

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

A meeting of Great Abington Parish Council was held on Monday 26th March 2018, on the terrace at the Institute, Great Abington.

Those present at the meeting were: Mr Bernie Talbot (Chairman), Mrs Jane Bowen, Mrs Gaynor Farrant, Mr Stephen Johnson, Miss Louise Patten, Mrs Liz Sainsbury, District Councillor Tony Orgee (arrived later during the meeting), County Councillor Henry Batchelor (arrived later during the meeting), Paula Harper (Clerk), and five members of the public.

Meeting started at 7.20 pm

97. OPEN FORUM – Bernie Talbot read a letter he had recently received from a High Street resident asking whether it was legal to post notices on the telegraph post as the one opposite her house was looking rather messy. It was noted that the Planning Department and the parish council used wooden columns to post up notices. It was agreed that a request be put in the newsletter asking people to remove notices once the event had occurred.

Action Clerk to reply to resident.

98. APOLOGIES - Mrs Pennie Zimmern

99. DO COUNCILLORS HAVE INTERESTS TO DECALRE IN THE ITEMS TO BE DISCUSSED DURING THE MEETING? Has the Clerk granted any dispensations under section 33 (1) of the Localism Act on the basis is set out under section 33(2)? No interests were declared or dispensations given.

100. APPROVAL OF MINUTES- The Council approved and the Chairman signed the minutes from the last meeting on 15th January.

101. ACTIONS FROM THE LAST MEETING

- a) First aid defibrillator familiarisation course was run on 8th February at the Institute for interested members of the community. There was a disappointing attendance with only eight people at the training which was run in the morning only; there was no need for the planned evening course.
- b) The village clean-up was cancelled on 17th March, due to snow and would take place on 7th April
- c) Andrew Cole, SCDC Housing officer had got contractors to cut back tree to improve lighting on the footpath between Magna Close and Mortlock Gardens.
- d) Update on the request to have missing/fallen footpath signs near 22 South Road and on the footpath between South and North Road fixed. The signs had been fixed.
- e) Feedback on item in newsletter about whether to install double yellow lines on the High Street. Local residents had responded to the item in the newsletter, with the majority of response against the idea and four in favour. The council agreed to wait to see whether there was a problem with parking on the High Street once all the homes in Moorefield were occupied.
- f) Update on the request for a dog litter bin at top of the High Street possibly using bins from Granta Park. The refuse officer, Heidi Duffy, had replied that the request to remove the dog waste bins from Granta Park had been found and that one of the bins would be relocated along Pampisford Road.
- g) Overgrown hedges along the High Street. The residents had cut back the hedge before the Clerk needed to write to them.
- h) Council's comment on the Agri -tech planning application which was out for consultation. The planning application had been refused by South Cambridgeshire District Council.

102. OUTCOME OF PLANNING ENFORCEMENT OFFICER'S REVIEW

- a) Decision made about request to review whether the appearance of the Illumina building conformed to the planning application. The building had been inspected, photographs taken and it was agreed that no further action was required.

103. MEETING WITH HIGHWAY OFFICER ON 16TH JANUARY

a) Feedback on what improvements the officer said could be made to the path surfaces. The Clerk met with Nicola Burden the Highway Officer for the village who agreed that the worse holes in the High Street pathway between Lewis Crescent and the entrance to Mortlock Gardens would be repaired by her department in the new financial year, as would the footpath between Chalky Road and Pampisford Road, where the concrete was broken and was a tripping hazard. However, the path between Gildencroft and the school was not in a poor enough state to warrant repairing by the Highway budget, but she agreed to quote the cost to repair the worst holes so the council could consider funding it. No quote or acknowledgement of what was agreed has been received.

Action Clerk to send the Highway Officer, the Clerk's email detailing what was agreed to councillors.

104. REPORT FROM COUNTY COUNCILLOR HENRY BATCHELOR-emailed to councillors. **Report delivered later during the meeting.**

105. REPORT FROM DISTRICT COUNCILLOR TONY ORGEE- emailed to councillors. **Report delivered later during the meeting.**

106. PARISH COUNCIL ELECTIONS IN MAY

a) All councillors had been given/offered nomination papers by the Clerk. Stephen Johnson told the meeting that he would not be standing this time.

b) The deadline for councillors to return nomination papers to the District Council was 6th April.

c) The notice had been posted up on 26.03.18 advertising the elections.

107. FINANCE

a) Income – nil

b) Income and Expenditure against budget emailed to councillors on 20.03.18. Any questions raised were answered on email.

c) Bank balances as at 28th February 2018

Community Account - £4,778.58 - £5,000 transferred on 06.03.18

Business Interest - £39,160.20- last statement 02.01.18

Active Saver Account (s106 funds) – £40,840.85- last statement 02.01.18

d) Can the Council authorise the payments in the table below? **The council authorised the payments by a proposal from Liz Sainsbury and seconded by Gaynor Farrant with the support of all councillors.**

e) Cheque 101148 has not been cleared by the bank as the bank says that an amendment wasn't authorised, so a new cheque had been raised to be signed at this meeting.

f) The Finance working party meeting was held on 13.02.18 when most of the cheques were signed.

Payment to be authorised by councillors:

101142	Abington Institute	Hall hire	£120.00
101143	HM Revenue and Customs – tax	Income Tax	£210.20
101144	Paula Harper – Feb Mar	Net pay for Feb & March	£419.94
101145	Cambs ACRE	Neighbourhood Plan work	£1200.00
101146	CAPALC-	Standing orders and	£17.89
101147	Anton King	First aid courses	£50.00
*101148	Phil Jones Associates	Neighbourhood Plan work- not honoured by bank	£5839.81
101149	VOID	Insurance premium lowered	0
101150	Bernie Talbot	Neighbourhood Plan stationery	£24.94
101151	Zurich Municipal	Insurance	£491.29
101152	Phil Jones Associates	Neighbourhood Plan work	£5839.81

* Funds from earmarked reserves from previous years budgets

Other earmarked funds are: £17,000 for procurement of amenity facilities, and footway repairs £3,000.

108. INTERIM AUDIT REPORT - Recommended actions from report.

a) Modification and adoption of latest Standing Orders from model created in 2013 which had been circulated to councillors. **Liz Sainsbury proposed the adoption of the Standing Orders which was seconded by Gaynor Farrant with the support of all councillors.**

b) Annual review of the Financial regulations, the Risk Management Policy and the Internal Control Policy; which had been circulated to all councillors. **Councillors were happy for these three documents to remain unchanged which was agreed by a proposal from Gaynor Farrant which was seconded by Liz Sainsbury, with the support of all councillors.**

c) Amendment to entry in July spreadsheet had been made at the suggestion of auditor; will the council authorise the addition of this revised page to the minutes? An amendment had been made to correct the income received; councillors agreed for the sake of transparency that the original minutes should remain with the revised set added and a note made on the original version explaining why two copies were enclosed. – **Action Clerk.**

109. FORMALLY SELECT AN INSURANCE SUPPLIER

The outline details of three quotations from insurance companies (BHIB Insurance Brokers, Norris and Fisher Insurance Broker and Zurich Municipal) had been circulated to councillors and Zurich insurance was selected by councillors. This decision was formalised by a proposal from **Liz Sainsbury, which was seconded by Gaynor Farrant, with the support of all councillors.**

