

MINUTES OF PARISH COUNCIL AGM

Tuesday 7th May 2019 Cliddesden Memorial Hall 7.30pm

Present Parish Councillors Alan Tyler (Chair), Simon Barker, Mark Gifford, Hazel Metz, Alison Mosson.
Clerk Susan Turner. Guests Ward Cllr Mark Ruffell, PC Andy Reid.

1 WELCOME

The outgoing Chairman opened the meeting.

2 DECLARATIONS OF OFFICE

Made and signed by newly elected Councillors (**APPENDIX I**), witnessed by Clerk.

The Declaration of Office includes agreement to be bound by the Code of Conduct as adopted by the Parish Council.

3 ELECTION OF NEW CHAIRMAN

AGREED Unanimously that Alan Tyler will continue as Chairman for 2019/20.
Chairman's Declaration of Office made, signed and witnessed by Clerk.

4 FORMS

4.1 **Election Expenses** (nil return forms) returned to BDBC by all Councillors.

4.2 **Declaration of Pecuniary Interest** forms. Signed copies to be emailed to the Clerk. Clerk to hold on file and forward copies to BDBC, signatures redacted.

5 PC REID REPORT

5.1 Incidents reported since last meeting

15/04 Tree across White Hill

29/04 Domestic Dispute

02/05 Damage Road Traffic Incident (Accident)

5.2 Crime reported since last meeting

Criminal damage – domestic issue (eight Crimes reported same period last year).

Noted i Fly tipping (sharps boxes) on Hackwood Lane bye-way.

ii Report received of illegally flown drone – PC Reid will investigate.

On behalf of Parish Council the Chairman congratulated PC Reid on his High Sheriff award.

6 WARD COUNCILLOR DISCUSSION

With congratulations to Cllr Ruffell on his re-election

6.1 Jolly Farmer?

The Jolly Farmer is owned by Punch Taverns who are currently advertising the tenancy. See **APPENDIX II**. Previous leaseholder Dorcam Ltd (Mike Dore and Moray Cameron). Pub's closure, and anything that can usefully be done, to be discussed at the Parish Assembly. The Parish Council intends to nominate the Jolly Farmer as an Asset of Community Value. To use the Parish Assemble and Neighbourhood Plan questionnaire to seek evidence of support for the pub.

6.2 Neighbourhood Plan?

Questionnaire, Position Statement and Design Guides are underway. To be presented at the Parish Assembly. The Steering Group is appreciative of the support given by BDBC and also the time and commitment contributed by Brian Karley.

For signature

6.3 Riparian responsibilities?

The Parish Council is seeking advice on how riparian responsibilities can be effectively enforced. Cllr Ruffell suggested the Environment Agency, but it is acknowledged the EA is not resourced to take on particular small scale localised issues.

BDBC have been involved in the past – reference Parish Council letter dated February 2015. Cllr Ruffell advised to contact Director of Borough Services.

PC Reid and Cllr Ruffell left the meeting with the thanks of all.

7 MINUTES OF LAST MEETING of 5th March agreed and signed.

8 DECLARATIONS OF INTEREST in items on the Agenda – none.

9 REVIEW OF PARISH COUNCIL AREAS OF RESPONSIBILITY

Alan Tyler – Chairman; Planning

Simon Barker – Highways; Pond & Drainage

Mark Gifford – Neighbourhood Plan

Hazel Metz – Village Upkeep; Village Hall Committee rep

Alison Mosson – Environment & Conservation (3CG); Communication.

Clerk – Finance; Newsletter.

10 HIGHWAYS AND TRAFFIC**10.1 Speed Indicator Device**

i. Licence Agreement with HCC signed (undated) by Chairman & Clerk.

To be returned to BDBC Legal Dept.

ii. Method statement & Risk assessment

AGREED Method statement & Risk assessment for moving SID and changing batteries.

See **APPENDIX III**.

ACTION Clerk and Simon Barker to confirm details for order.

10.2 Hedges bordering the Highway

AGREED The Parish Council wishes to record its appreciation to those who cut back their hedges before nesting season.

ACTION Re Hackwood Lane loop – Clerk to write to landowner regarding encroaching hedge which results in damage by forcing drivers onto the opposite verge. To request the hedge by cut back after the end of August.

Re Woods Lane – Noted that assistance may be needed (after end August) with the Conifers (brought further over the road by the snow).

