

Asheldham & Dengie Parish Council

Parish Clerk / RFO: Kevin B. Money
 7 Roach Vale Colchester Essex CO4 3YN
 Tel: 07810781509 email theclerk.asheldhamanddengiepc@gmail.com
 www. <https://e-voice.org.uk/asheldham-dengiepc/>

Dear Councillor

You are summoned to attend the forthcoming meeting of Asheldham & Dengie Parish Council to be held on

MONDAY 15th. MAY 2023 immediately after the A&DPC AGM
in Dengie Village Hall

for the purpose of transacting the business ONLY shown on the agenda

KBMoney

Kevin B. Money – Parish Clerk to the Council – 9th. May 2023

The Press and Public are welcome to attend

FULL COUNCIL MEETING AGENDA

- 078/2023** Chairman welcome to the Asheldham & Dengie Parish Council meeting
- 079/2023** Apologies for Absence
- 080/2023** Declaration of Interest
 To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda
 Councillors to check that their ROI are up to date
- 081/2023** To approve the Minutes of the last Council meeting of Asheldham & Dengie PC
 To receive and agree the minutes of the last A&DPC meeting held on 3rd. April 2023
- 082/2023** Essex County Councillors report - To receive a report from Essex County Councillor
- 083/2023** District Councillors report - To receive a report from the District Councillor
- 084/2023** Questions from the Press and Public – First Session
 (This session should not exceed 15 minutes – unless otherwise directed by the Chair - no individual to speak for longer than 3 minutes on any one issue) An opportunity for members of the public to speak and raise issues.
- a) Election 2023 update and Co-Option information – Parish Clerk
- 085/2023** Asheldham Residents Group – Update from the ARG and to make any decisions necessary.
 A maximum time of **15 minutes** will be allowed
- 086/2023** Highway & Public Footpath Issues
 To receive updates on outstanding highways issues and an opportunity for members to raise any new highways issues and make decisions accordingly.
- 1) Update on the Asheldham Bends Project to be reviewed by ECC Highways and the LHP Panel and make any decisions required.
 - 2) Update regarding Asheldham Brook Bridge and to make any relevant decisions.
 - 3) Update regarding FP10 and FP12 (Ref: 2752089)
- 087/2023** Planning Application/s
- 23/00350/VAR** - Barn Approximately 70 Metres Northwest Of Reddings Farm Reddings Lane Tillingham
 Variation of condition 3 (Accommodation to be used by seasonal workers) on planning application 13/01060/FUL (Conversion of vacant farm buildings to form accommodation for agricultural farm workers. Alterations to Listed Building to enable conversion of farm buildings to form accommodation for agricultural farm workers. Renewal of application FUL/MAL/12/00112)
 Documents can be found at
<https://cdp.maldon.gov.uk/planning/planning-documents?SDescription=23/00350/VAR>

23/00244/FULM - Land To The South Of Keelings Road Dengie Essex

Erection of a 19 MW Solar PV Array, comprising ground mounted solar PV panels, with co-located 5 MW battery energy storage system (BESS), vehicular access from Keelings Road, internal access tracks, landscaping and associated infrastructure including security fencing, CCTV cameras, and grid connection infrastructure including transformers, substation compound buildings and cabling route to the point of connection

Documents can be found at

<https://cdp.maldon.gov.uk/planning/planning-documents?SDescription=23/00244/FULM>

23/00393/HOUSE - Little Grange Rushes Lane Asheldham Southminster

Installation of dormer window

Documents can be found at

<https://cdp.maldon.gov.uk/planning/planning-documents?SDescription=23/00393/HOUSE>

088/2023 Planning issues affecting Asheldham & Dengie

- 1) **United Dengie Councils** – To receive an update.

089/2023 Planning Decision/s made by MDC affecting Asheldham & Dengie**090/2023 Planning Appeals affecting Asheldham & Dengie****091/2023 Dengie Village Sign** - To receive an update and to make any decisions necessary.**092/2023 The Grass Verge - Asheldham**

- a) Update on the installation of the planters.

093/2023 Questions from the Press and Public – Second Session

(This session should not exceed 15 minutes – unless otherwise directed by the Chair - no individual to speak for longer than 3 minutes on any one issue) An opportunity for members of the public to speak and raise issues. Code of Conduct consistent with “Nolan Principles” set out in Appendix 1 and the provisions of S29(1) Localism Act 2011.

