

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 1st May 2018 Cliddesden Memorial Hall meeting room 7.30pm

Present Parish Councillors Alan Tyler (Chair), Simon Barker, Mark Gifford, Hazel Metz, Lynda Plenty; Clerk Susan Turner. Guests Tree Warden Alison Mosson; Members of the Public: 2

1 WELCOME & APOLOGIES

Apologies County Cllr Anna McNair-Scott, PC Reid.

2 ELECTION OF CHAIRMAN

Alan Tyler agreed to accept the office of Chair for the coming 12 months. Proposed Hazel Metz, seconded Simon Barker, agreed unanimously. Declaration of office, signed by Chairman, witnessed by Clerk.

3 MINUTES OF LAST MEETING of 6th March, agreed, signed by Chair.

4 DECLARATIONS OF INTEREST None

5 PLANNING

5.1 Southlea Meadow Planning Appeal

Re 16/04690/FUL Land At Farleigh Road, Cliddesden. Erection of 40 dwellings to include 24 private homes and 16 affordable homes, associated parking, landscaping, amenity space and highway alterations.

An Appeal has been lodged by Thakeham Homes for the development of Southlea Meadow, but little more presently known. The appeal has been validated and is waiting for a case officer and Inspector to be assigned. As soon as this happens, it will have an Appeal reference number, consultation dates should be announced and everyone who previously commented should be contacted directly.

Cllr Ruffell has confirmed that BDBC will defend its decision and oppose the Appeal; a strong defence will depend on a robust five-year land supply.

5.2 Parish Planning Applications for Consideration

18/01249/HSE (1 May) Faerie Meadows, 14 Hackwood Lane. Erection of single storey rear extension and balcony. Documents to be circulated

18/01162/FUL (Tue 24 Apr) Langdale, Woods Lane. Erection of one 3-bed, one 4-bed and two five-bed dwellings, with four carports and new access (*amended scheme to 17/03218/FUL*) case officer Russell Stock, consultation to 15th May. *Parish Council Response – for consideration with regards to trees, screening and impact on neighbouring properties.* Tree Warden Alison Mosson noted that Parish Councils have a legal requirement to maintain biodiversity **SEE APPENDIX I**. Resident's comment that the overgrown hedgerows define this part of Woods Lane.

ACTION Clerk to liaise with Tree Warden re response.

18/01025/HSE (12 April) Cedars, Woods Lane. Erection of a balcony. Case officer Meredith Baker, consultation to 3rd May. *Parish Council response: no objection.*

(SEE APPENDIX II for all applications relating to the Parish)

5.3 Inwood Copse

17/04222/FUL (Farleigh Wallop, 8th Jan 2018) Land At OS Ref 460885 146376 Inwood Copse, Farleigh Lane. Change of use of land to a seasonal camp site etc. Case officer Russell Stock. Agreed expiry date is currently 10th August.

For signature

5.4 M3J6 Motorway Service Area Proposal

17/03487/FUL (Old Basing) Land Adjacent to Junction 6 M3 Basingstoke. Construction of a new Motorway Service Area etc. Case Officer Lucy Page. Agreed expiry date is currently 31st July.

5.5 Trees

i Red Cedars TPO/BDB328 – The contractor who undertook the works has been recently interviewed by BDBC. A formal statement will be needed from the Parish should this go to court. Alison Mosson commented on the lack of resources at BDBC to enforce – one full time and two part time tree officers for reportedly 65,000 trees across the borough.

ii Hedgerow at Carenta Carus – A large section of the hedgerow bordering the footpath has been cut low, despite planning conditions to maintain and reinforce the hedgerow screening. Planning officer was due to make a site visit in April.

iii Applications for works to Trees in the conservation area (TCA)

All recent applications for works to trees have been approved including works to the pond trees.