10.3 Bus shelter**i. Bench**

Thanks to Simon Barker for making – to be installed shortly.

ii. Roof

AGREED To investigate affordable means of roofing.

10.4 Tamar AD

Lorry bound for the Tamar AD reported travelling through Cliddesden, Farleigh Hill to Garlic Lane, contrary to specified route. Noted Neighbourhood Forum has constant complaints, reports, regarding Tamar vehicles. Also noted delivery times restricted – but leads to one, two or three lorries parked over flyover waiting to get on site. (Dummer Parish Council chairman heads the Parish side of the AD Committee.)

ACTION Mark Gifford to look up Neighbourhood Forum details.

For signature

10.5 Tipping grass cuttings on verges

The Parish Council supports 3CG in always trying to be as wildlife friendly as possible. Grass cuttings piled on verges suppress all the natural vegetation we should be encouraging, including mallow, burdock, wild strawberries – enriches the soil with nitrogen and potassium making it unsuitable for their growth – and encourages nettles and docks which benefit from these conditions. There is also the potential for grass cuttings to contain herbicides. (Noted that grass cuttings in compost heaps can be beneficial but not on the roadside.) It was also noted that dumping garden waste is fly-tipping and so illegal.

ACTION Article to be drafted for next *Newsletter*.

10.6 Surface dressing Station Road and Hackwood Lane

Complaints received from residents who moved their cars according to signs from the Contractors giving notice of surface dressing works – which were completed to a different schedule – plus conflicting signs later put out by HCC.

11 POND & DRAINAGE**11.1 Pond outflow watercourse**

Reference Public Session 6.3.

ACTION Clerk to seek advice from BDBC.

11.2 Pond de-silting

Ref meeting with R & W Civil Engineering – see **APPENDIX IV**

AGREED To go ahead with water testing (cost up to £300 plus VAT).

Once results received, draw up plan for works including area to be cleared and maximum expenditure. Not primarily a wildlife pond but a section should be left as undisturbed as possible.

Noted again that the Pond is unregistered land. It is understood that when the land from Hooper's (Church Farm) was sold, the pond area wasn't included within any of the parcels of land divided for sale.

ACTION To investigate grant funding.

12 PLANNING**12.1 Parish Planning applications**

No new applications for discussion – see **APPENDIX V** for current applications relating to the Parish.

Noted that the garage permitted development application for 11 Woods Lane ([19/00561/LDPO](#)) has been approved.

Appeal for fifth house at Langdale still pending ([18/03172/FUL](#))

12.3 Neighbourhood Plan

Reference Public Session 6.3, plus Parish Assembly at 14 below.

12.4 Enforcement

Cruenta Carus (Station Manor) – Continued breach of conditions re '19 removal of B8 storage'. Storage continues to be advertised.

ACTION To continue to pursue with BDBC.

For signature

13 FINANCE**13.1 Cheques approved for signature**

753	Personalised Print CVN April (12pp) & May (12pp)	£151.00
754	HALC (incl NALC) subs	£230.00
755	Came & Co - ref Insurance	£321.33
756	Clerk Salary April-May 2019	£536.04
759	Royal Mail for Freepost Licence (Neighbourhood Plan)	£536.04

Note cheques 757 and 758 allocated to 2018-19

13.2 Year End accounts

Signed by Chairman and Clerk. See **APPENDIX VI**.

13.3 Audit / AGAR – Annual Governance and Accountability Return

See **APPENDIX VII**.

i. Annual Governance Statement agreed. Signed by Chairman and Clerk.

ii. Accounting statements agreed. Signed by Chairman and Clerk.

iii. Exemption certificate certifying exemption from external audit as annual turnover 2018/19 under £25K. Signed by Chairman and Clerk.

iv. Internal audit to be conducted 16th May.

14 PARISH ASSEMBLY FRIDAY 17TH MAY**14.1 Jolly Farmer**

Agreed to give residents, on entering the Hall, the opportunity to sign a document drafted in support of nominating the Jolly Farmer as an Asset of Community Value. Also request comments indicating opinion on the value of the pub to the Village.

14.2 Chairman's 'Review of the Year'

Considered and agreed.

14.3 Neighbourhood Plan presentation'

To be review at NP meeting tomorrow evening 8th May.

14.4 Highways and potholes

Potholes are usually mentioned as an issue. Simon Barker to prepare a short presentation on how to log details on the HCC website which brings the most chance of action being taken.