094/2023 Annual Return 2022/2023

- 1) To receive the 2022/23 signed Internal Audit Report
- 2) To receive and sign the Certificate of Exemption – AGAR 2022/23 part 2
- 3) To receive and sign the Section 1 - Annual Governance Statement 2022/23
- 4) To receive and sign the Section 2 - Accounting Statements 2022/23

095/2023 Finance

- 1) To receive the Bank reconciliations as at 30th. April 2023
- 2) To receive the comparison of Actual to Budget 2023/24
- 3) To approve the payment of Accounts for May 2023 and to agree a transfer of funds to meet the Parish Council’s financial requirements
- 4) Councillors to confirm they have completed their registration for the new Unity Trust Bank accounts

096/2023 Items for Next Agenda**097/2023 Date of Next Full Council meeting – Monday 5th. June 2023 at 6.30pm****098/2023 Closure of the Meeting**

To Close the meeting having considered and determined all items of business

Asheldham & Dengie Parish Council

Parish Clerk / RFO: Kevin B. Money

7 Roach Vale Colchester Essex CO4 3YN

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Minutes of the Asheldham & Dengie Parish Council Meeting held on Monday 3rd. April 2023 at 6.30pm in Dengie village hall

Present: Cllrs D. Henson (Chairman), L. Brown, R. Griffiths, N. Kelly, S. Russell and Kevin B. Money (Parish Clerk). There were also 2 members of the public present

049/2023 Chairman welcome to the Asheldham & Dengie Parish Council meeting.

The Chairman welcomed everyone to the meeting

050/2023 Apologies for Absence were received from ECC Cllr W. Stamp

051/2023 Declaration of Interest

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda Councillors to check that their ROI are up to date. Cllr N. Kelly declared an interest in item 058/2023

052/2023 To approve the Minutes of the last Council meeting of Asheldham & Dengie PC

To receive and agree the minutes of the last A&DPC meeting held on 6th. March 2023. **All Agreed**

053/2023 Essex County Councillors report - To receive a report from Essex County Councillor Reports from Cllr W. Stamp throughout the month have been forwarded onto Councillors

054/2023 District Councillors report - To receive a report from the District Councillor

No report was given

055/2023 Questions from the Press and Public – First Session

(This session should not exceed 15 minutes – unless otherwise directed by the Chair - no individual to speak for longer than 3 minutes on any one issue) An opportunity for members of the public to speak and raise issues.

a) Update on training for residents using the defibrillator – Cllr D. Henson

Training went well. 30 people attended. Councillors thanked Cllr D. Henson for organising the training Cllr L. Brown suggested a donation to the First responders of £100. Cllr N. Kelly. **All Agreed**

b) King's Coronation event

Nothing to be updated but all is in hand. Cream Teas on Sunday 7th. May

c) Election 4th. May 2023 – Update from the Clerk

The Clerk informed the meeting that all Election information had been circulated to Councillors and placed on the website. The closing date for receipt of nomination papers is 4pm on 4th. April 2023

056/2023 Asheldham Residents Group – Update from the ARG and to make any decisions

necessary. A maximum time of **15 minutes** will be allowed

Colin Cooper supplied a report prior to the meeting. It read

ARG wishes to extend its thanks to all concerned at the arrival and positioning of the seat commemorating the late Queen's Platinum Jubilee on the land near the salt bin in Asheldham

It is understood that much progress has been made by Dengie residents Bob Moull and Andrew Snowdon over the matter of the planters to go on the rest of the same land. No doubt Andrew will be providing full details to the meeting a little later on. ARG will be arranging volunteer work parties when it comes to the positioning of the planters. The unauthorised parking is still continuing to date.

The further supply of 420 Wildlife saplings has been delivered to myself and ARG will be arranging volunteer work parties as soon as possible to firstly clear the remaining land of fallen and rotten tree trunks that needs this towards the house known as Broomfield in Southminster Road, md to then plant these saplings up.

Resident Kathleen Hindmarch has complained to ARG and asked for it to be reported to the PC that on successive days recently the road outside her house was being swept at a time of prolonged and torrential rain.