110. SELECT A GRASS CONTRACTOR

a) Quotations had been obtained from three contractors (AJ King, Herts and Cambridgeshire Maintenance Ltd and Majestic Garden Services); can councillors select a contractor for the year? **Councillors selected Majestic Garden Services as they offered good value for money and had done the work well which was proposed by Gaynor Farrant and seconded by Liz Sainsbury, with the support of all councillors.**

111. ITEMS RAISED BY COUNCILLORS

a) Update on the change of status of the old Land Settlement Estate (LSA) roads and section 106 money. Gaynor Farrant explained to the meeting that the reason she had sought to change/establish the status of the footpath for horse riders was because the owner of the woodland between North and South Road had challenged riders when they had ridden through his wood. She went on to explain that the wood had been used by horse riders since at least 1956. Gaynor had been working with the British Horse Society (BHS) and had met with their access officer for Cambridgeshire. The definitive maps will be unchangeable after 2026, so she had been advised to reclassify the LSA roads and footpath as bridleways (as they were currently footpaths) to enable horse riders to gain access to the woodland. BHS had suggested Gaynor request that the Abington Estate Management Limited (AEMI) AGM (the South Road, North Road, Chalky Road and Cutting Road residents management group that maintains the privately-owned roads on this estate) would be a good forum to request that the change in the roads status be made by the agreement of the meeting to an express dedication. The item was not on the AGM agenda so was discussed under AOB; Gaynor reported that the meeting became threatening and wanted more information. The proposed change of status of the roads and woodland footpath to bridleway would now be dealt with by the BHS who had dropped their request for an express dedication. Bernie Talbot apologised to Gaynor Farrant on behalf of the council for her experience at the Roads Committee meeting.

A resident from North Road suggested that the single-track roads on the estate already had a lot of traffic using them, which was likely to increase if cyclists and horse riders from outside the village used the roads as a consequence of the proposed new bridleway status being granted. The resident had experienced walkers and dogs trespassing on her private land was concerned that this could increase. The landowner of the woodland explained that he was unable to obtain public liability insurance for the footpath through the woodland, which was why he was keen to discourage horse riders from using the route.

Bernie Talbot explained that the District Council had at one stage in the discussion about the Neighbourhood Plan said that the AEMI Committee might be able to access the section 106 funds from new dwellings built in the old Land Settlement Estate (LSA), but it recently been explained to the management group of the Roads Committee that this was not the case. This was thought to be an option in a previous version of the Neighbourhood Plan, but had been amended in the current

submitted version when the District Council officers made it clear that the LSA Roads Committee could not receive the section 106 funds.

b) Level of policing for the village. If there were a need for police in the village they would be travelling from manned stations at either Histon, Cambourne, Cambridge or Huntingdon, as local police stations were closed or unmanned. **Action Clerk** to write to the Chief Constable to ask him to explain the policy/strategy and invite a member of the police to the council's meeting in July. **Jane Bowen** to tweet the police the concerns raised.

c) Coach trip to seaside - councillors to decide the destination and date of trip. Clerk to check which dates suit Pennie and Gaynor to lead the trip, which **the council agreed would be another day trip to Felixstowe with drop-off points at the beach and the docks; this was proposed by Louise Patten and seconded by Jane Bowen with the support of all councillors.**

d) Granta Park roundabout- at peak time it was a difficult roundabout to cross for residents/users from either side of Newmarket Road, due to the stream of traffic into Granta Park.

Action Clerk to talk to the Highway Dept about get a box painted on the roundabout so that drivers only entered the roundabout if they could leave the junction, in an attempt to stop the roundabout being blocked by traffic and to allow drivers travelling in other directions to cross. **Action Clerk** to write to Granta Park about this problem to get their support.

e) Cars parking on the path outside Gildencroft – a resident asked if the council could ask the occupiers to park their two cars on their driveway rather than on the path- **action Clerk**.

f) Granta Park leisure centre for local resident's use. Jane Bowen highlighted that the planning application had made much of local residents getting the opportunity to use the leisure centre facilities. Bernie Talbot reported that Doug Cuff (of Granta Park) had reported that the newly opened leisure centre managed by Nuffield wanted to assess the level of usage from Granta Park workers before it was opened up to the community. There were some snagging problem that needed to be dealt with but the facilities would be open to the community once the centre could cope with a larger number of users. The leisure centre manager was reported to have said the facility was dependent upon village users to balance its books. Bernie Talbot had asked if an off-peak rate could be offered to village users when the leisure centre had less users.

Councillor Batchelor arrived at the meeting.

104. REPORT FROM COUNTY COUNCILLOR HENRY BATCHELOR-emailed to councillors The consultation for the three schemes proposed for the A1307 route City Deal had been extended to 9th April.

The bus route 13 service had changed with new timetables at most bus stops.

The Park and Ride's unpopular payment system would be replaced and the parking charged removed in the next few weeks.

The Haverhill Area Forum meeting would be rearranged and Councilor Bachelor suggested the parish council send a representative to attend.

112. PLANNING

a) Pennie had emailed feedback on the Planning Committee meeting on 7th March. The Agri-Tech planning application had been turned down unanimously at the Planning Committee meeting and the application for houses North of Linton Road was supported by the meeting.

b) At a planning meeting on 5th March 2018 councillors proposed that the Neighbourhood Plan document was sent to the District Council with the support of the Parish Council.

c) Application to be considered:

S/0711/18/LD – Mr Paul Coburn, 157 High Street- certificate of lawful development for proposed outbuilding This lawful development planning application had already been decided by the District Council before the council had considered it.

This lawful development planning application had already been decided by the District Council before the council had considered it.

d) Parish Council recommendations:

S/0177/18/LD – Mr A. Izzard, Wild Country Organics, 11 Chalky Road – Lawful development for the siting of 5 existing mobile homes.

Parish Council recommended refusal on 19.02.18

S/0384/18/FL – Mr A. Izzard, Wild Country Organics, 11 Chalky Road – Retrospective change of use of land for the siting of two mobile homes to supervise business.

Parish Council recommended approval on 05.03.18

S/0494/18/FL – Mr & Mrs Searle, 7 Magna Close- double storey extension
Parish Council recommended approval on 05.03.18

S/0537/18/FL – Mr & Mrs Menzies, Pegg's Cottage - Internal remodelling and extension
Parish Council recommended approval on 05.03.18

e) District Council decisions:

S/4335/17/LB - Mr & Mrs Adomeit, 75 High Street
Replace existing extraction fan from kitchen
Parish Council recommended approval on 02.01.18
District Council approved on 23.01.18

S/4322/17/FL – TWI Ltd, Granta Park
new entrance road to Bevan Braithwaite building
Parish Council recommended approval on 02.01.18
District Council approved on 30.01.18

S/3894/17/FL – Mr & Mrs F.Garcon, 57 North Road – demolish conservatory and replace with single storey extension. Create a cartlodge and lockable store.
Parish Council recommended refusal on 20.11.17
District Council approved on 11.01.18

S/1982/17/FL –Mr & Mrs Mason, Meadowbrook Farm – amendment -retrospective erection of workshop/storage building.
Parish Council recommended approval on 27.11.17
District Council approved on 19.02.18

113. UPDATE ON PUBLIC ACCESS TO GRANTA PARK.

a) Update on correspondence about local residents having access to the park. Discussed earlier under item 111f.