14.5 Catering

Simon Barker to buy drinks, Hazel Metz to provide snacks / nibble – estimated for max 40 people. Set up from 6.45pm.

15 FURTHER REPORTS**15.1 Memorial tree for Eddie Rapley**

Family requested permission to plant a tree. Parish Council considered and agreed to be planted at the pond, and one of the 'Cherry' options selected by Alison Mosson. Selection to be emailed for the family to chose. The Parish Council agreed it would have the old Willow stump ground out so a Cherry can be planted in its place.

ACTION Clerk to email as above, the Parish Council can order and plant the tree.

16 NEXT MEETINGS Tues 2nd July, 3rd Sept, 5th Nov.

Meeting closed at 9.15pm with thanks to all present

For signature Date

APPENDIX I

NOTICE OF UNCONTESTED ELECTION

Basingstoke & Deane

Election of Parish Councillors for Cliddesden on Thursday 2 May 2019

I, Melbourne Barrett being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Cliddesden.

Name of Candidate	Home Address	Description (if any)
BARKER Simon Richard	2 Railway Cottages, Station Road, Cliddesden, Basingstoke, RG25 2NL	Independent
GIFFORD Mark Christopher	Faraway, Off Hackwood Lane, Cliddesden, Nr Basingstoke, Hants, RG25 2NH	Independent
METZ Hazel Frances	Lavender Cottage, Cleresden Rise, Cliddesden, RG25 2GZ	
MOSSON Alison Kay	11 Southlea, Cliddesden, Basingstoke, RG25 2JN	
TYLER Alan Bernard	Chequers, Farleigh Road, Cliddesden, RG25 2JL	

Upton Grey and The Candovers

Electorate: 2,241 | Turnout: **(42.79%)** | Spoiled votes: **26**

Candidate	Party	Votes	Elected?
BRIAN, Mary Margaret	Labour Party Candidate	74	
RUFFELL, Mark Beresford	The Conservative Party Candidate	685	Elected
TEAGLE, Jeff	Liberal Democrat	174	

APPENDIX II.I

The screenshot shows the Punch website interface. At the top, there's a navigation bar with the Punch logo, menu items like 'RUN A PUB', 'AVAILABLE PUBS', 'NEWS', 'EVENTS', 'ABOUT', 'CONTACT', and 'SEARCH SITE', and a phone number '01283 501999'. Below this is a large image of the 'Jolly Farmer' pub. To the right of the image, there's a summary box for the pub listing. The listing includes the address 'JOLLY FARMER, FARLEIGH RD., BASINGSTOKE RG25 2JL', a price of '£6,750', and a weekly rent of '£837 PW'. It also lists facilities such as Accommodation (Private), Beer Garden, Car Park, Cash A/c, Catering Kitchen, Live Entertainment, and WiFi. A button at the bottom of the listing says 'View our About this Pub'.

Overview

Running a pub business is a fantastic way to be your own boss, meet new people and support your local community. At Punch, we're passionate about pubs and the people we work with and want like-minded people to join us. Being a Publican can be hugely rewarding and, with our tailored support, can help you achieve your aspirations.

[READ MORE](#)

Financial Information

Initial Deposit*	£6,000	Full Deposit	£30,876
Legal Fees	£750	Maintenance Fund Per Week	£40
Working Capital	£2,000 - £4,000	Street Check	Click Here

Financial Information

Forecasted Annual Wet Turnover	£398,276	Forecasted Annual Food Turnover	£94,033
Forecasted Annual Other Turnover	£5,439	Agreement	Tenancy 5yr

APPENDIX II.I



JOLLY FARMER

BASINGSTOKE

Running a pub business is a fantastic way to be your own boss, meet new people and support your local community...

AGREEMENT TYPE:
TENANCY

RENT:
£837 PW

FACILITIES



APPENDIX III.I – SID DEPLOYMENT

APPENDIX IV – POND MEETING 30th MARCH 2019

Notes from meeting with R & W Civil Engineering re clearing pond.

First thing, would be to have the pond water sampled. Parish Council or R&W could arrange to do this. Use Hants Labs (and someone else)

Cost would be c £250. The results of the test would dictate the cost of disposing of the silt.

Re clearing the pond

1. Time and cost depends of course how deep pond is, how much silt likely to be?
2. They would operate from the parking area and would need to cordon off this area.
3. Bring in tracked excavator / digger which can work from within the pond and would pull out silt and leave on grassed area. R&W confident it can work without damaging liner.