ARG Treasurer Rik Pond wishes to report to the PC the blocked drains in Asheldham on the B1021 and also in the B road leading up from Asheldham Brook Bridge towards Thorogood's asparagus

Minutes for Full Council meeting on Monday 3rd. April 2023 in Dengie Village Hall

farm, which area is actually in Southminster PC's jurisdiction. Perhaps I may be allowed to bring this matter up later in the meeting under the Second Public Session.

The Annual Spring Litter Pick took place on 1st. April.

As a result, would the PC pay monies towards the electricity costs. **All Agreed.**

ARG's AGM is scheduled to take place here at 6pm on Monday 15th May 2023 immediately before the Annual Meeting of the Parishes and routine PC Meeting. All are welcome to attend.

The Chairman thanked Colin and the ARG for organising the litter pick event.

Regarding the blocked drains the Clerk is to contact Southminster Clerk regarding the dangerous amount of water being caused from blocked drains from Cripplegate in Southminster to Asheldham Brook Bridge. A joint investigation including contact with Wendy Stamp.

Clerk to raise a complaint regarding the blocked drains within Asheldham itself from Asheldham Brook Bridge to the house known as 'Broomfield'. The amount of water being produced due to this is extremely dangerous and becoming a really problem within the village. We would like ECC to investigate if the drainage system has collapsed and perhaps that is why it cannot cope? To send to Wendy Stamp as well.

057/2023 Highway & Public Footpath Issues

To receive updates on outstanding highways issues and an opportunity for members to raise any new highways issues and make decisions accordingly.

1) Update on the Asheldham Bends Project to be reviewed by ECC Highways and the LHP Panel and make any decisions required. No update has been received
Due to blocked drains from Cricklegate Corner to Asheldham Brook Bridge the Clerk to contact ECC W. Stamp for an update

2) Update regarding Asheldham Brook Bridge and to make any relevant decisions.
No update has been received. A visit has been done so where is the report?
Due to blocked drains from Cricklegate Corner to Asheldham Brook Bridge the Clerk to contact re the report from recent investigative works that have been carried out.

3) Update regarding FP10 and FP12 (Ref: 2752089). No update has been received.

058/2023 Planning Application/s

Cllr N. Kelly left the meeting

23/00168/FUL - Land At Asheldham Grange Barn Rushes Lane Asheldham
Erection of agricultural style barn to store tractors and farming machinery associated with the maintenance of the land

RESOLVED: Refuse this planning application for the reasons of location being detached from the existing building line. In principle the PC does not have a problem with the application but would prefer a better suited position closer to existing buildings. Also, it should not affect the street scene

Cllr N. Kelly re-joined the meeting

059/2023 Planning issues affecting Asheldham & Dengie

1) **United Dengie Councils** – To receive an update. No update has been received

060/2023 Planning Decision/s made by MDC affecting Asheldham & Dengie

Councillors noted the planning decisions made by MDC affecting Asheldham & Dengie villages

HOUSE/MAL/22/01104 - Bridgewick Farmhouse North Bridge Wick Lane Dengie Essex
Part retrospective construction of outbuilding for use incidental to the occupation of the dwelling
APPROVE subject to conditions

LBC/MAL/22/01105 - Bridgewick Farmhouse North Bridge Wick Lane Dengie Essex
Part retrospective construction of outbuilding for use incidental to the occupation of the dwelling
GRANT LISTED BUILDING CONSENT subject to conditions

061/2023 Planning Appeals affecting Asheldham & Dengie

No Planning Appeals have been submitted affecting Asheldham & Dengie

062/2023 Dengie Village Sign - To receive an update and to make any decisions necessary.
No update received

063/2023 The Grass Verge - Asheldham

a) Update on the installation of the planters.
6 planters have now been built and a working party is required to instal the planters and to repaint the sleepers.

064/2023 Asheldham & Dengie Beacon

a) Update regarding communication with landowner and Bullfinch and to make any necessary decisions. Cllr L. Brown is happy for the beacon to be placed on their land. It must be gas operated and whether any planning permission is required. The Clerk to investigate.

065/2023 Questions from the Press and Public – Second Session

(This session should not exceed 15 minutes – unless otherwise directed by the Chair - no individual to speak for longer than 3 minutes on any one issue) An opportunity for members of the public to speak and raise issues. Code of Conduct consistent with “Nolan Principles” set out in Appendix 1 and the provisions of S29(1) Localism Act 2011.