AGREED

Tree warden to draft a letter for the June *Newsletter* clarifying the need to apply to undertake works to trees in a conservation area (for which there is no charge).

iv Pond Tree Works

Primary Tree Surgeons have undertaken works to pond trees as per the advisory 'red' works specified in the tree assessment – **(SEE APPENDIX III)**

Cart Cottage has undertaken to pollard the Willows opposite the house – T11-T15.

FUTURE ACTION

'Amber' works (recommended but no urgency) to be considered later in the year, to be undertaken November onwards.

5.6. Green Infrastructure Strategy

Parish Council comment submitted regarding public open space. **APPENDIX IV**

6

PARISH ASSEMBLY

6.1 Parish Council presentation

i Potential development sites in the Parish To briefly review all sites – those submitted to previous BDBC SHLAAs (strategic housing land availability assessments), the 2017 'call for sites' – and a development of *circa* 16 dwellings proposed by Portsmouth Estates for land between Manor Farm and the Village Hall.

The Estate's stated position is that, as a neighbour and landowner, it is committed to sustainable development and the long view, and looking to work with its neighbours for mutual benefit. Some of the proposed dwellings would be retained by the Estate for rental, public green space would be provided for a playing field and playground.

The proposed development would take half this site, the remainder would not be considered for development during this Plan period; beyond that, in accordance with the Parish's wishes. The Estate noted that safe access can be provided via Manor Farm; access is problematic for many other potential sites around the village.

Resident's question – whether Portsmouth Estates is also considering sites in other Parishes? It is understood that possible development sites all around the Estate have been considered.

AGREED

It will be up to the Village to decide how to deal with the need for some future development. In considering any site, the Parish Council will need to understand all the implications. It is recognised that some development is needed and it is in the Village's interests to plan accordingly.

For signature

BDBC Local Plan Policy SS5 includes a requirement for 10+ houses in the Parish during this Plan period. To fulfil this Policy in part or full, developments must be sites of five-plus houses if outside, or 10+ houses if inside, the present settlement boundary. BDBC will support in facilitating the Policy via Neighbourhood Plans, Rural Exception Sites (affordable housing) and re-drawing Settlement Boundaries. See **APPENDIX V**

ii Neighbourhood Plan

Leadership, expertise and support is available or can be bought in. The Parish needs a group of volunteers to co-ordinate this effort. Facilitators / experts are available and willing to come out to discuss and explain the process with the Parish.

iii Trees in the Village Environment

Presentation to be contributed by the Tree Warden.

iv Community Speedwatch and Speed Indicator Devise

With thanks to Yvonne for her time and commitment, Yvonne is now stepping down as co-ordinator. So while the scheme has volunteers, its future will depend on a new co-ordinator. The obstacle of three volunteers being needed at one time was noted.

The impact of a Speed Indicator Devise deployed at sites around the Parish will be assessed. But as for the SpeedWatch scheme, there are no suitable sites in Woods Lane 30mph zone for a Speed Indicator Devise – 190 yards’ visibility is needed.

v Footpaths and bridleways

Ongoing discussions with the Estate feature issues associated with horseriders using permissive paths and footpaths. The Estate is looking to work with the Parish to resolve this. They wish to facilitate reasonable access to their land and – as they point out – most of the FP users are from Cliddesden. It is not legal for horseriders to use public footpaths.

vi Pond and surrounds

Phone box and defibrillator – Thanks to be given for maintenance of both. Chairman raised a question regarding support and training for the defibrillator.

ACTION Chairman – to investigate defibrillator support and training, possible newsletter article. [Note Alison was going to consider a pond planting scheme.]

vii Newsletter

Thanks to editors and requests for more volunteers. Residents’ comment that the system of revolving editorship with different styles works well.

6.2 Refreshments

ACTION Simon Barker to organise drinks – suggested four bottles red, four bottles white plus beers. Hazel Metz to purchase nibbles. Guesstimate 30 - 40 attendees.

7 WARD BOUNDARY REVIEW

It is understood that three-councillor Wards are proposed, but it remains the case that a one-councillor Ward works well for a rural area as Upton Grey & Candovers.