114. REPORT FROM THE RECREATION GROUND COMMITTEE

a) Consider Abington Recreation Ground Terms of Reference and forward comments. The terms of reference had been circulated to councillors before the meeting and it was supported unanimously by all councillors at his meeting
Three fencing quotes for the play area had now been received, which would be funded by section 106 funds held by this council. The poor-quality fencing work done around the multi-sport area would be redone by the contractor. Tree work would be carried out around the grounds to cut down and top trees. Although nothing had been officially agreed, the committee was looking into where an outline for the pump track could be installed.

115. REPORT FROM THE INSTITUTE MANAGEMENT COMMITTEE

The Institute was working well but would need to seek a new treasurer after the AGM when the current treasurer planned to resign.

116. CORRESPONDENCE

a) Email reply from owners of the wall in Mortlock Gardens. The company who own the wall planned to reduce it in size and repair the wall; the council had suggested that they communicate this plan to the local residents
b) Letters from a High Street resident explaining the disruption caused to some households by the building work at top of High St.
c) Email from David Miln on behalf of Abington Allotments requesting funding for storage container (£1200-1400) and a power hedge trimmer (£150). Brian Hayden-Smith spoke to the meeting on behalf of the allotment group about their desire to improve the facility and securely store their equipment. The group had £6400 in their reserves for repairs, maintenance and the possible purchase of the allotment land. Councillors agreed to fund the cost of the hedge trimmer and associated safety equipment to £200.00 and requested that the allotment group seek funding elsewhere towards the cost of the storage container and return to the council once grants had been

applied for. At this stage the council would decide what level of funding it would offer for the storage shed; **both these funding suggestions were proposed by Gaynor Farrant and seconded by Liz Sainsbury with support of all councillors.**

District Councillor Tony Orgee arrived at the meeting.

- d) New legislation about data protection – **action Clerk** to find out more information
- e) Resident seeking support to get neighbours tree cut back. The Clerk had sent the resident the contact details for the District Council Housing Officer as the property concerned was a council house.

105. REPORT FROM DISTRICT COUNCILLOR TONY ORGEE- emailed to councillors.

Councillor Orgee suggested the council should respond to the transport consultation. He talked about the Neighbourhood Plan being submitted to the District Council in late February and how the consultation period ended on 6th April. At the meeting Councillor Orgee had attended about this plan there had been overwhelming support for it. The recommendation was likely to be that the referendum about the plan only include local residents on the old LSA estate.

The plan for 13 new dwellings on the north of Linton Road had been supported by the planning committee with 8 of the committee in favour and 3 opposing the plan. Five of the thirteen houses would be affordable homes.

A member of the public said he was keen to get gas in the village and was seeking the councils support and had prepared a draft letter he would like to circulate to villagers to establish the level of interest in a gas supply. Bernie Talbot said the council was likely to support the principle of the idea if there was sufficient interest to make the work feasible.

117. ITEMS FOR THE NEXT MEETING'S AGENDA on 21st May

Gas in the village

The meeting closed at 9.10pm

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

AGENDA

The AGM of Great Abington Parish Council

To be held on **Monday 21st May 2018**, starting at approximately **7.15pm** after the **Annual Parish Meeting** in the hall at the Institute.

There will be an open forum for 15 minutes at which parishioners can raise any matters of concern.

1. ELECTION OF CHAIRMAN

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE FORM BY CHAIRMAN

3. ALL COUNCILLORS TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORMS AND COMPLETE NEW REGISTER OF MEMBERS INTERESTS FORMS.

4. APOLOGIES

5. ELECTION OF OFFICERS FOR 2018/2019

Vice-Chairman

Planning meetings - Chairman and 4 Councillors

Recreation Ground Committee representatives– 3 Councillors
 Street lighting Roads, footpaths, hedges, trees and verges - 2 Councillors
 Liaison with Little Abington Parish Council – 3 Councillors
 Police Liaison - 1 Councillor
 Village Institute Management Committee – 1 Councillor
 Newsletter – 1 Councillor
 Health & Safety inspection of assets: bins, benches and bus shelters – 3 Councillors

6. APPROVAL OF THE MINUTES FOR THE LAST MEETING – Meeting held on 26th March 2018.

7. DO ANY COUNCILLORS HAVE INTERESTS TO DECLARE IN ITEMS TO BE DISCUSSED DURING THE MEETING?

8. ACTIONS FROM THE LAST MEETING

- a) Update on path repairs by Highway Dept.
- b) Can councilors select a coach company for the bus trip on 27th July?
- c) Churchyard moles have been dealt with by pest controller, please can councilors authorize this expenditure retrospectively (£216.00)?
- d) Awaiting feedback on suggestions from the Highway Dept on how to keep the Granta Park roundabout clear during peak times.
- e) Do Councillors want the local PCSO to attend the July meeting to explain the policing strategy?

9. REQUEST FOR THE COUNCIL TO TAKE OWNERSHIP/RESPONSIBILITY FOR THE OPEN SPACE ON THE LINTON ROAD DEVELOPMENT FROM HILL.

a) Glyn Mutton – Development Manager at Hill - the ongoing management of the open spaces (incl. play) and the Orchard; Does the parish council wish to take on the ownership/management or leave it for Hill to get a management company to do?

10. INSTITUTE REQUEST FOR FUNDS

a) Request from the Institute for funding replacement 36 x chair pads and backs (from S106) at a total cost of £1250.00. Can councillors authorise this payment from section 106 funds?

11. RECREATION GROUND

a) The Recreation Ground Committee would like the council to place the order for the new equipment which will be funded by section 106 funds held by this council; can councillors authorise this payment?

12. FEEDBACK FROM THE GRANTA PARK ACCESS MEETING HELD ON 16th MAY

13. FINANCE

- a) Can the Council authorise the payments in the table below?
- b) Income – precept £6000.00

Payment to be authorised by councillors:

101153	Cambs ACRE	Neighbourhood Plan work	£3120.00
101154	Abington Institute	Hall usage	£135.00
101155	Cambs. County Council	Pedestrian lighting power & maintenance	£700.51
101156	Paula Harper	Net pay April and May	£427.24
101157	HM Revenue and Customs	Tax April and May	£106.80
101158	CAPALC	Annual membership	£276.78
101159	DRE Pest Control	Treatment of moles in churchyard	£216.00

101160	Recreation Ground Committee	First Half of Precept	£1,968.75
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* Funds from earmarked reserves from previous years budgets

Other earmarked funds are: £17,000 for procurement of amenity facilities, and footway repairs £3,000.