Possibly two to three days of working. They would of course like conditions to be as dry as possible and suggested pumping away water along the outflow. (Not sure what to be done about the fish.)

Suggest good practice to clear the 'front' two thirds / three quarters, leaving 'back' of pond against the houses as some refuge for wildlife.

(There were a pair of ducks around the bank and maybe moorhen.)

4. Would leave silt pulled out for three days plus to dry out – and also hopefully let any wildlife that can, escape.
5. Take silt away in lorry loads, likely between £400 and £600 per load - depending on how contaminated.
6. Works would likely be ongoing for about a week. Suggested start clearing on a Monday, then the silt removed the following Monday.

Need to confirm in writing to R&W that no SSSI or protected species in pond.

R&W very careful to point out they would fence off around trees when working to avoid any running over roots, in particular Birch by parking area.

APPENDIX V – CURRENT PLANNING APPLICATIONS RELATING TO THE PARISH**PARISH PLANNING APPLICATIONS**

19/00561/LDPO (**Granted** 11th April, Validated 28 Feb) 11 Woods Lane, Cliddesden. Certificate of lawfulness for the proposed erection of a garage.

18/03172/FUL **Appeal in progress** Appeal Ref: APP/H1705/W/19/3221562

Land At Langdale, Woods Lane, Cliddesden. Erection of a detached dwelling and new access (new plot – between plots 3 and 4 – approved under 18/01162/FUL)

OLD BASING – MOTO APPLICATION

17/03487/FUL **Pending** 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.

APPENDIX VI.I – YEAR END ACCOUNTS

CLIDDESSEN PC – INCOME 2018/19 - YEAR END

£15,004.60

Date	Item	Precept	Grants	NP	News letter	Interest	VAT	Total
30/04/18	Parish Precept (six months)	£3,575.00						£3,575.00
25/04/18	Tax base support (rebate)		£221.00					£221.00
17/09/18	Parish Precept (six months)	£3,575.00						£3,575.00
11/06/18	WI donation - newsletter				£25.00			£25.00
27/09/18	VH donation - newsletter				£450.00			£450.00
18/01/19	Groundwork UK - NP grant			£3,680.00				£3,680.00
2018/19	Bank interest					£6.17		£6.17
2018/19	Vat reclaim 17/18						£313.14	£313.14
2018/19	Vat reclaim 18/19						£962.39	£962.39
TOTALS		£7,150.00	£221.00	£3,680.00	£475.00	£6.17	£1,275.53	£12,807.70

£12,807.70

RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2017	£15,004.60
Plus income	£12,807.70
Minus expenditure	£12,131.39
Balance	£15,680.91

April	£0.59
May	£0.51
June	£0.68
Jul	£0.58
Aug	£0.53

BANK RECONCILIATION

Treasurers account	£3,279.22
Inst Accesss	£12,271.48
plus VAT outstanding 16/17	£150.08
plus VAT outstanding 17/18	£313.14
plus VAT outstanding 18/19	£962.39
minus cheques not cleared	£1,295.40
Balance	£15,680.91

Sept	£0.48
Oct	£0.54
Nov	£0.57
Dec	£0.36
Jan	£0.35
Feb	£0.51
Mar	£0.47

Total £6.17

APPENDIX VI.II – YEAR END ACCOUNTS

CLIDDESSEN PC – EXPENDITURE 2018/19- YEAR END														
Date	Supplier	Description	Chq	Salary	Expenses	Finance/Admin	N'letter	Village Hall	Maint/ce	PROJECT	Community	NP	VAT	TOTAL
£43,221.00	Alan Ecton Brickwork	Bus shelter restoration	717c						£1,250.00				£250.00	£1,500.00
£43,221.00	HALC	HALC (incl NALC) subs	718c			£230.00								£230.00
£43,221.00	Came & Co	Parish Council Insurance	719c			£311.97								£311.97
£43,221.00	Clerk	Salary April - May 2018	720c	£536.04										£536.04
£43,231.00	Personalised Print	Newsletter April/May 2018	721c				£171.36							£171.36
£43,231.00	HM for ASDA	Assembly expenses	722c		£16.20									£16.20
£43,284.00	Personalised Print	Newsletter June/July 2018	723c				£159.18							£159.18
£43,284.00	Clerk	Salary April - May 2018	724c	£536.04										£536.04
£43,284.00	ST for 1&1 Internet	WebsiteMay/Jun/July2018	725c			£29.97							£5.99	£35.96
£43,284.00	SB for Sainsbury	Assembly expenses	726c		£65.00									£65.00
£43,284.00	John K Murray	Internal audit	727c			£125.00								£125.00
£43,314.00	ICO	DataProtectionRegister	DD			£35.00								£35.00
£43,325.00	All Secure Security	VH CCTV deposit	728c					£730.34					£146.07	£876.41
£43,347.00	Personalised Print	Newsletter Aug/Sept	729c				£136.48							£136.48
£43,347.00	Clerk	Salary Aug-Sept 2018	730c	£536.04										£536.04
£43,347.00	ST for 1&1 Internet	WebsiteAug/Sept/Oct2018	731c			£29.97							£5.99	£35.96
£43,347.00	All Secure Security	VH CCTV balance	732c					£730.34					£146.07	£876.41
£43,347.00	HALC	NeighbourhoodPlan training	733c									£45.00	£9.00	£54.00
£43,347.00	PGGM	Pond waste removal	734c						£65.00				£13.00	£78.00
£43,350.00	PGGM	SouthleaStepsMaterials	735c							£678.00			£135.60	£813.60
£43,410.00	Personalised Print	CVN Oct (12pp) Nov (12pp)	736c				£151.00							£151.00
£43,410.00	Signrite Digital	Hackwood Lane signs x 2	737c								£192.00		£38.40	£230.40
£43,410.00	Clerk	Salary OCT-NOV 2018	738c	£536.04										£536.04
£43,410.00	LS for Pegasus	Southlea Appeal Represent	739c									£1,000.00		£1,000.00
£43,467.00	CPRE	Donation	SO			£2.00								£2.00
£43,467.00	Clerk	Salary DEC18-JAN 2019	740c	£536.04										£536.04
£43,467.00	Personalised Print	CVN Dec (16pp) Jan (12pp)	741				£161.18							£161.18
£43,467.00	ST for 1&1 Internet	WebsiteNov/Dec2018/Jan19	742c			£29.97							£5.99	£35.96
£43,529.00	Plan-et (NP)	Neighbourhood Plan	743c									£120.00	£24.00	£144.00
£43,529.00	AM for Office Outlet	Neighbourhood Plan	744c									£12.49	£2.50	£14.99
£43,529.00	Personalised Print	CVN Feb (8pp) +Jan leaflet	745				£56.90							£56.90
£43,529.00	MG for Expenses	Neighbourhood Plan	746c									£4.06	£0.81	£4.87
£43,529.00	Jolly Farmer	Neighbourhood Plan	747									£120.00		£120.00
£43,543.00	Clerk	Salary FEB-MAR 2019	748c	£536.04										£536.04
£43,543.00	ST for 1&1 Internet	WebsiteFeb/Mar/April19	749c			£30.00							£6.00	£36.00
£43,543.00	Clerk	Allowable expenses	750c		£324.00									£324.00
£43,543.00	PGGM	Hedgecutting	751c						£130.00				£26.00	£156.00
£43,543.00	Primary Tree Surg	Pond trees - Amber	752						£495.00				£99.00	£594.00
£43,554.00	Plan-et (NP)	Neighbourhood Plan	753									£239.85	£47.97	£287.82
£43,554.00	Personalised Print	CVN Mar (12pp)	754				£75.50							£75.50
TOTALS				£3,216.24	£405.20	£823.88	£911.60	£1,460.68	£1,940.00	£678.00	£1,192.00	£541.40	£962.39	£12,131.39
Date	Supplier	Description	Chq	Salary	Expenses	Finance/Admin	N'letter	Village Hall	Maint/ce	PROJECT	Community	NP	VAT	TOTAL