ACTION Clerk to respond in support of Upton Grey & the Candovers remaining intact as a single-councillor Ward. Consultation ends 7th May.

For signature

8 MAINTENANCE & HIGHWAYS

8.1 Pond and surrounds

Strimming required.
ACTION Chairman, Mark Gifford.

8.2 Speed indicator devises

ACTION Clerk to follow up with BDBC.

8.3 Bus shelter

Works now completed to make safe (see Finance 9.1 below). The cost of re-roofing is thought to be prohibitive. The open shelter provides a safe place from the traffic.

8.4 Hackwood Lane loop

i Potholes and flooding

Works undertaken by Highways not fit for purpose. See **APPENDIX VI**

ii Traffic and signs

AGREED To improve the signage for Hackwood Lane 'loop'. Two new advisory signs such as: 'Single Carriageway No passing places for have a mile'. The Parish Council will provide signage up to value of £250.

AGREED To investigate any means of downgrading this section of lane to prohibit motor vehicles.

9 FINANCE

9.1 Cheques for signature

Between meetings – 2017/18

713	Clerk's allowance @ £27 per month June 17-Mar 18	£270.00
714	Personalised Print – Newsletter Mar 2018	£73.50
715	ST for Website (1 & 1) Feb, March, April 2018	£35.96
716	Primary Tree Surgeons (pond trees red works)	£234.00

At meeting – 2018/19

717	Alan Eckton Brickwork – bus shelter make safe	£1,500.00
718	HALC / NALC subs 2018/19	£230.00
719	Came & Co Insurance 2018/19	£311.97
720	Clerk's salary April-May 2018	£536.04
	Salary @ SPC 26 (April 2018 pay award) @ £12.37 per hour x 5 hours week =	
	£61.85 x 52 = £3,216.20 /12 = £268.02 per month x2 =£536.04	

9.2 Accounts to Year end Signed by Clerk & Chairman, see **APPENDIX VII**

9.3 Audit forms signed by Clerk & Chairman as follows

- i** Notice of Exemption 2017/18 as annual turnover under £25k.
- ii** Annual Governance Statements
- iii** Accounting Statements 2017/18.

see **APPENDIX VIII**

10 NEXT MEETINGS Parish Assembly Friday 11th May

ACTION To be at the hall by 6.30pm, clerk to confirm with Ken Rampton.

Next Parish Council Meetings – Tuesday 3rd July; 4th Sept; 6th November.

Meeting closed at 9pm with thanks to all present.

For signature Date

APPENDIX I.I – BIODIVERSITY

<https://www.gov.uk/guidance/biodiversity-duty-public-authority-duty-to-have-regard-to-conserving-biodiversity>

GUIDANCE**Biodiversity duty: public authority duty to have regard to conserving biodiversity**

'As a public authority, understand what the biodiversity duty is and how to meet it when carrying out all your activities.'

Published 13 October 2014

From: Natural England and Department for Environment, Food & Rural Affairs

Applies to: England

Overview

As a public authority in England you have a duty to have regard to conserving biodiversity as part of your policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat.

A public authority can be a:

- local authority including a unitary, county, district, community, parish or town council
- government department or one of their executive agencies
- non-departmental government body
- NHS Trust
- utility company
- body carrying out functions of a public character under a statutory power

Your duty to have regard for conserving biodiversity

You should be able to show your duty to have regard for conserving biodiversity if you have identified ways to integrate biodiversity when you:

- develop policies and strategies and put them into practice
- manage the planning system
- manage:
 - your land and buildings
 - woodlands and nature reserves
 - gardens, parks and public open space
 - community amenities eg sports grounds and cemeteries
 - waste and pollution
 - energy and water
 - wood and plant products
- develop infrastructure ie roads, buildings or flood defences
- make decisions about procurement
- implement economic, environmental and social programmes.