Income and Expenditure against Budget 2017—2018 at 31st March 2018

	Actual £	Budget £
<u>Income</u>		
Precept	12,000.00	12,000.00
Interest	26.40	22.00.
Section 106 funds	32,728.25	-
Section 106 interest	40.98	44.00
Others/bus trip	287.20	200.00
VAT	493.20	350.00
Neighbourhood Plan grant	12,175.00	-
Total	57,751.03	12,616.00
<u>Expenditure</u>		
Wages/PAYE	2,666.12	2,397.60
General admin. (Auditors & broadband)	1,429.74	1,600.00
Maintenance of pedestrian lighting	0	612.37
New computer equipment (R £930.05)	866.93	0
Insurance	491.29	877.94
Recreation Ground Committee precept	3,937.50	3,937.50
Section 137	0.00	500.00

General maintenance (f/beds shelter seat)	2,266.90	200.00
Churchyard maintenance(grass/hedges/pests)	600.00	550.00
Village Bus trips	460.00	500.00
<i>Donations (British Red cross/GAPS,)</i>	0.00	300.00
First aid courses costs	50.00	100.00
Churchyard fencing & safety(£10k 2015-6)	4,002.00	0.00
LHI Contribution to A1307 signs	0.00	1,000.00
Neighbourhood Plan	14,594.31	0.00
Contribution to new light on path between Magna & Mortlock	0.00	0.00
Gazebo	374.09	0.00
Total	31,738.88	12,575.41

This table does not includes the payments and receipts detailed above.

* Funds from earmarked reserves from previous years budgets

Other earmarked funds are: £17,000 for procurement of amenity facilities and footway repairs £3,000.

- c) The Council can no longer complete the annual governance statement and approve and sign the annual return accounting statements until the internal auditor has done his work and issued a report. Can councilors agree a date to meet to review/accept the year- end figures and complete the Annual Governance and Accountability Return?
- d) The public inspection period for the audit will run from 4th June – 13th July.
- e) Can the Council authorise the Clerk to get Mike Gutteridge to act as the internal auditor?
- f) The Finance working party meeting was held on 26.04.18 when most of the cheques were signed and the year - end figures were reviewed and the bank statements checked.

Bank balances as at 30th April 2018

Community Account - £7,824.45

Business Interest - £31,179.73

Active Saver Account (s106 funds) – £40,840.85

Section 106 funds to be used within 10 years of SCDC receiving the funds:

<u>Dwelling</u>	<u>s. 106 funds</u>	<u>Deadline for</u>	<u>Funds</u>	<u>Project funds</u>	<u>Balance to spend</u>
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		<u>spending funds</u>	<u>spent</u>	<u>use for</u>	
34 Magna Close	£3,104.38 open space facilities	8 th September 2020	£3,104.38	Buy Recreation Ground land	0
1 Magna Close	£2,244.90 Open space facs	4 th February 2021	£45.62 £1,000.00 £1,199.28	Buy Recreation Ground land total cost £3,150.00. Outdoor gym equipment Access licence for Rec Ground.	0.
44 North Road	£1,974.33 open space £513.04 community facilities	13 th July 2021	£300.72 £1,673.61 £513.04	Access licence for Rec Ground. Rec Gd. Shelter. Institute projector	0
104 High Street	£4,258.90 Open space infrastructure £718.78 community facilities	22 nd February 2022	£443.14 £386.96	Rec.Gd.Shelter Institute projector = £900 in total	£3,815.76 outdoor facilities community facilities £331.82
1 Pampisford Road-Cutting House	£32,728.25 public open space £543.22 community facilities	24 th September 2024			£32,728.25 £543.22
Totals			£830.10		£40,706.04+interest

Community Account, balance now £7,824.45

Total value of uncleared cheques incl new cheques = £4,766.33

After transactions the balance in community a/c =£3,058.12

14. PLANNING

Parish Council recommendations:

S/0407/18/VC- Granta Park, Phase 2 land (zone 1) – vary condition 16 concerning trees

Parish Councils recommendation: Supported with comments on 30.04.18

S/1106/18/FL – Shelford Properties – land at the rear of Strawberry Farm – 15 dwellings and infrastructure.

Parish Councils recommendation: Refusal on 30.04.18

S/1194/18/VC – Mr Carter, 33 Magna Close – Removal of several conditions for the new dwelling
Parish Councils recommendation: Refusal on 16.04.18

S/1195/18/FL – Mr Tilley, 45 North Road – Domestic garage
Parish Councils recommendation: Refusal on 16.04.18

S/1477/18/FL – Mr Barraclough, 1 New Farm Cottages – side and rear extension with side porch
Parish Councils recommendation: none was made with comment on 14.05.18

S/1586/18/FL – Mr & Mrs Searle, 7 Magna Close – extension
Parish Councils recommendation: approval on 14.05.18

S/1628/18/FL – Mrs Eady, 14 Lewis Crescent – car port to front of house and side extension
Parish Councils recommendation: approval on 14.05.18

S/1550/18/FL – Mr & Mrs Roper, 5 Chalky Road – installation of 1000 litre oil tank
Parish Councils recommendation: approval on 14.05.18

S/1451/18/FL – Ms Fraser, 53 Mortlock Gardens – rear extension
Parish Councils recommendation: approval on 14.05.18

District Council decisions:

S/0177/18/LD – Mr A. Izzard, Wild Country Organics, 11 Chalky Road – Lawful development for the siting of 5 existing mobile homes.
Parish Council recommended refusal on 19.02.18
District Council refused on 15/03/18

S/3564/17/LD – Land north of Linton Road – outline permission for 13 dwellings.
Parish Council recommended approval on 23.10.17
District Council approved 26/04/18

S/0384/18/FL – Mr A. Izzard, Wild Country Organics, 11 Chalky Road – Retrospective change of use of land for the siting of two mobile homes to supervise business.
Parish Council recommended approval on 05.03.18
District Council approved 17/04/18

S/0494/18/FL – Mr & Mrs Searle, 7 Magna Close- double storey extension
Parish Council recommended approval on 05.03.18
District Council refused on 29/03/18

S/0537/18/FL – Mr & Mrs Menzies, Pegg's Cottage - Internal remodelling and extension
Parish Council recommended approval on 05.03.18
District Council approved 28/03/18

15. REPORT ON THE CONDITION OF THE PARISH COUNCILS ASSETS

The benches, two bus shelters, salt bins and noticeboard.

16. CORRESPONDENCE

- a) CAPALC – Does the Council wish to renew its membership?
- b) Annual audit taking different form this year.
- c) NALC – notification of Clerk's pay increase.
- d) Request from new resident for the support of the Council to get a gas supply to the village.
- e) Granta Park litter pick

f) Email requesting what the council would use section 106 funds for from any development at Strawberry Farm.

17. ITEMS FOR THE NEXT MEETING'S AGENDA on 16th July

Holiday dates?

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

A meeting of Great Abington Parish Council was held on Monday 16th July, in the meeting room at the Institute, Great Abington.

Those present at the meeting were: Mr Bernie Talbot (Chairman), Mrs Jane Bowen, Mrs Gaynor Farrant, Mr Tony Orgee, Miss Louise Patten, Mrs Liz Sainsbury, Mrs Pennie Zimmern, District and County Councillor Henry Batchelor, District Councillor John Batchelor, Paula Harper (Clerk), and seven members of the public.

Meeting started at 7.15 pm

31. OPEN FORUM – Mrs O'Farrell expressed concern at the overgrown state of the footpath between North and South Road; the Clerk explained that she had walked the footpath after delivering letters to the three landowners on South Road with land bordering the path requesting they cut back plants blocking the path. The Clerk explained that most of the path had been cleared with about three areas requiring attention on the stretch closest to the Newmarket Road- **action Bernie Talbot** to look at the path.