APPENDIX VI.III – YEAR END ACCOUNTS

CPC SIGNIFICANT VARIATIONS 2018/19 - AUDIT SHEET					
Difference between current and previous year greater than both 10% and £100 in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10					
	Item	Previous Year 2017/18	Current Year 2018/19	Difference	Diff %
1	Balance Brought Forward	£14,118.39	£15,004.60	£886.21	6.28%
2	Annual Precept	£6,500.00	£7,150.00	£650.00	10.00%
3	Total Other Receipts	£1,173.72	£5,657.70	£4,483.98	382.03%
4	Staff Costs	£3,355.56	£3,540.24	£184.68	5.50%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	NA
6	Total other payments (excl staff costs)	£3,431.95	£8,591.15	£5,159.20	150.33%
7	Balance carried forward	£15,004.60	£15,680.91	£676.31	4.51%
8	Total cash and short term investments	£15,004.60	£15,680.91	£676.31	4.51%
9	Total fixed assets and long term assets	£11,827.00	£11,828.00	£1.00	0.01%
10	Total borrowings	£0.00	£0.00	£0.00	NA
11	Trust funds	NA	NA	NA	NA
Box 3 Total other receipts					
Explanation for variation of £4,483.98 = 382.03%		17/18	18/19	Difference	
General grant		£550.00	£0.00	£550.00	
BDBC tax base support grant (rebate)		£441.00	£221.00	£220.00	
Newsletter donatons		£25.00	£475.00	£450.00	
Bank interest		£7.64	£6.17	£1.47	
VAT refund		£150.08	£1,275.53	£1,125.45	
Neighbourhood Planning Grant		£0.00	£3,680.00	£3,680.00	
TOTALS		£1,173.72	£5,657.70	£4,483.98	
Box 6 Total other payments (excl staff costs)					
Explanation for variation of £5,159.20 = 150.33%		17/18	18/19	Difference	
Expenses		£0.00	£81.20	£81.20	
Finance/Admin		£835.73	£823.88	£11.85	
Newsletter costs		£867.18	£911.60	£44.42	
Pond - and maintenance		£1,377.90	£1,940.00	£562.10	
Community		£38.00	£1,192.00	£1,154.00	
Project - Southlea steps		£0.00	£678.00	£678.00	
Village Hall CCTV		£0.00	£1,460.68	£1,460.68	
Neighbourhood Planning		£0.00	£541.40	£541.40	
VAT expend		£313.14	£962.39	£649.25	
TOTALS		£3,431.95	£8,591.15	£5,159.20	
Signed:					
Alan Tyler, Chairman.....			7th May 2019		
Susan Turner, RFO			7th May 2019		

APPENDIX VI.IV – YEAR END ACCOUNTS

CLIDDEDEN PARISH COUNCIL

2018 - 2019 Bank Reconciliation AUDIT SHEET

Receipts and payments summary			
1	Balance Brought Forward from 1st April 2018	£15,004.60	
2	Plus Income 2018/19	£12,807.70	
3	Less Expenditure 2018/19	£12,131.39	
4	Balance to take over 31st March 2019	£15,680.91	
Reconciliation			
6	Treasurer's Account at 31st March 2019	£3,279.22	
7	Bus Bank Instant Account 31st March 2019	£12,271.48	
8	TOTAL BANK ACCOUNTS	£15,550.70	
9	Plus Income outstanding	£1,425.61	
10	Less cheques to clear	£1,295.40	
11	Balance to take over 31st March 2019	£15,680.91	

Signed:

Alan Tyler, Chairman..... 7th May 2019

Susan Turner, RFO 7th May 2019

APPENDIX VII.I – AGAR

Certificate of Exemption – AGAR 2018/19 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

CLIDDSDEN PARISH COUNCIL

certifies that during the financial year 2018/19, 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 2018/19:	£12,808
Annual gross expenditure for the authority 2018/19:	£12,131

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 2015
- In relation to the preceding financial year (2017/18), 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 a copy submitted to the external auditor either by email or by post (not both).

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 1 July 2019. By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

 Date: 07/05/2019

Signed by Chairman

 Date: 07/05/2019

Email

clerk.cliddesden@parish.hants.gov.uk Telephone number: 07515 777060

*Published web address

cliddesdenparishcouncil.info

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.

APPENDIX VII.II – AGAR

	Yes	No	'Yes' means that this authority:
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 as a body corporate it is a sole managing trustee of a local trust or trusts.			

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

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

07/05/2019

and recorded as minute reference:

13.3.i

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

APPENDIX VII.III – AGAR

Section 2 – Accounting Statements 2018/19 for

CLIDDESDEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	14,118	15,005	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	6,500	7,150	Total amount of precept (or for IDB's rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,174	5,658	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	3,356	3,540	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,432	8,591	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	15,005	15,681	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	15,005	15,681	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	11,827	11,828	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 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

07/05/2019

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

07/05/2019

as recorded in minute reference:

13.3.ii MINUTE REFERENCE

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

SIGNATURE REQUIRED