See *Biodiversity 2020: A strategy for England's wildlife and ecosystem services* as an example of evidence of how the biodiversity duty is being met.

Protected sites and species

Some sites and species are protected by:

- national law
- international law
- government policy.

If you are involved in decisions on planning and development, you should refer to guidance on:

- protected sites and species
- National Planning Policy Framework
- planning practice guidance on the natural environment

Published 13 October 2014

APPENDIX I.II – BIODIVERSITY

<http://www.legislation.gov.uk/ukpga/2006/16/section/40>

Natural Environment and Rural Communities Act 2006

Section 40 Duty to conserve biodiversity

[^{F1}(A1)This section applies where—

- (a) Her Majesty's Revenue and Customs are exercising their functions;
- (b) any other public authority is exercising its functions in relation to England.]
 - (1) [^{F2}The] public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.
 - (2) In complying with subsection (1), a Minister of the Crown [^{F3}or government department] must in particular have regard to the United Nations Environmental Programme Convention on Biological Diversity of 1992.
 - (3) Conserving biodiversity includes, in relation to a living organism or type of habitat, restoring or enhancing a population or habitat.
 - (4) 'Public authority' means any of the following—
 - (a) a Minister of the Crown;
 - ^{F4}(b).
 - (c) a public body (including a government department, a local authority [^{F5} and a local planning authority]);
 - (d) a person holding an office—
 - (i) under the Crown,
 - (ii) created or continued in existence by a public general Act, or
 - (iii) the remuneration in respect of which is paid out of money provided by Parliament;
 - (e) a statutory undertaker.
 - (5) In this section—
 - 'local authority' means—
 - (a) [^{F6}a county council in England], a district council, a parish council, a London borough council, the Common Council of the City of London or the Council of the Isles of Scilly;
 - (b) ^{F7}
 - 'local planning authority' has the same meaning as in the Town and Country Planning Act 1990 (c. 8);
 - 'Minister of the Crown' has the same meaning as in the Ministers of the Crown Act 1975 (c. 26);
 - 'statutory undertaker' means a person who is or is deemed to be a statutory undertaker for the purposes of any provision of Part 11 of the Town and Country Planning Act 1990.

APPENDIX II – PLANNING AND TREE APPLICATIONS**LIVE APPLICATIONS**

18/01249/HSE (1 May) Faerie Meadows, 14 Hackwood Lane. Single storey rear extension and balcony.

18/01162/FUL (Tue 24 Apr 2018) Langdale, Woods Lane. Erection of 1 no. 3 bed, 1 no. 4 bed and 2 no. 5 bed dwellings, with 4 no. carports and new access (amended scheme to 17/03218/FUL) case officer Russell Stock consultation to Tue 15 May.

18/01025/HSE (12 April) Cedars, Woods Lane. Erection of a balcony. Case officer Meredith Baker, consultation to 3rd May

PENDING

17/03580/ROC Land To The Rear Of 8 Woods Lane. Removal of conditions 6 and 7 of permission 17/00656/FUL (erection of 1 no. 4 bed dwelling) relating to alterations to the existing access. Case Officer Laura Peplow

17/04222/FUL (8th Jan) Land At OS Ref 460885 146376 Inwood Copse, Farleigh Lane. Change of use of land to a seasonal camp site, erection of associated amenity buildings, delivery of a Woodland Ecology Management Plan, and widening of existing access. Case Officer Russell Stock.

Expiry date 10th August

17/03487/FUL Land Adjacent to Junction 6 M3 Basingstoke. Construction of a new Motorway Service Area to comprise an amenity building, lodge, drive thru coffee unit, associated car, coach, motorcycle, caravan, HGV and abnormal load parking, and a fuel filling station with retail shop, together with alterations to the adjoining roundabout on the M3 and slip roads to form an access point and works to the highway. Provision of landscaping, infrastructure and ancillary works. Case Officer Lucy Page. Present expiry date **Tue 31 July**.