Lindsay Rushmore, the project leader of the allotment group, was concerned about the site plan for the allotments as the proposed eleven trees on the plan were M25 root stock so would be large trees requiring ladders to gain access to fruit and it would be 8-10 years before they fruited. The East of England Orchard Project recommended half standard trees that grew to three metres and had a crop in the first year. The planning permission also had a wild flower orchard under the trees which could be changed later if the village decided this was necessary. Councillors agreed that, as Hill were reluctant to make an amendment at their cost, the council would bear the cost of requesting the planned trees were a half standard root stock; this would be on the agenda for the next meeting with fees for approval- **action Clerk**.

Ms/Miss Jones expressed concern about the suggestion that the council supply dog poo bags for dog walkers as they should take responsibility for their dogs and she was concerned that there was too much plastic used. She also felt the dog poo bins were an eye sore. A councillor highlighted that dog poo bags were mostly biodegradable.

As a parishioner, Jane Bowen, was concerned that drivers were overtaking on the Newmarket Road unaware of the junctions existing at North and South Roads. She suggested cross hatching be painted on the road to indicate the junctions as the old finger signs opposite the roads had been removed or overgrown by verge weeds. Mrs Bowen reminded the meeting that there had been plenty of accidents at these junctions in the past - **action Bernie Talbot** to make an appointment to meet with Highway Engineer, Josh Rutherford, about this junction, the loss of signage and the Granta Park roundabout cross hatchings proposal.

32. The Clerk to exchange memory sticks with the Chairman to ensure that a copy of the council's records is kept securely offsite. Action Clerk : to exchange the memory sticks the day after this meeting.

33. Apologies- there were none

34. Do Councillors have any interests to declare in the items to be discussed during the meeting? Has the Clerk granted any dispensations under section 33 (1) of the Localism Act on the basis set out under section 33(2)? None were declared or granted.

35. Report from County and District Councillor Henry Batchelor- **action Clerk** to circulate reports.

The plans for the improvements to the A1307 using the City Deal funds would not be affected by the Mayor's transport infrastructure plans for the city. Work on some of the improvement would start during this financial year, including the priority bus land and the improvements to the traffic lights outside the college, with further work undertaken in two more tranches up to 2021.

Councillors voted to relocate the County Council offices from Shire Hall to Alconbury in a few year's time, to

achieve £50 million worth of savings.

36. Report from District Councillor John Batchelor -see separate report

As a five-year land supply for new houses was in place, the housing policy was now applicable and the village envelopes preserved. However, there were various appeals by developers about the land supply some of which were likely to go to the High Court. The conclusions of the four-year examination of the Local Plan by a government inspector should be available by the end of the July.

37. Planning applications and appeals:

a) Discuss the following applications:

S/2381/18/FL – Mr J.Tilley,45 North Road - convert existing house into domestic garage.

Councillors agreed to object to this plan on the basis that the application states the garage was to be used by residents in the house and residents in a non-existing annex. The site plan did not show the complete site as not all the buildings were shown and it was not to scale, particularly the size of the house. There was no annex on the plans and the development would be outside the village envelope. The plans refer to the garage as a ‘residential garage’, which suggest it would be used as a dwelling. The plan goes against the emerging Neighbourhood Plan. The application was to be referred to the planning committee.

S/2371/18/FL- Mr & Mrs Treanor, The Coach House, Abington Lodge – convert coach house into residential accommodation with parking and garden. **Councillors recommended approval**

Liz Sainsbury declared an interest in the next planning application , (as they are neighbours) and did not participate in the discussion or the decision.

S/1937/18/FL – Mr & Mrs Krylander, 76 High Street – change pitch of garage roof, increase height of walls to suit installation of solar panels. **Councillors recommended approval**

S/2213/18/OL – Jeremy Zielinski, 34 South Road – proposed Cart Lodge and Garden Shed all matters reserved. **Councillors recommended refusal ,** with comments that the plan does not represent or show the site correctly with the house on site, the new access, the partly constructed buildings or the fenced off area.

S/2353/18/FL – Jeremy Zielinski, 34 South Road – proposed Cart Lodge. **Councillors recommended refusal ,** with comments that the plan does not represent or show the site correctly with the house on site, the new access, the partly constructed buildings or the fenced off area.

S/2179/18/FL – Baldock - single storey extension. **Councillors recommended approval**

S/2407/18/FL – Mr & Mrs S. McDonnell & I. Fitzgerald O’Connor , 3 Strawberry Farm, Pampisford Road – two storey extension.

Discussion about this application was deferred until the next planning meeting as councillors had not seen the plans.

S/1921/18/DC - Proposed 45 dwellings on Linton Road -Discharge of conditions 16 (Surface water drainage) and 17 (Foul water drainage) for permission S/3543/16/FL

Discussion about this application was deferred until the next planning meeting as councillors had not seen the plans.

b) A resident has contacted a councillor about a new building having additional windows to those approved on the plan. Councillors agreed that the **Clerk** would refer the complaint to the planning enforcement officer.

38. ACTIONS FROM THE LAST MEETINGS

- a) Update on path repairs by Highway Dept. including the footpath between Chalky Road and Pampisford Road. A councillor had seen white paint on the path so it was thought likely that the repairs were going to happen soon.
- b) Granta Park roundabout – making an application to get the roundabout cross-hatched. **Bernie Talbot** had arranged to meet an engineer from the Highway Dept.
- c) Response from Hill about whether a soft play surface could be installed in the play area on the Linton Road site. Hill were asked about an alternative play surface at a meeting held for councillors, at which Hill suggested that the council fund a planning application amendment for the suggested new surface. **Action Bernie Talbot** to liaise with Hill.
- d) Feedback on meeting with Hill about the development on Linton Road. The timetable for the site was for building work to start on 23rd July and building work was planned to finish on November 2019. Section 106 funds have to be paid when 50% of the dwellings were occupied.

39. COACH TRIP UPDATE

- a) Number of seats sold and action taken to get the coach full. About 24 residents had booked a seat on the coach that could accommodate 54 people. **Action Clerk** to give Liz Sainsbury the details of the coach trip to put on facebook.
- b) Getting details of trippers and coach company contact details to event leaders. The **Clerk** would give a copy of the ticket holders to Gaynor Farrant and Pennie Zimmern, so that they knew who was attending.

40. INSTITUTE

- a) As there is only a limited amount of section 106 funds left for Institute use, would the council consider funding part of the contribution for new cushion pads from council reserves? **Jane Bowen proposed that the £1,291.82 for the new seat cushions be funded by the council paying £416.78 from it's reserves and £875.04 from section 106 funds; this was seconded by Liz Sainsbury, with the support of all councillors.**
- b) Repair Café - the successful Repair Café would be held again, once a date was agreed.

41. THE NEIGHBOURHOOD PLAN (NP)

- a) Update – The external examiner had the plan and had been given the additional information he had requested from the NP working party. It was likely that a referendum would not be held until the Local Plan was adopted.

