

MINUTES OF THE MEETING OF WOOTTON BRIDGE PARISH COUNCIL HELD ON
TUESDAY 21 JULY 2020 AT 7.00PM VIA A VIRTUAL MEETING

Present: Councillor Steve Porter – Chairman
Councillors Daryll Pitcher, Trish Evans, Barbara Port and Linda Pitcher

Also present 0 Members of the Public
0 Member of the press
Liz Kingston - Parish Clerk

Items raised in the Open Forum:

None

1. APOLOGIES FOR ABSENCE

20/051. Apologies for absence were received from Councillor Mundell.

2. DECLARATIONS OF INTEREST

20/052. None

3. PLANNING APPLICATIONS.

To comment on the following applications:-

20/053. 20/00903/HOU

2 Fernhill Cottages, Fernhill, Wootton Bridge, PO33 4QX

Proposed single storey rear extension; alterations to include removal of chimney and roof to existing bay window

RESOLVED – THAT THE PARISH COUNCIL HAS NO OBJECTIONS TO APPLICATION 20/00903/HOU

20/00925/HOU

1A Rectory Drive, Wootton Bridge, PO33 4QQ

Proposed fencing and landscaping

RESOLVED – THAT THE PARISH COUNCIL OBJECTIONS TO APPLICATION

20/00925/HOU FOR THE FOLLOWING REASONS:

1. THE ORIGINAL APPLICATION FOR 1A TO 1D RECTORY DRIVE HAD A CONDITION PLACED ON IT THAT THE END WAS KEPT OPEN. WE CAN'T VERIFY THIS DUE TO COVID 19 AND NOT BEING ABLE TO ACCESS THE COUNCIL PREMISES. WE WOULD LIKE THIS CHECKED AND CONFIRMED.

2. THE DESIGN OF RECTORY DRIVE WAS, AND IS, OPEN PLAN AND THIS APPLICATION DOES NOT ADHERE TO THIS. IT WOULD SET A PRECEDENT FOR THE REST OF RECTORY DRIVE TO START INSTALLING FENCES ETC., AND IT IS NOT IN KEEPING WITH THE REST OF THE ROAD

IF THE PLANNING DEPARTMENT DOES GRANT THIS PERMISSION THEN THE PARISH COUNCIL WOULD LIKE A CONDITION IN PLACE TO KEEP ALL HEDGES THAT ADJOIN PAVEMENTS (WALKWAYS) TO BE MAINTAINED AT A HEIGHT OF 1M WHICH IS THE SAME AS THE FENCE HEIGHT.

4. ACCOUNTS

20/054. To inform members of the date of the internal audit of the 2019/2020 accounts.

The internal audit was carried out on the 23 May 2020.

20/055. To complete the annual governance statement which forms part of the Annual Return Statement for the year end 31 March 2020.

A copy of the Annual Governance Statement had been emailed to councillors before the meeting for them to read. Appendix A

RESOLVED – THAT THE PARISH COUNCIL AGREED WITH ALL OF THE

ACCOUNTING STATEMENTS IN SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT WHICH WAS THEN DULY SIGNED BY THE CHAIRMAN AND THE CLERK.

20/056. To receive and approve the 2019/2020 accounts.

The Accounting Statement was emailed out to the councillors a week before the meeting for them to read. Appendix B

RESOLVED – THAT NO MATTERS AROSE WHICH GAVE CAUSE FOR CONCERN ON THE ACCOUNTING STATEMENT, WHICH THE CHAIRMAN AND CLERK DULY SIGNED.

20/057. To inform members of the date of the external audit for the 2019/2020 accounts.

The external audit of accounts will be held on 31 July 2020. The accounts will either be posted by 28 July 2020 or emailed to the auditor.

20/058. To consider and approve the accounts for payment.

Members were presented with the accounts for payment for July

RESOLVED – THAT THE ACCOUNTS FOR PAYMENT IN JULY TOTALLING £4923.02, A COPY OF WHICH FORMS APPENDIX C OF THESE MINUTES, BE PAID.

There being no further business to discuss the meeting closed at 7.45 p.m.

Signed

Date

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

WOOTTON BRIDGE 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
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

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

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

WOOTTON BRIDGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	137,431	136,743	<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	68,526	68,526	<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	5,020	3,127	<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	26,521	27,552	<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	0	0	<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	47,713	54,829	<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	136,743	126,015	<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	136,645	127,787	<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	138,350	138,350	<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	0	0	<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/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

WOOTTON BRIDGE PARISH COUNCIL
Payments for Approval on 21st July 2020

Island Cleaning Solutions - Public Toilets Cleaning Mar		£893.60
Nigel Murray - Tidyman		£112.50
Lifeline Alarms & Security		£102.00
Biffa - Tea Room Wheelie Bin	DD	£6.62
HP Instant Ink - Printer Ink	DD	£1.99
Groundsell 3 cuts in June		£1,080.00
Npower - Toilets	DD	£57.39
Npower - Office	DD	£179.65
Mandy Womack - Covid Grant payment		£32.40
Helen Williams - Covid Grant payment		£47.70
Sage Payroll	DD	£21.27
Business Stream - HIC Water Monthly	DD	£16.00
Wightfibre - HIC Phone & Broadband	DD	£53.86
Salaries as Minute E49&E50	SO	£1,615.18
IWC Pension Confs		£417.41
HMRC - Tax & NI		£285.45

£4,923.02