GRANTED

18/00682/HSE (granted 1st May, reg 6 Mar) 23 Southlea. Single story rear extension.

18/00408/HSE and 18/00466/LBC (granted 16 April, reg 19 Feb) The Laithe House, Woods Lane. Single storey glazed link between main dwelling and ancillary bungalow. Construction of 1.8m brick and flint panel boundary walls.

T/00115/18/TCA (granted 13 April, reg 26 Feb 2018) Cliddesden Pond. To carry out tree works as per recommendations report from Primary Tree Surgeons dated 8th January 2018. Note: trees T11, T12, T13, T14, T15 to be repollarded back to old pollard points (1.5m).

T/00117/18/TCA (Granted 6th April, 28 Feb) Yew Tree Cottage, Farleigh Road. Trees works as per document 1 and additional information on email dated 27/02/18.

18/00116/FUL (granted 4th April, reg 7th Feb) Newland Lodge, Woods Lane. Erection of a detached four bed dwelling following demolition of existing. Reference previously approved application 15/00114/FUL (Granted Wed 25th March 2015) Erection of detached four bedroom dwelling following demolition of existing bungalow.

T/00113/18/TCA (granted 3 April, reg 27 Feb 2018) 21 Southlea Cliddesden. 1 Lime: crown reduce as per annotated photograph, remove crossing limbs and deadwood.

T/00101/18/TCA (granted 29 March, reg 22 Feb) Crockley House Farleigh Road. Pine (T1): Fell. Pine (T2): Fell.

T/00083/18/TCA (granted 20 March) Cliddesden Down House, Farleigh Road. Tree of Heaven: fell. T3 Horse chestnut: monolith to 6m. (Note: this tree has failed in high winds with only a ripped trunk standing). T4 Sycamore: fell. T5 Oak: remove damaged limb @10m over road. T6 Horse chestnut: remove damaged limb over road @ 10m. T7 Lime: reduce to a height of 8m. T8 Cypress: fell.

T/00087/18/TCA (granted 20 Mar, reg 14 Feb 2018) Glentara, Farleigh Road. Red maple: crown reduce leaving a finished height of no less than 8m with a crown spread of no less than 5m. T2 Maple: crown reduce leaving a finished height of no less than 7m with a crown spread of no less than 3m. T4 Prunus: crown reduce leaving a finished height of no less than 8m with a crown spread of no less than 5m. T5 Silver birch: crown reduce leaving a finished height of no less than 11m with a crown spread of no less than 4m. T6 Red maple: crown reduce leaving a finished height of no less than 11m with a crown spread of no less than 5m. T8 Silver birch: crown reduce leaving a finished height of no less than 12m with a crown spread of no less than 6m.

APPENDIX III – POND TREE WORKS

'T3: Early mature Mountain Ash; dense crown overhangs telephone box. Branches rub against telegraph pole. BT and covered power lines run through the crown. – Remove branches rubbing against telegraph pole.

'T4 Mature Willow; multi-stemmed at 0.75m, signs of decay in lower stems, x1 dead stem on south side. Crown hangs low over pond. BT and covered power lines run through the crown. – Remove dead stem.

'T8 Semi mature Willow; degree of movement detected at the root plate when pressure was applied, bark damage at 2.5m caused by passing vehicles. – Fell'

APPENDIX V – LOCAL PLAN HOUSING ALLOCATION

LOCAL PLAN POLICY SS5 – (NEIGHBOURHOOD PLANNING)

it will be necessary to identify sites/opportunities to deliver at least 10 homes within and adjacent to each of the settlements with defined Settlement Policy Boundaries.

The council will support the relevant parish/town council and other representatives from local communities to identify the most appropriate means of meeting this requirement, **through Neighbourhood Planning, rural exceptions schemes, or a review of Settlement Policy Boundaries.**

The delivery of housing which meets the requirements of this policy will be monitored annually by the council to ensure the housing requirement is met and the council reserves the right to identify opportunities to address any shortfall through the DPD [development plan document] process [ie allocate a site as update to Local Plan].