42. FINANCE

- a) **Councillors approved the payments in the table below with a proposal from Gaynor Farrant which was seconded by Liz Sainsbury with the support of all councillors :**

101166	Majestic Garden Services	Churchyard grass cutting	£96.00
101167	Majestic Garden Services	Churchyard cutting and weed spraying	£144.00
101168	Paula Harper	June & July pay	£427.24
101169	HM Customs & Revenue	June & July tax	£106.80

- b) Income – interest £16.05
- c) Income and Expenditure against budget emailed to councillors on 11.07.18. A councillor requested that a space be left between the income and expenditure on the year to date table – **action Clerk.**
- d) Bank balances as at 31st May & 29th June 2018
Community Account - £6,454.90

Business Interest - £31,195.78

Active Saver Account (s106 funds) – £40,840.85 – last statement 29.12.17

43. ACTIONS FROM INTERNAL AUDITORS REPORT

Recommendations from Finance working group meeting held on 5th July:

- a) The Finance working group recommended that the council adopts the latest version of the Financial Regulations issued in 2016. **Action Clerk** to circulate a paper version.
- b) A working party be set up to create the councils Risk Register. A working group was formed to do this work and was made up of Tony Orgee, Bernie Talbot, Pennie Zimmern and Gaynor Farrant. **Action Tony Orgee** to coordinate the group.
- c) A copy of the updated Asset Register has been forwarded to councillors.
- d) It was agreed that next year end the bank reconciliation and variance statement submitted to the External Auditor be submitted to the Finance working group before being sent – **action Clerk**.
- e) It was agreed that in future the clerk will put on the agenda the exchange of an updated memory stick to the Chairman– **action Clerk**.
- f) It was agreed that Bernie Talbot would speak to Mike Gutteridge to explain why the council does not wish to include the section 106 spending as part of the budgeting document; the expenditure could be over several years as the funds had to be spent with 10 years.
- g) The minutes pages had been numbered as requested and seen by the working group.
- h) All the financial documents required had been added to the council's website page.

44. CORRESPONDENCE

- a) Email from David Miln on behalf of the allotment group updating the council on their funding application for a new shed and equipment. At a previous meeting the council had agreed to make a contribution based upon how much funding they could obtain from other bodies. The allotment group had obtained £500.00 from South Cambridgeshire District Council's Community Chest and was requesting funds from this council. **Gaynor Farrant proposed that the council fund 60% of the funds required , which would be £600.00, if Little Abington Parish Council funded 40%; this proposal was seconded by Tony Orgee with the support of all councillors.**
- b) Email from Alan Cook seeking support from the council for the route of the fun run. Bernie Talbot highlighted that the licence was for 700 runners and 250 fun runners but the organisers were preparing for 750 runners and 300 fun runners. Jane Bowen objected to the route as the whole ex-Land Settlement Estate was closed to traffic during the time of the race. **Action: Clerk** to request that the organisers reopen the course within 1.5-2 hours from the start of the race; **this was proposed by Louise Patten and seconded by Pennie Zimmern, with the support of all councillors.** Last year the roads were closed to motor vehicles from 10.00am until 1pm.

45. OVERHANGING HEDGES – Abington Lodge hedge – **Action Clerk** to write to householders asking that the branches alongside the path the Linton Road be cut back and the path be scraped the ensure the entire width of the path is usable.

46. ITEMS FOR THE NEXT MEETING'S AGENDA on 17th September :

Road sign for Linton Road development, Amended planning application for Linton Road development, parking on the path outside Moorefield, cross-hatchings at roundabout and indicating the entrance to North and South Road entrances, Minutes for the last two meetings, David Pimblett to lead on investigating creating a tree sculpture from the

Water Board tree, ask PCSO Wiseman to attend the next meeting and collapsible wheelchair for coach trips.

Action: Clerk to arrange a planning meeting for the outstanding planning applications.

Meeting closed at 8.55pm

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

A meeting of Great Abington Parish Council was held on Monday 17th September 2018, in the meeting room at the Institute, Great Abington.

Those present at the meeting were: Mr Bernie Talbot (Chairman), Mrs Gaynor Farrant, Mr Tony Orgee, Miss Louise Patten, Mrs Liz Sainsbury, Mrs Pennie Zimmern, Paula Harper (Clerk) and one member of the public.

Meeting started at 7.15pm

47. Open Forum

A parishioner had been told she was trespassing by a farmer when walking on the barren field between the field gate on Pampisford Road and the disused railway that runs parallel to this road. **Action Bernie Talbot** to speak to Gavin Davidson (agent for the landowner) about whether this land is owned by him and then reply to the parishioner.

Complaints were made about the condition of the road outside the bungalow at Moorefield because the road seems to have sunk – **action Henry Batchelor** to speak to the Highway Dept to see if they can get the work repaired by the developers.

Action Clerk to contact Nicola Burden at the Highway Dept about the Pampisford Road subsiding near the development (photos from Gaynor Farrant).

48. Apologies – Jane Bowen sent her apologies.

49. Do any Councillors have interests to declare in the items to be discussed during the meeting? Has the Clerk granted any dispensations under section 33 (1) of the Localism Act on the basis is set out under section 33(2)? No interests were declared or dispensations requested.

50. Approval of minutes- The Council approved the minutes from the meetings on 21st May, 18th June and 16th July, which were signed by the chairman.

51. Report from County Councillors and District Councillor Henry Batchelor -a report had been circulated to councillors

The Local Liaison Forum had been held. The planned resurfacing work on the A1307 between Horseheath and Haverhill had been put back a week. The work would take place after 8pm with a 40mph limit from 24th September. The planning committee had refused permission for a new incinerator at the landfill site in Waterbeach.

52. Report from District Councillor John Batchelor -a report had been circulated to councillors.

The Local Plan had been approved by the planning inspector so the District Council's planning policy was scheduled to be approved by the council. As the council had the required 5 year land supply they would be able to resist further development outside village envelopes.

Local Liaison Forum (LLF) – Over the next three years work would to be carried out on the A1307.

This year there would be extra work on the cycleway to Babraham Road and smart traffic lights outside the Village College. There are plans to reduce the carriage way to single lane outside Dalehead Foods with the second

lane used as to gain access to this business. After this turning the second lane would become a bus lane. Additional work was required to work up the scheme for the Hildersham crossroads
Of the three schemes put forward one scheme got most support in the public consultation. The original plan to have no right turn at the top of Linton High Street, was not popular, but detailed plans were being developed to move the pedestrian lights to enable cars to get out of the High Street.