No questions were asked

066/2023 Finance

1) To receive the Bank reconciliations as at 31st. March 2023

Councillors noted the Bank reconciliations as at 31st. March 2023

2) To receive the comparison of Actual to Budget 2022/23

Councillors noted the comparison of Actual to Budget 2022/23

3) To approve the payment of Accounts for April 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

4) To update on the new Unity Trust Bank accounts. The RFO informed the meeting that 2 new bank accounts have been opened at UTB but he is waiting for the 2023/2024 Precept to arrive before closing both Barclay Bank accounts and transferring them to UTB. He has set a switching date of 4th. May 2023

067/2023 Items for Next Agenda

068/2023 Date of Next Full Council meeting – Monday 15th. May 2023 at 6.30pm which is the Annual Village meeting followed by Council AGM then onto Full Council meeting

069/2023 Closure of the Meeting

To Close the meeting having considered and determined all items of business
The Chairman then closed the meeting at 7.35pm and thanked everyone for attending

Signed

15th. May 2023

Chairman

MICHAEL J. LAWSON

45 Heycroft Way

Tiptree

Essex

CO2 9QB

Email: michaeljlawson1952@gmail.com

ASHELDHAM & DENGIE PARISH COUNCIL INTERNAL AUDIT 2022/2023

Once again, with the full use of internet banking the security of the finances has been robust.

Full details were provided at each Meeting and these match the records now reviewed.

Meetings of the Parish Council were held at reasonable intervals through the year. These were open to the public and correctly publicised. Parish Councillors raised sound questions, reviewed the Budget regularly and thoroughly examined the Precept.

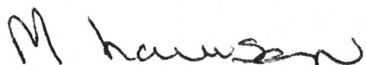
All expenses were confirmed by appropriate paper invoices.

Income matched that expected which was expected.

The records are well kept, meticulously recorded and neatly stored so it is easy to follow the accounting trail.

Therefore, I recommended that the Accounts for the Year Ending 31st March 2023 be based on the figures recorded.

Signed:



Name: Michael J. Lawson

Date: 14th. April 2023

Annual Governance and Accountability Return 2022/23 Form 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 Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. 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**:
 - a) 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 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must 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.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available 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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, 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 2023. 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 2023**. 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 AGAR 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 before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	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 2022/23 Form 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ASHELDHAM AND DENGIE PARISH COUNCIL

certifies that during the financial year 2022/23, 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 2022/23: **£8,597** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£8,324** PER 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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), 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 the above statements apply and 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 the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date

SIGNATURE REQUIRED

15/05/2023

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

15/05/2023

Signed by Chairman

Date

SIGNATURE REQUIRED

15/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

theclerk.asheldhamanddengiepc@gmail.com MAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

<https://e-voice.org.uk/asheldham-dengiepc/> PUBLISHED WEBSITE/WEBPAGE 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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

ASHELDHAM AND DENGIE PARISH COUNCIL

<https://e-voice.org.uk/asheldham-dengiepc/>

WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 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	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.			NO petty cash used
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 bank account reconciliations were properly carried out during the year.	✓		
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

14/04/2023

Name of person who carried out the internal audit

MICHAEL LAWSON

Signature of person who carried out the internal audit

M Lawson

Date 14/04/2023

*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 2022/23

We acknowledge as the members of:

ASHELDHAM AND DENGIE 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 2023, 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:

15/05/2023

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

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No

✓ |

<https://e-voice.org.uk/asheldham-dengiepc/>

WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ASHELDHAM AND DENGIE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	6,326	7,488	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. 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	6,185	6,296	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,322	2,301	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	3,025	2,844	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,324	5,480	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	7,488	7,761	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	7,488	7,762	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	5,700	7,820	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

15/05/2023

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

15/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Contact details

Name of smaller authority: **ASHELDHAM & DENGIE PARISH COUNCIL**

County Area (local councils and parish meetings only): **MALDON ESSEX**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Kevin B. Money	Cllr Lisa Brown
Address	c/o 7 Roach Vale Colchester Essex CO4 3YN	c/o 7 Roach Vale Colchester Essex CO4 3YN
Daytime telephone number	07810781509	07810781509
Mobile telephone number	07810781509	07810781509
Email address	theclerk.asheldhamanddengiepc @gmail.com	theclerk.asheldhamanddengiepc @gmail.com