Para 4.66.... At least 10 homes will be delivered primarily within or adjacent to settlements with defined Settlement Policy Boundaries, in addition to other development outside of these areas where growth will reflect local needs and ambitions. Settlements with a defined Settlement Policy Boundary are listed below:

- Ashford Hill - Burghclere - **Cliddesden** - Dummer - North Waltham - Old Basing - Preston Candover - Sherfield on Loddon - St Mary Bourne - Sherborne St John - Tadley / Baughurst / Pamber Heath - Upton Grey - Woolton Hill

Para 4.67 Small residential developments of **less than 10 units (net gain of nine units or less)** within the defined Settlement Policy Boundaries of the settlements listed will not qualify towards the targets outlined in the policy. Outside of the Settlement Policy Boundaries, **developments of less than five units (net gain of four or less)** will not qualify. If developments of a qualifying size come forward within or adjacent to the named settlements via alternative means to neighbourhood planning, for example via a planning application, this will contribute towards the targets set out within the policy.

4.68 Progress towards meeting the requirements set out in the policy will be monitored annually as part of the Authority Monitoring Report to ensure the requirements of the policy will be met within the plan period. The council reserves the right to identify opportunities to address any shortfall through appropriate means such as the adoption of suitable Development Plan Documents.

APPENDIX IV



Green Infrastructure Strategy – Consultation Comments

30th March 2018

Cliddesden Parish Council response

1. Cliddesden Parish Council strongly supports the representations made by Paul Beevers of Natural Basingstoke regarding 'restoring space for nature as well as for people'. High priority must be given to protecting and restoring Priority Habitats including ancient woodland and in Biodiversity Opportunity Areas.

2. The Parish Council supports 'improvements needed to create an accessible, integrated network of green spaces, green links and corridors' (4.5 para 1).

3. With regards specifically to the 'Green Space Standards 4.5'
(Please note it would help for reference if the paragraphs were numbered)

The Parish Council would point out that 'standards and targets for green space' cannot identify 'local deficiencies in provision' if averages are taken over a wide area.

Considering provision on a 'ward by ward' basis – Upton Grey and the Candovers Ward is assessed to have –

- marginally over the minimum standards for multifunctional green space in rural settlements according to Figure 4.1
- comparatively, well over the standard for play areas in rural settlements – Fig 4.3.

However Cliddesden has none of these, bar a tiny pocket of land adjacent to the village pond. We have no village green, recreation areas or play areas.

Provision on a 'by ward' basis cannot be meaningful in relation to standards of accessibility and maximum distance thresholds (Adopted Green Space Standards table 4.1). In large wards in rural areas this assessment has been made on a Parish basis in order to be meaningful.

Yours sincerely

Susan Turner

Clerk to Cliddesden Parish Council

APPENDIX VI – HACKWOOD LANE LOOP – FOLLOWING HIGHWAYS WORK



For signature

CLIDDESSEN PC – INCOME 2017/18 - Year End

£14,118.39

Date	Item	Precept	Grants	News letter	Interest	VAT	Total
25/04/2017	Parish Precept (six months)	£3,250.00					£3,250.00
25/04/2017	Limited General Grant		£550.00				£550.00
25/04/2017	Tax base support (rebate)		£441.00				£441.00
17/09/2017	Parish Precept (six months)	£3,250.00					£3,250.00
01/01/2018	W1 donation		£25.00				£25.00
01/01/2018	Vat reclaim					£150.08	£150.08
2017/18	Bank interest				£7.64		£7.64
TOTALS		£6,500.00	£1,016.00	£0.00	£7.64	£150.08	£7,673.72

£7,673.72

RECEIPTS & PAYMENTS SUMMARY Year end

Bal brought forward 1st April 2017	£14,118.39	April	£0.64
Plus income	£7,673.72	May	£0.55
Minus expenditure	£6,787.51	June	£0.68
Balance	£15,004.60	Jul	£0.68
		Aug	£0.57
BANK RECONCILIATION		Sept	£0.58
Treasurers account 31 Mar 2018	£5,488.49	Oct	£0.59
Bus Bank Instantt 31 Mar 2018	£11,189.31	Nov	£0.69
plus income outstanding	£150.08	Dec	£0.71
minus cheques not cleared	£1,823.28	Jan	£0.64
Balance	£15,004.60	Feb	£0.69
		Mar	£0.62
		Total	£7.64

APPENDIX VI.II

CLIDDESden PC – EXPENDITURE 2017/18

Date	Supplier	Description	Chq no	Salary	Cleak's allowance	Expense	Finance/ Admin	N letter	Debt	Pend	VAT	TOTAL
02/05/2017	Cleak	Salary April - May 2017	087c	£505.20	£54.00							£559.20
02/05/2017	Personalised Print	News letter April 2017	088c					£89.34				£89.34
02/05/2017	P G G M	Silt traps etc	089c							£478.00	£95.00	£573.00
02/05/2017	John K Murray	Internal audit	090c			£120.00						£120.00
02/05/2017	HALC	HALC (incl NALC) subs	091c			£223.00						£223.00
12/05/2017	Personalised Print	News letter May 2017	092c					£89.34				£89.34
12/05/2017	Came & Co	Parish Council Insurance	093c			£305.85						£305.85
04/07/2017	Personalised Print	News letter Jun-July 2017	094c					£138.08				£138.08
04/07/2017	Cleak	Salary June-Jul 2017	095c	£505.20								£505.20
04/07/2017	1&1 Internet (ST)	Website May, Jun, Jul 2017	096c			£29.97					£5.99	£35.96
04/07/2017	HeartBeastTrust	Defib Pads	097c						£38.00		£7.00	£45.00
04/07/2017	Alan Tyler	Assembly reports	098c					£50.40				£50.40
07/09/2017	ICO	Data Protection Register	DD			£36.00						£36.00
05/09/2017	Personalised Print	News letter Aug/Sept 2017	099c					£117.20				£117.20
07/11/2017	Personalised Print	News letter Oct, Nov 2017	700c					£138.08				£138.08
07/11/2017	BDO	External audit	702c			£30.00				£0.00		£30.00
07/11/2017	P G G M	Digger hire ref Farleigh Hill	703c						£70.00	£14.00		£84.00
07/11/2017	Cleak	Salary Aug, Sept 2017	704c	£505.20								£505.20
07/11/2017	Cleak	Salary Oct, Nov 2017	705c	£505.20								£505.20
02/01/2018	Personalised Print	News letter Dec 17, Jan 18	701c					£138.48				£138.48
02/01/2018	Cleak	Salary Dec 17, Jan 18	706	£505.20								£505.20
02/01/2018	1&1 Internet (ST)	Website Aug, Sept, Oct 2017	707			£29.97					£5.99	£35.96
02/01/2018	1&1 Internet (ST)	Website Nov, Dec 17, Jan 18				£29.97					£5.99	£35.96
02/01/2018	P G G M	Silt traps	708c							£470.00	£94.00	£564.00
02/01/2018	Primary Tree Survey	Pond Tree Assessment	709c							£120.00	£24.00	£144.00
02/01/2018	CPRE	CPRE - standing order	SO									£2.00
08/03/2018	Personalised Print	News letter Feb 18-482	710					£73.50				£73.50
08/03/2018	Cleak	Salary Feb/Mar 18	711	£505.20								£505.20
08/03/2018	Cleak for Deed Flow	Land Registry Search re Pond	711						£44.00	£8.66		£53.66
28/03/2017	Susan Turner	Allowance June-Mar 2018	713		£270.00							£270.00
28/03/2017	Personalised Print	News letter Mar 18-483	714					£73.50				£73.50
28/03/2017	1&1 Internet (ST)	Website Feb, Mar, Apr 18	715			£29.97					£5.99	£35.96
28/03/2017	Primary Tree Survey	Red Work as survey	710						£195.00	£39.00		£234.00
TOTALS				£3,031.50	£324.00	£0.00	£835.73	£887.18	£38.00	£1,377.90	£313.14	£8,787.51

£8,787.51

£1,623.28

CHEQUES TO CLEAR

APPENDIX VII.III

Cliddesden Parish Council 2017 - 2018 Bank Reconciliation

Receipts and payments summary at 31st March 2018			
1	Balance Brought Forward from 1st April 2016	£14,118.39	
2	Plus Income 2016/17	£7,673.72	
3	Less Expenditure 2016/17	£6,787.51	
4	Balance to take over 31st March 2017	£15,004.60	
Reconciliation at 31st March 2018			
6	Treasurer's Account at 31st March 2017	£5,488.49	
7	Bus Bank Instant Account 31st March 2017	£11,189.31	
8	TOTAL BANK ACCOUNTS	£16,677.80	
9	Plus Income outstanding	£150.08	
10	Less cheques to clear	£1,823.28	
11	Balance to take over 31st March 2017	£15,004.60	

Signed:

Alan Tyler, Chairman

..... 1st May 2018

Susan Turner, RFO

..... 1st May 2018

APPENDIX VII.IV



Treasurers Account Statement

Printed: 01 May 2018

Ciddesden Parish Council sort code 30-00-53 Account number 00320253
 2 BIC: LLOYGB21153 IBAN: GB75LOYD30005300320253
 ASH COTTAGE
 HEWNRHALL ROAD
 HEWNRHALL
 HOOK
 HAMPSHIRE
 RG27 9AY

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
13 Apr 18	000710	CHQ		73.50	3685.21
13 Apr 18	000714	CHQ		73.50	3738.71
10 Apr 18	000716	CHQ		234.00	3812.21
04 Apr 18	000706	CHQ		505.20	4048.21

01.05.2018 16:13

APPENDIX VII.V



BUS BANK INSTANT Statement

Printed: 01 May 2018

Cuddesden Parish Council sort code 30-00-53 Account number 02014780

2
 ASH COTTAGE
 NEWNHAM ROAD
 NEWNHAM
 HOOK
 HAMPSHIRE
 RG27 9AY

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Apr 18	BASINGSTOKE & DEAN VENDOR 104601	BGC	3796.00		14985.90
09 Apr 18	INTEREST (GROSS)		0.59		11189.90
29 Mar 18	500011	DEP	25.00		11189.31
27 Mar 18	TO 30905300320253	TFR		5000.00	11164.31

APPENDIX VIII.I

Certificate of Exemption

To be completed only 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 2018, 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 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

CLIDDESSEN PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

£ 7,674

Annual gross expenditure for the authority 2017/18:

£ 6,788

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 has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), 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 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 submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual 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 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

01/05/2018

Signed by Chairman

Date

01/05/2018

Email

clerk.clid@clidessen-parish-havk.gov.uk

Telephone number

07515 777060

*Published web address (not applicable to Parish Meetings)

clid@clidessen-parish-council.info

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

APPENDIX VIII.II

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

CLIDDESSEN 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 2018, that:

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

9.3.i

01/05/2018

dated

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

Chairman

Clerk



APPENDIX VIII.III

Section 2 – Accounting Statements 2017/18 for

CLIDDES DEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	11955	14118	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	5900	6500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2386	1174	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	3200	3356	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2923	4080	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	14118	15005	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	14118	15005	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	11827	11827	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	NIL	NIL	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Redacted Signature]

Date

01/05/2018

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

01/05/2018

and recorded as minute reference:

9.3.ii

Signed by Chairman of the meeting where approval of the Accounts was given

[Redacted Signature]