53. Finance

- a) Income – £127 bus trip income
- b) Income and Expenditure against budget emailed to councillors on 12.09.18. There were no questions.
- c) Bank balances as at 31st August 2018:
 - Community Account - £4,218.51
 - Business Interest - £26,195.78
 - Active Saver Account (s106 funds) – £40,840.85
- d) **The Council authorised the payments in the table below by a proposal from Gaynor Farrant which was seconded by Liz Sainsbury, and was supported by all councillors.**
- e) Bank transfers between accounts: on 14/09/18 - £11,904 from Active Saver a/c to Community a/c for the ex-VAT cost of new fence to be funded from the section 106 funds in this a/c & £4,000 from Business Premium a/c to Community a/c to cover invoices. **The Council authorised the two transfers above by a proposal from Bernie Talbot which was seconded by Tony Orgee, and was supported by all councillors.**

Payment to be authorised by councillors:

101171	Majestic Garden Services	Grass cut 18/07/18	£78.00
101172	Paula Harper	Aug & Sept pay – new tax code	£534.04
101173	Paula Harper	Stationery – memory sticks, folders and dividers	£47.56
101174	Abington Institute	Hall hire -April - June	£140.00
101175	Majestic Garden Services	Grass cut 24/08/18	£78.00
101176	Hildersham Parochial Church Council	Parish Nurse donation, 3rd of 3 donations	£500.00
101177	Fenland Leisure Products Ltd	New fencing around the children’s play area	£14,284.80 Section 106
101178	Masons Tree Contractors	Tree work in churchyard	£216.00

- f) The Finance working group had met on 03.09.18.; memory sticks exchanged at meeting.
- g) **The Clerk was authorised to spend £9.99 on renewing the Norton anti-virus software by a proposal from Liz Sainsbury which was seconded by Pennie Zimmern and supported by all councillors.**
- h) The 2016 version of Financial Regulations (FR) had been circulated to councillors. Does the council wish to adopt this version at the November meeting? **Action: Clerk** to circulate paper copies of the FR to Louise Patten and Liz Sainsbury. The Clerk had spoken with Ian Dewar from CAPALC about whether the Finance Group should be included within the FR and he said as it had no authority and could only make recommendations to the council, it should not. The council agreed to continue with the Finance Group making recommendations rather than forming a Finance Committee; cheques needed to be routinely signed just before or at council meetings for non-routine expenditure. **Action Clerk** to make a list of routine payments made by the council for the next meeting.

54. Risk Register

- a) A provisional version of the risk register had been circulated to councillors. On the draft scheme actions were required when text was highlighted red, it included a policy for the retention of paper records. **Action Clerk:** to purchase plastic archive boxes to store council records in the roof-space of the Institute and to find out if the councils insurance covers the council for business continuity.

Action Louise Patten to circulate a sample Risk Assessment to councillors as it was agreed that these should be created for annual events such as the village clean ups and the bus trip.
The council agreed to create a contingency plan to cover the clerk's absence. **Action Clerk:** Email job description and specification for the clerk's role to all councillors.

55. Actions from the last meeting

- a) Update on path repairs by Highway Dept. including the footpath between Chalky Road and Pampisford Road. Highway Officer, Nicola Burden said the County Council would be looking into the ownership of this footpath, that the local householder had claimed was part of their property. Despite this, the repairs had been completed to the path.
- b) Meeting with Highway Officer to discuss getting cross hatchings painted at the Granta Park roundabout and to indicate the entrances to North and South Road at the Newmarket Road junction. Bernie Talbot and Jane Bowen had met with Nicola Burden and Josh Rutherford at the Highway Depot. They explained that a boxed junction required lots of consultation while white 'Keep Clear' signs were quicker but would require road closure and a traffic order (c.£4,000); the work would need to be done on a Sunday which would increase the cost to approx. £5,000. Bernie Talbot had emailed Granta Park and TWI advising them about the possible closure of the roundabout to put in 'Keep Clear' signs and he received support for the idea. A 'parish lead highway improvement' form was supplied by Josh to councillors, which could also include improvements to the entrances to the South and North Road. At these two junctions the carriageway was too narrow for cross-hatchings, so the council could request that the Highway Dept came up with a scheme. **Louise Patten proposed the council go ahead with completing the 'parish lead highway improvement' form for the changes to the roundabout, the entrances to North and South Road and the reduction of the speed limit in the village (request for advice on the area of speed limit), as it would incur one charge; this was seconded by Liz Sainsbury with the support of all councilors.** A traffic regulation order would be required to install double-yellow lines on the High Street by Moorefield, to stop parking on the path/road, which requires consultation, which can lead to the project failing. Louise Patten suggested the residents be consulted about drivers parking on the path. **Louise Patten proposed the council pay the £500.00 fee for the 'parish lead highway improvement' form to be submitted, which was seconded by Gaynor Farrant with the support of all councilors.** **Action:** Tony Ogree to complete the form which would be submitted by the Clerk.
- c) PCSO Wiseman was unable to attend the meeting; he advised the council to communicate concerns about police station closures to the Police and Crime Commissioner for Cambridgeshire, Jason Ablewhite.
- d) The footpath between South and North Road has been checked by Bernie Talbot and the clerk and was fully accessible to pedestrians.
- e) Letter about overgrown trees and path sent to Mr and Mrs Treanor. The Clerk had written a letter to the landowners recently.

56. Planning amendments to the Linton Road development to change the size of the fruit trees and the type of surface in the play area.

- a) The cost of this amendment was discussed. Any amendment would need to be submitted by the developer, Hill. **Action: Bernie Talbot** to contact Hill about the amendments required. **Bernie Talbot proposed the council pay up to £1000 to get the planning application amended, which was seconded by Liz Sainsbury, with the support of all councillors.**

57. Name for the development off Linton Road -Lark Rise?

- a) 3C Shared Services has contacted the council on behalf of SCDC with the proposed name of Lark Rise. Pennie Zimmern **proposed the name 'Larkfield' be proposed for the new development, which was seconded by Bernie Talbot, with the support of all councillors.**

58. Items raised by councillors

- a) Concern that the old coach road, from Bourn bridge road to Granta park has been blocked off. Bernie Talbot

explained that the path had plant equipment parked on it as an unauthorised temporary measure and it was believed this would be removed soon. The matter would be dealt with by Little Abington Parish Council.

b) Suggestion that the council purchase a collapsible wheelchair for coach trips. It was agreed that the wheelchair kept at the Institute could be used if required.

c) Ownership of the path from the top of the High Street to Chalky road. Discussed earlier in the meeting under item 55a.

d) Fence on the boundary of the cricket field alongside the river. This fence seems to be collapsing but as it was installed to stop balls going into the river, rather than to keep people safe, it was agreed that it was a cricket club matter.

e) Parking on the path outside Moorefield. Discussed earlier in the meeting under item 55b.

f) David Pimblett to lead on investigating creating a tree sculpture from the Water Board's tree. Bernie Talbot had been contacted by tree sculptor and had put him in contact with Mr Pimblett.

g) Installing warning signs near the Linton Road development. The developers were in discussions with the District Council about signage for development traffic and the access roads to be used.

59. Planning

a) The Planning Enforcement Officer has replied saying that there will be a planning application amendment (retrospectively) for the additional windows on the new dwelling on South Road.

b) Parish Council recommendations:

S/2407/18/FL – Mr & Mrs S. McDonnell & I. Fitzgerald O'Connor , 3 Strawberry Farm, Pampisford Road – two storey extension.

Parish Council recommended approval on 25.07.18

S/1921/18/DC - Proposed 45 dwellings on Linton Road -Discharge of conditions 16 (Surface water drainage) and 17 (Foul water drainage) for permission S/3543/16/FL

Parish Council made no recommendation on 25.07.18

S/2505/18/FL - Mr & Mrs Fabien, 57 North Road - single storey extension

Parish Council recommended approval on 25.07.18

S/3162/18/FL Mr & Mrs Keane, 5 Moorefield Close - single storey extension

Parish Council recommended approval on 29.08.18

S/3031/18/FL – Mrs V. Alda, 92 High Street - internal alterations and additional windows and doors

Parish Council recommended approval on 29.08.18

S/2544/18/FL – ARCC Innovations, New House Farm- extension to offices to provide cafeteria, reception and waiting area.