Smaller authority name: **Asheldham & Dengie Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 15th. May 2023 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Kevin B. Money Parish Clerk / RFO 7 Roach Vale, Colchester, Essex. CO4 3YN Theclerk.asheldhamanddengiepc@gmail.com</p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (020 7417 5000)</p> <p>5. This announcement is made by (e) Kevin B. Money RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

		BANK RECONCILIATION			
Financial year ending 31.03.24					
Bank Balance as at		30.04.23			
Barclays Community account	£	440.50			
Barclays Premium account	£	13,400.11			
Unity Trust Bank	£	108.95			
	Total:	£ 13,949.56			
Less Unpresented cheques					
Total of unpresented cheques		£	-		
Net Bank Balances as at		£ 13,949.56			
CASH BOOK					
Balance as at 01.04.23	£	7,761.78			
Plus Receipts	£	7,173.95			
Total	£	14,935.73			
Less Payments	£	986.17			
Grand Total	£	13,949.56			
Difference	£	0.00			
Bank Balance as at					
Barclays Ayletts account					
Barclays Current account					
Less Unpresented cheques					
Total of unpresented cheques					
Net Bank Balances as at					
CASH BOOK					
Balance as at 01.04.22					
Plus Receipts					
Total					
Less Payments					
Grand Total					
Difference					
Bank Balance as at					
Barclays Ayletts account					
Barclays Current account					
Less Unpresented cheques					
Total of unpresented cheques					
Net Bank Balances as at					
CASH BOOK					
Balance as at 01.04.22					
Plus Receipts					
Total					
Less Payments					
Grand Total					
Difference					

A&DPC ACTUAL AGAINST BUDGET REPORT

		Agreed 2023/24	Total Income / spend to May '23	Left in Budget as at May '23
Income	PRECEPT	7065	£ 7,065.00	
	BANK INTEREST	5	£ -	
	AYLETTS FUND	105	£ -	
	VAT REFUND	0	£ -	
	GRANTS	0	£ 108.95	
	TOTAL	7175	£ 7,173.95	
Exp.				
Staff	Salary	3300	£ 550.00	£ 2,750.00
	Office Allowance	180	£ -	£ 180.00
	TOTAL	3480	£ 550.00	£ 2,930.00
Admin	Admin Expenses & Mileage	168	£ 66.69	£ 101.31
	Audit Fees	80	£ 80.00	£ -
	TOTAL	248	£ 146.69	£ 101.31
	Highways Project	0	£ -	£ -
	Insurance	320	£ 257.60	£ 62.40
	Churchyard Water	60	£ -	£ 60.00
	Grass Cutting	1000	£ -	£ 1,000.00
	EALC/NALC/IOC Subs	195	£ 100.71	£ 94.29
	Training	500	£ -	£ 500.00
	Donations / S137	300	£ 350.00	-£ 50.00
	Village Hall Rent / Electricity	200	£ -	£ 200.00
	Election Expenses	0	£ -	£ -
	Parish Projects	550	£ -	£ 550.00
	Bank Charges	72	£ -	£ 72.00
	Website	0	£ -	£ -
	Defibrillator	250	£ 108.95	£ 141.05
	TOTAL	3447	£ 817.26	£ 2,629.74
	GRAND TOTAL	7175	£ 1,513.95	£ 5,661.05
	VAT		£ 33.93	
	Total:		£ 1,547.88	

A&DPC FINANCE MAY 2023 PAYMENTS**Income: Cllr Fluker donation of £108.95p : Precept £7065.00p:**

Chq No.	Invoice No.	Payee	Cost	VAT	Total	A&DPC Ref. No.
BACS	May '23	Kevin B. Money - Clerk salary	£ 220.00	£ -	£ 220.00	7
BACS	May '23	HMRC - Tax on salary	£ 55.00	£ -	£ 55.00	8
BACS	Donation	First Responders	£ 100.00	£ -	£ 100.00	9
BACS	16549	EALC Subscription 2023/24	£ 100.71	£ -	£ 100.71	10
BACS	2022/23	M. J. Lawson - Internal Audit	£ 80.00	£ -	£ 80.00	11
BACS		Kevin B. Money - Land Registry	£ 6.00	£ -	£ 6.00	12
		TOTAL:	£ 561.71	£ -	£ 561.71	