NCF Covid-19 Grant	£ 400.00	£ -	£ -
Hall Hire	£ -	£ 150.00	£ 196.00
Expenses	£ 13.99	£ 150.00	£ 128.72
HR	£ 683.79	£ 3,400.00	£ 2,728.72
Training	£ -	£ 200.00	£ 44.00
Misc. Including Allocated Reserves	£ -	£ 1,350.00	£ 12,606.00
Projects	£ -	£ 9,000.00	£ -
S137	£ -	£ 150.00	£ -
VAT	£ -	£ -	£ 81.20
Contingency	£ -	£ 250.00	£ -
Total	£ 1,200.78	£ 18,154.00	£ 18,442.40

Balance B/f	£ 12,159.73	£ 19,630.81
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Income	£ 6,698.34	£ 10,971.32
Expenditure	£ 1,200.78	£ 18,442.40
Balance c/f	£ 17,657.29	£ 12,159.73

Represented by		
Main account	£ 2,998.85	£ 1,548.43
Deposit Account	£ 14,658.44	£ 10,656.90
Unpresented Cheques	£ -	-£ 45.60
	£ 17,657.29	£ 12,159.73

Cantley, Limpenhoe & Southwood Parish Council

Bank Reconciliation

Financial year ending 31 March 2021

Prepared by: Melanie Eversfield, Clerk/RFO

Date: 11/07/2020

Balance per bank statements as at 30th June 2020

Lloyds Treasurers Account	£	2,998.85	
Lloyds Deposit Account	£	14,658.44	
			£ 17,657.29

Less: Unpresented cheques at 30th June 2020

Net balances at 30th June 2020

	£	-
	£	17,657.29

Cashbook

Opening balance at 1 April 2020	£	12,159.73
Add: Receipts	£	6,698.34
Less: Payments	£	1,200.78
Closing Balance 31 March 2021	£	17,657.29

Date	Payee	Details	cheque No.	Reconcile d to Bank	Gross	Net
08-Apr-20	Mrs Melanie Eversfield	Salary for April 2020	SO	Y	£ 182.53	£ 182.53
16-Apr-20	Monese	M J Eversfield Pre-Pay Card Covid-19	SO	Y	£ 400.00	£ 400.00
16-Apr-20	NPTS	2020-2021 Subscriptions	SO	Y	£ 103.00	£ 103.00
17-Apr-20	HMRC	PAYE for April 2020	DD	Y	£ 45.40	£ 45.40
21-May-20	Mrs Melanie Eversfield	Salary for May 2020	DD	Y	£ 182.33	£ 182.33
21-May-20	HMRC	PAYE for May 2020	DD	Y	£ 45.60	£ 45.60
12-Jun-20	Mrs Melanie Eversfield	Salary for June 2020	DD	Y	£ 196.32	£ 196.32
19-Jun-20	HMRC	PAYE for June 2020	DD	Y	£ 45.60	£ 45.60

Total £ 1,200.78

Mrs Anne E. Barnes FSLCC
Internal Auditor
79 Caistor Lane
Caistor St Edmund



June 13, 2020

Mrs M. Eversfield

Clerk to Cantley, Limpenhoe & Southwood Parish Council

19 Willow Close

Brundall

Norwich NR13 5PZ

Dear Chairman and Councillors,

Internal Audit Report to Cantley, Limpenhoe & Southwood Parish Council for Year Ended 31 March 2020

For the Attention of the Council

A. Appropriate accounting records have been kept properly throughout the year.

I have inspected the Council's records to 31st March 2020. I have examined your cashbook and found it to be well maintained and up to date, correct and regularly balanced. I have also examined your invoices, cheque books, bank statements and compared these to your Receipts and Payments account and your accounts in the Minute Book.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

I have examined your invoices as presented to me and note that they have been approved by the Council and VAT was properly accounted for.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Standing Orders and Financial Regulations adopted and Applied

I note that your Standing Orders and Financial Regulations will be reviewed again in 2020/21.

Risk Management Arrangements

I note that your Risk Assessments and Financial Risk Assessments adopted in February 2016 have been reviewed and will be reviewed again in February 2021. I note that all cheques are signed by two councillors and all invoices are authorised before payment.

Insurance

I have noted the Council's insurance cover is with Came & Co. from 1st June 2019 to 31st May 2020.

D. The Precept or Rates requirement resulted from an adequate budgetary process; progress against the Budget was regularly monitored; and reserves were appropriate.

I have had sight of the Budget for 2019/20 and Budget 2020/21 and confirm that the Precept was agreed through an adequate budgetary process. The budget was reviewed against actual and reserves are appropriate and is stated in the Minutes.

Section 137

Section 137 Expenditure has been separately recorded in the cashbook and at NIL is within your statutory limits.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Income Controls

I note that all income is recorded and banked properly, and the Precept agrees with the Parish Council's notification to the Council Tax authority. The Parish Council has very few cash transactions and adequate controls are in place to minimise any loss.

VAT Payments Controls

I confirm that all VAT expenditure has been recorded separately and reclaimed at regular intervals.

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Petty Cash Procedures

I note that the Parish Council does not operate a petty cash system.

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.

Payroll Controls

I have examined the PAYE records for staff and the Clerk's Salary and expenses records. The Clerk's salary and expenses have been approved by the Council and PAYE and NIC have been properly operated by the Council as an employer.

Contract of Employment and Job Description have been examined.

H. Asset and investments registers were complete and accurate and properly maintained.

Asset Controls

I have examined the Council's Asset Register which is complete and accurate and has been properly maintained.

I. Periodic and year-end bank account reconciliations were properly carried out.

Bank Reconciliation

I have examined the Bank Statements and the Receipts and Payments Book and confirm that there is a Bank Reconciliation for each account. The reconciliation is carried out monthly and explanations entered for any un-reconciled amounts or outstanding cheques. The total value of the investments is summarised on the reconciliation.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Year-End Procedures

I can confirm that the year-end accounts are prepared on a Receipts and Payments basis and that the accounts agree with the cashbook with an appropriate and adequate audit trail.

K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "Not covered")

The authority correctly declared itself exempt and met the exemption criteria.

L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

The authority has correctly advertised the Elector's Rights on its website.

M. (For Local Councils Only)

Trust funds (including charitable) – The Council met its responsibilities as a trustee.

The authority has declared itself a Trustees and it has met its responsibilities. I have not inspected any Trust's records.

Matters for the Council's Attention

There are no matters to bring to the attention of the Council.

Your Clerk's accounts are excellently presented in a very clear and precise manner and I would like to thank her for her help and co-operation in preparing for the Internal Audit.

Yours sincerely,

Ane E. Barnes

Mrs A.E. Barnes FSLCC

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CANTLEY, LIMPENHOE + SOUTHWOOD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2019/20 for

CANTLEY, LIMPENHOE + SOUTHWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	16,708	19,631	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	9,347	10,134	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	509	837	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	2,982	2,729	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,951	15,714	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	19,631	12,159	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	19,631	12,159	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	16,124	18,030	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	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 as a body corporate 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 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Deversfield

Date

12/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved