

ETTON PARISH COUNCIL

<p>Chair: John Holmes, Whitehouse Barn, Main Street, Etton East Riding of Yorkshire HU17 7PG Telephone: 01430 810797 Email: holmesja@btinternet.com</p>	<p>Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire HU15 1GW Telephone: 01482 662292 Email: ettonpc@outlook.com</p>
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7th July 2020

To: All Members of the Parish Council

Dear Councillor,

I hereby give notice that a meeting of Etton Parish Council will take at **7:30pm, MONDAY, 13th July 2020**. The meeting will take place via Zoom Video Conferencing because COVID-19 social distancing restrictions prevents the Parish Council from physically meeting. The Agenda is as set out below.

Members of the public and press are welcome to attend and may raise issues with the Council in the Public Participation period, which will take place at 7:30pm before the meeting starts.

Please visit <https://us02web.zoom.us/j/8820584062?pwd=Yndwb01ENFJsQ3RMYWlma0FzQldPUT09>

You will be prompted to enter the meeting **ID 882 058 4062** and the meeting password **130720**. Alternatively, you can **join from your landline or mobile telephone** by dialling **0330 088 5830** and entering the meeting ID when prompted.

You can email ettonpc@outlook.com before 7:00pm on Tuesday 26th May for an electronic link.

Yours sincerely



Clerk to the Parish Council

AGENDA

Public Participation - To receive any questions / issues from the public

1. To receive any apologies for absence.
2. To record declarations of pecuniary and non-pecuniary interests by any member of the Council in respect of the agenda items below.
3. To receive and agree to sign at a later date the Minutes of the Parish Council Meeting, held on Tuesday 26 May 2020, as a true and correct record.
4. To receive an update from the Clerk

5. To receive any resident's feedback received by Councillors.
 - Hedges on Church Walk and Cherry Burton Bridge
 - Overhanging trees at Pond
 - Book Exchange
 - Blocked Gullies
 - Planning Permissions

6. To receive the following correspondence:
 - i. ERYC, Planning Approval: 1) Mixed Use Development and Petrol Station, Killingwoldgraves Lane, Bishop Burton and 2) erection of detached garage to rear, The Barn 30 Main Street Etton East Riding Of Yorkshire HU17 7PQ
 - ii. ERYC, Promoting COVID 19 Messages
 - iii. Hornsea 4, Invite to Update Webinars, 6 /7 July
 - iv. ERYC, Revised Community Hub opening hours
 - v. ERYC, Approval to advertise Council vacancy
 - vi. ERYC, Tree planting fund available
 - vii. ERYC, Guidance on Usage of Public Rights of Way
 - viii. ERYC, Withdrawal of Planning Application, Conversation of Barn to Dwelling, Land And Building South Of Cherry Corner 35 Main Street Etton
 - ix. ERYC, Notification of Main Street Road Closure (138 – 112 Main Street)
 - x. ERYC, Offer of free cycle training for over 11's
 - xi. ERYC, Consultation on Councillors Code of Conduct
 - xii. ERYC, Extension of Wind Farm funding for tree planting to 31 December.

7. To discuss any further actions required to support the Community, or to maintain Parish Council business during COVID-19

8. To consider planning application to crown reduce 1 no. cherry tree by 2 metres for each bough due to lower branches becoming overgrown and over hanging neighbouring property, to re-shape to improve the balance of crown, 76 Main Street

9. To review the Gardening Contact (currently including seating areas, pond area and Church Walk)

10. To receive an update on dog fouling signs

11. To approve the Annual Governance Statement 2019/2020 and to resolve to certify an exemption from external audit.

12. To approve the Accounting Statements and Bank Reconciliation 2019/2020 and receive the 2019/20 out turn report.

13. To agree the 1st September 2020 as the start of the public rights period for the accounting statements.

14. To agree accounts for payment

15. To agree a period of absence for Councillors unable to participate in Parish Council meetings due to COVID-19 until 10 May 2021

16. To determine future dates and agenda items for Parish Council meetings: 14 September, 9 November, 11 January 2021, 8 March 2021 and 10 May 2021

ETTON PARISH COUNCIL

26 May 2020

PRESENT: Councillors Holmes (Chair), Armstrong, Gibbs, Sleight, Stott and Yeo.

Ward Councillor Greenwood attended for items 14-18.

Apologies were submitted from Councillor Bell and Widd.

Clerk: Alan Bravey.

The meeting was held virtually using Zoom.

14/20 DECLARATIONS OF INTEREST – There were no declarations made.

15/20 MINUTES OF PREVIOUS MEETING – Resolved – that the minutes of the Parish Council meeting held on the 13th January should be approved as a correct record and signed by the Chairman.

16/20 LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 – The regulations had been enacted to allow local councils to continue to function during the coronavirus restrictions. Local authorities were now temporarily allowed to meet virtually, as long as residents were able to listen to, and where practical, to see councillors. The Clerk advised that NALC guidance was that Council meetings constituted a public gathering and were therefore not allowed under the current Government restrictions. The requirement to hold an annual general meeting had been temporarily withdrawn, with council appointments (e.g. chairman, deputy chairman) remaining in post until May 2021 or until a council resolved otherwise. Meeting notices were only required to be posted on a website. The requirement for councillors to attend a meeting every 6 months had not been withdrawn however, although it was noted that a council could resolve to grant a leave of absence. It was agreed to add this agenda item to the next meeting in case it was required.

17/20 PARISH COUNCILLOR FEEDBACK –The owners of 94 Main Street had advised that demolition works was due to commence on the property on 1 July, in accordance with their planning approval. It was noted that Hunt had been maintaining verges in the village during lockdown and a number of residents had passed their thanks to Councillors. It was agreed the Clerk would write to the Hunt and express the Parish Council's appreciation for all their efforts.

18/20 WARD COUNCILLOR UPDATE – Councillor Greenwood enquired whether the Parish Council had been invited to comment on a planning application for a mixed use development at Killingwoldgraves Lane, near Bishop Burton, comprising employment units and petrol filling station with electric vehicle charging and ancillary shop, with associated infrastructure. The Council had not been consulted but discussed the application. Councillor Sleight declared a non-pecuniary interest when informed of the details and did not take part in the discussions. It was felt that the areas as a whole lacked a petrol station, but that overall the development was in the wrong location and there were concerns about the visual impact on the area, in particular from the Westwood, an increase in traffic on smaller road and the risk of increased litter should the employment units become fast food restaurants. The main objection though was the concern that approving such a development would set a precedent in building in green spaces, leading to further encroachment from Beverley towards the rural villages. It was agreed that the Clerk should object to the application on these grounds using delegated authorities.

19/20 CORRESPONDENCE – The Clerk advised that two additional items of correspondence had been received since the publication of the agenda. An update had been received from East Riding of Yorkshire Council on the plans for the footpath at the West of the village. ERYC had identified funding in the current financial year to address the drainage concerns beneath the path identified through last year's inspection, and would replace the footpath after the works had been completed. The works had been delayed as a result of the COVID-19, but it was still hoped that they would take place this year. It was agreed that Councillor Armstrong would share a photograph of the current state of the path with the Clerk. A request had also been received from Yorkshire Ambulance Service to increase the checks of the defibrillator to weekly. Cllrs Armstrong and Gibbs agreed to increase the frequency of the checks.

Resolved – i) that the following correspondence should be received by the Council:

- i. ERYC, ERYC / T&PC Charter
- ii. ERYC, Bus Stop Update
- iii. ERYC, Funding to celebrate VE Day 75
- iv. ERYC, Cabinet Newsletter
- v. ERYC, Planning Approval: Erection of an agricultural building following demolition of existing, 79 Main Street, Etton
- vi. ERYC Postponement of Village Walkabouts
- vii. ERYC – Various COVID19 Updates
- viii. ERYC- Planning Approval – Erection of Detached Dwelling, Land East of 40 Main Street
- ix. ERYC- Process of Filling Parish Council Vacancies during COVID-19
- x. Resignation of Councillor Wright

20/20 TO DISCUSS ANY FURTHER ACTIONS REQUIRED TO SUPPORT THE COMMUNITY DURING COVID-19 - The meeting discussed the support available to residents who were shielding or self-isolating due to the outbreak. It was considered that there was a good network in place and all those who needed support were able to access it.

Resolved – i) further to resident's feedback, it was not considered that any additional support was required at this stage of the outbreak ii) that the Council should record its thanks to the Parish Councillors and residents who had supported the community through door knocking, shopping, dog walking etc during these challenging times and also to Councillor Stott for painting out the graffiti on the Light Dragoon sign.

21/20 TO CONSIDER WHETHER THE COUNCIL'S ONGOING INITIATIVES MIGHT CONTINUE DURING COVID19 RESTRICTIONS - It was noted that the Heritage Lottery Fund grant had been temporarily closed during the pandemic, but that some work could continue at the village pond and other projects.

Resolved – i) that Councillor Gibbs would continue to investigate dog fouling signs ii) that Councillor Stott would submit a planning application for removal of the willow trees at the pond, iii) that steps should be taken to register the Parish Council's ownership of the pond with Land Registry iv) that the Clerk should enquire on the status of the windfarm tree grant and v) that the Clerk should write to Star Inns to enquire whether there had been any interest in the Light Dragoon, to ask if the Parish Council could offer any support and to enquire whether there were plans to continue to maintain the building and grounds.

22/20 TO CONSIDER PLANNING APPLICATION FOR THE ERECTION OF AN EXTENSION TO EXISTING GENERAL PURPOSE AGRICULTURAL BARN, WOLD FARM, KIPLINGCOTES ROAD, ETTON - **Resolved** – that the Council had no objections to the application.

23/20 TO CONSIDER ADOPTING INTERNET BANKING – The Clerk proposed moving to internet banking to speed payments and reduce the burden of signing and posting cheques,

particularly during lockdown. This was permitted by the regulations as long as the Council had appropriate controls in place. Most payments would be authorised by the Council in the normal way and then paid electronically by BACS rather than by cheque. Exceptions would be urgent repair works approved by the Clerk under delegated powers, or payments for orders that had been previously approved by the Council. These would be paid electronically and then reported at the next available meeting. The Clerk would make bank statements available at each meeting to show that appropriate payments had been made.

Resolved – that the Council would move to internet banking.

24/20 FUTURE AGENDA ITEMS – Resolved - The next meeting of the Parish Council would take place on the 13th July at 7:30 pm by Zoom, unless restrictions had been lifted to allow physical meetings.

Signed: _____

Dated: _____

Etton Parish Council Correspondence Record

26 May to 6 July 2020

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on ettonpc@outlook.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
6 July	Y	Hornsea 4	Invite to Update Webinars, 6 /7 July
1 July	N	ERYC	Revised Community Hub opening hours due to reducing demand (9am - 5pm Monday to Friday)
1 July	N	ERYC	Approval to advertise Council vacancy
29 June	N	ERYC	Tree planting fund available
26 June	N	ERYC	Planning Approval – erection of detached garage to rear, The Barn 30 Main Street Etton East Riding Of Yorkshire HU17 7PQ
23 June	Y	ERYC	Guidance on Usage of Public Rights of Way
19 June	N	ERYC	Withdrawal of Planning Application, Conversion of Barn to Dwelling, with associated works including the erection of a single storey extension to the side, construction of dormer windows and installation of a roof light, Land And Building South Of Cherry Corner 35 Main Street Etton
17 June	N	ERYC	Notification of Main Street Road Closure (138 – 112 Main Street) to enable the drainage works commencing October 2020 for a period of 5 weeks.
15 June	N	ERYC	Offer of free cycle training for over 11's

9/6/2020	N	ERYC	Consultation on Councillors Code of Conduct: “In accordance with the public trust placed in me, on all occasions I will act with integrity and honesty, act lawfully, treat all persons with civility; and lead by example and act in a way that secures public confidence in the office of councillor, In undertaking my role, I will impartially exercise my responsibilities, in the interests of the local community, not improperly seek to confer an advantage, or disadvantage, on any person, avoid conflicts of interest, exercise reasonable care and diligence; and ensure that public resources are used prudently and in the public interest”
8/6/2020	N	ERYC	Extension of Wind Farm funding for tree planting to 31 December.

Countryside Access Team

Public Rights of Way

Public Rights of Way provide rights of access for the public to travel over private land and include footpaths, bridleways and byways both in rural and urban areas.

Ordnance Survey maps are useful but they are not always up to date and you should check your planned route is shown on the Definitive Map (legal record) if at all unsure. You can view the East Riding of Yorkshire's definitive map and use it to plan a route on the *Walking the Riding* page of www.eastridingcoastandcountryside.co.uk. You will also find 100's of suggested routes already listed and information about other ways to access the countryside. You can contact us at countryside.access@eastriding.gov.uk

There are four main types of public right of way (footpaths being the most common) and which ones you are permitted to use will depend on whether you are walking, cycling, riding or using a motor vehicle. Here is a helpful guide.



Public Footpath (yellow arrows)
Walkers only



Byway (red arrows)
Walkers, cyclists, horse riders,
carriage drivers & motor vehicles



Public Bridleway (blue arrows)
Walkers, cyclists & horse riders
only



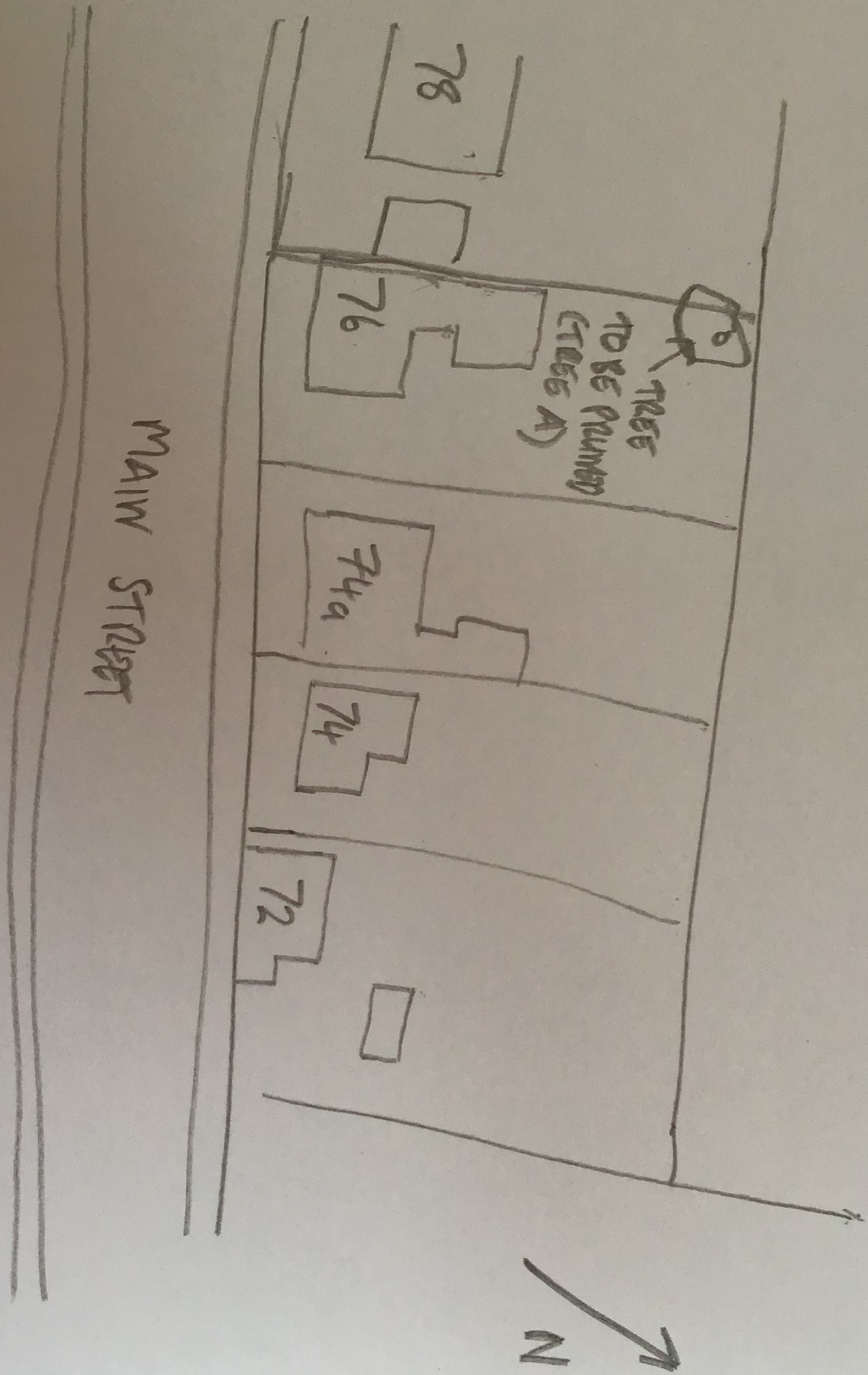
Restricted Byway (plum arrows)
Walkers, cyclists, horse riders &
carriage drivers only

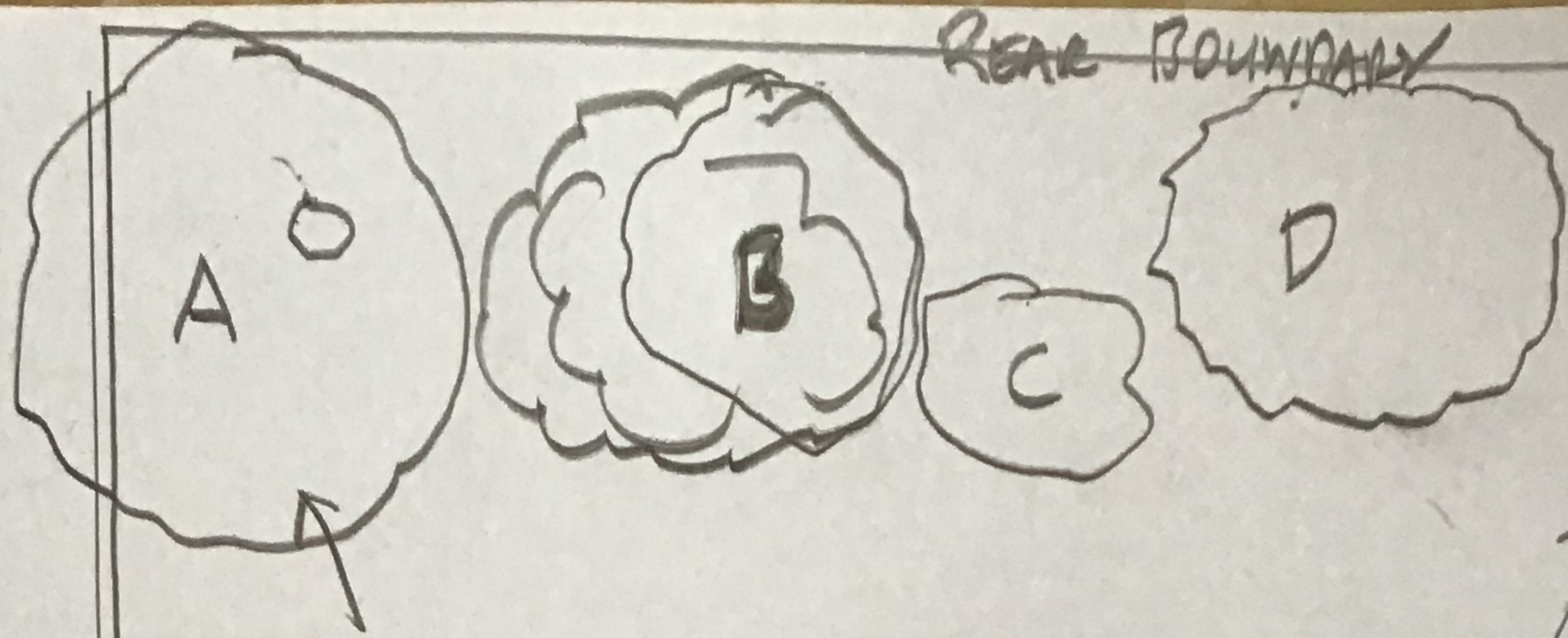
Please do not cycle on public footpaths as this can result in; civil trespass, surface damage, conflict with other users or landowners and could pose a hazard to other users.

Always respect the rights and livelihoods of the landowners whose land you may pass through and keep to the public right of way. You can find helpful advice about using public rights of way and how to behave responsibly in the countryside on the Ramblers webpage and in the Countryside Code. www.ramblers.org.uk
www.gov.uk/government/publications/the-countryside-code



LOCATION PLAN - TREES PLANNED 76 MAIN ST, ETTON HU17 7PQ





REAR BOUNDARY

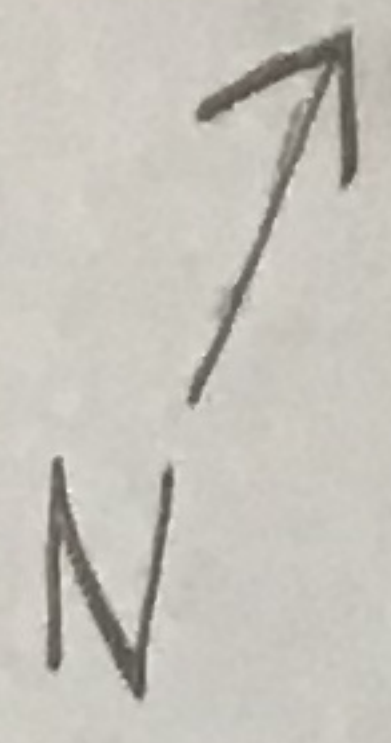
A

B

C

D

TREE TO BE PRUNED (A = CHERRY)



TREES WITH NO WORK - B - LEYLANDII

C - CHERRY

D - ASH

BRICK
BOUNDARY
WALL

78
MAIN ST

76
MAIN ST
(GARAGE)

BOUNDARY WITH 74a
MAIN STREET



no dog fouling sign



OriginDesigners

Local seller | 11,937 sales | ★★★★★

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Size

Medium 14.5 x 14.5 cm





WIDTH 148mm

WIDTH 210mm



A5 SIZE



JDPsigns

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VAT included (where applicable)

Sign Size



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A4 (200x300mm)

A5 (150x200mm)

A6 (100x150mm)

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- Manufactured & Silk Screen Printed in the UK using quality branded weatherproof and UV resistant materials for longevity.
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Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20

- Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - does not meet the qualifying criteria for exemption; or
 - does not wish to certify itself as exempt
- Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
- The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

AUTHORITY EMAIL ADDRESS REQUIRED

Telephone number

TELEPHONE NUMBER

*Published web address

PUBLISHED WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. 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. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
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.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Etton Parish Council 2019/20 Out Turn Report

	Budget	Actual	Difference
<u>Expenditure</u>	£	£	£
Clerk's Salary	1071	982	-90
Admin/Expenses	310	279	-31
Audit Fees	180	175	-5
Hire of Village Hall	125	99	-26
Subscriptions	35	35	0
Insurance	385	362	-23
Grants / S157	325	242	-83
Footway Lighting	1200	1180	-20
Pond / War Memorial / Open Spaces	1650	1140	-511
Entertainment	0	8	
Reserves	150	150	0
Waste Bins	0	0	0
Contingency	118	0	-118
Total Expenditure	5550	4651	-898
	Budget	Actual	Difference
<u>Income</u>			
Precept	5549	5549	0
Waste Recycling	0	0	0
Interest	1	17	16
Grants / Reimbursement	0	0	0
Donations	0	150	150
Total Income	5550	5715	166
			0
Expenditure Less Income	0	-1064	-1064

Etton Parish Council Bank Reconciliation 31 March 2020

Prepared by Alan Bravey, Clerk to Etton Parish Council

Closing Statements 31 March 2020	£	£	£	£
Business Reserve Account		7378		
Undeposited Cheques		150		
			7528	
Less				
Unpresented Cheques 31 March 2019:				
1089 - HMRC	71			
1091 - Alan Bravey	52			
1092 - HMRC	34			
1093 - HMRC	36			
1094 - Alan Bravey	54			
1097 - Zurich Insurance	362			
			609	
NET BALANCES				6919
Ledger				
Opening Balance		5649		
Add Reciepts in the Year		6163		
Less Payments in the Year		4893		
CLOSING CASH BOOK BALANCE 31 March 2019				6919

July 2020**Schedule of Accounts for Payment**

Item	Description	Total (£)	VAT (£)
1) Alan Bravey	Salary – May, June, July - £161.48 Working from Home Allowance - £100, 2019/20 Postage Costs - £90.35 Archives Photo Charges - £10 – £200.35	£361.83	
2) HMRC	May, June, July PAYE	£107.20	
3) Peter Ford	Vegetation Control, Seating areas, pond area, Church Walk - 14.05-19 – 23.03.20	£391	