Parish Council recommended approval on 13.08.18

c) District Council decisions:

S/2381/18/FL – Mr J.Tilley,45 North Road - convert existing house into domestic garage.

Parish Council recommended refusal on 16.07.18

District Council refused this application on 21.08.18

S/2371/18/FL- Mr & Mrs Treanor, The Coach House, Abington Lodge – convert coach house into residential accommodation with parking and garden.

Parish Council recommended approval on 16.07.18

District Council approved the application on 22.08.18

S/1937/18/FL – Mr & Mrs Krylander, 76 High Street – change pitch of garage roof, increase height of walls to suit installation of solar panels.

Parish Council recommended approval on 16.07.18

District Council approved the application on 07.08.18

S/2179/18/FL – Baldock - single storey extension.

Parish Council recommended approval on 16.07.18

District Council approved the application on 01.08.18

60. Report from the recreation Ground Committee

a) Update – A new committee member had been recruited, the internal audit was to be undertaken by Mike Gutteridge, quotes for trees to replace the fallen one had been sought and a new picnic bench and bench had been installed. Investigation were being made into how the MUGA could be improved and a RoSPA safety report had been received, with no cause for concerns highlighted. The new fence around the play area was reported to be excellent.

61. Correspondence

a) Parish Nurse scheme – request from Keith Day to update the council about the scheme. He was unable you attend this meeting but would attend the November meeting.

b) Email from Highway Officer about ownership of the footpath between Pampisford Road and Chalky Road when repairs were about to be done. Discussed earlier in the meeting under item 55a.

c) Email about facebook entry concerning the council’s agendas and minutes on the website. The missing draft minutes had been added.

d) Resident concerned about overgrown hedge on Pampisford Road reducing driver visibility on the bend after the speed sign. Clerk had contacted the landowner who was getting it cut back.

e) Noticeboard quotes – **action: Clerk.**

f) New tax code for Clerk from HMRC which will mean less tax will be required.

62. Items for the next meeting’s agenda on 19th November: Parish Nurse update, Budget and Financial Regulations.

Meeting closed at 9.16pm

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

A meeting of Great Abington Parish Council was held on Monday 19th November 2018, in the meeting room at the Institute, Great Abington.

Those present at the meeting were: Mr Bernie Talbot (Chairman), Mr Tony Orgee, Mrs Jane Bowen, Miss Louise Patten, Mrs Liz Sainsbury, Mrs Pennie Zimmern, County and District Councillor Henry Batchelor, District Councillor John Batchelor, the Clerk and four members of the public.

Meeting started at 7.15pm

62. Open Forum

Mr Graham Ross representing Abington Bowling Club explained that they had applied for £ 500 of funding from the District Council’s Community Chest fund, but had been advised that applications should also be made for funding from

local parish council's too. Mr Ross was advised that it would be helpful if he could supply a list of equipment with costings which required funding, but that in principle the council would help fund their new items; the level of funding supplied would be decided once the costings and details were supplied.

63. Apologies – Gaynor Farrant had planned to attend but had just returned from holiday.

64. Do any Councillors have interests to declare in the items to be discussed during the meeting? Has the Clerk granted any dispensations under section 33 (1) of the Localism Act on the basis is set out under section 33(2)? No interests were declared or dispensations requested.

65. Parish Nurse Scheme update and request for funding – item to be discussed later, once Keith Day arrived at the meeting.

66. Approval of minutes- The Council approved the minutes from the meetings on 17th September and 29th October, which were signed by the Chairman.

67. Report from County & District Councillor Henry Bachelor – a report had been emailed to councillors. Three improvements to the A1307 were planned to start in the new financial; more bike racks at the Park and Ride, changes to the road near Dalehead Foods and more intelligent (reading traffic volume) traffic lights at the top of Linton High Street on the A1307. A more expensive road scheme by Sawston/Whittlesford had recently been signed off as part of the Greater Cambridge Partnership improvements. The Mayor had issued a map of his transport plans, which included a metro bus to Haverhill; the plans would be sent out for consultation in the next 6 months.

68. Report from District Councillor John Bachelor - a report had been emailed to councillors. The District Council had requested copies of Parish Council's emergency plans. Sand bags were being offered to villages with flooding problems; the councilors agreed no bags were required in the village. Work would start in the new year on the new Local Plan.

Keith Day arrived at the meeting.

69. Parish Nurse Scheme (PNS)update and request for funding – Keith Day addressed the meeting as a representative of the local Parish Nurse Scheme, thanking the council for its previous support. He reminded the meeting that the PNS was a worldwide scheme that started in the UK in 2004 and that there are hundreds operating in the UK, many of which were self-funding. The PNS aims to look at the whole person, body, mind and spirit.

The Parish Nurse Scheme locally has been operating highly successfully for the last three years; having formally evaluated its work, against the aims it set itself. In the first three years £66,000 funded the work it undertook, which was raised by various means including the support of Parish Councils. The Parish Nurse has been joined by a volunteer and the scheme is currently advertising for a voluntary assistant Nurse. More community support is required, so work will be done to understand what help is already available in the communities the scheme serves and how to access it. The aim is to appoint a community worker to access the medical and social services that exist and establish how to make them more widely available. The scheme has helped about a hundred people locally over the last the last three years, with the PN making 80 contacts per month, 80% of whom are 60 years old or older and 70% of who are non-church-goers. The Parish Nurse has 3-4 new referrals a month, most of whom are elderly, however there is a concern that younger people, mothers and children as well as people with mental health issues need more support.

The next two years of the scheme will require funding of £88,000 which it is hoped will be funded by grants, trusts, church councils, individuals and parish councils. All the local parish councils so far have committed to donate funds.

70. FINANCE

- a) Income – £12,000 precept
- b) Income and Expenditure against budget emailed to councillors on 12.11.18. There were no questions.
- c) Bank balances as at 31st and 1st October 2018:
 - Business Interest - £10,500.21
 - Active Saver Account (s106 funds) – £28,936.85- at 01.10.18
 - Business Premium Account - £ 22,211.20 – at 01.10.18
- d) Bank charge – the Clerk explained that funds had been transferred too late to avoid a bank charge at the end of August.
- e) The Council authorised the payments in the table below.

Payment to be authorised by councillors:

101179	Majestic Garden Services	Grass cut – 26 th September	£78.00
101180	Paula Harper	Oct & Nov (no tax/deductions)	£534.04
101181	Paula Harper	Stationery – archive boxes, Norton anti-virus subscription, ink and paper	£112.96
101182	Abington Institute	Hall hire -July- Sept	£48.00
101183	Abington Recreation Ground	Second half of precept 2017-18	£1968.75
101184	Friends of the Roman Road and Fleam Dyke	Annual subscription	£30.00
101185	PKF Littlejohn	Audit	£360.00

- f) Bernie gave the Clerk the previous memory stick, but the Clerk still had to give him a newly backed up memory stick – **action Clerk.**
- g) Renew Norton anti-virus software – cost higher than expected when purchased on Amazon at £19.95. Councillors authorised this higher payment.
- h) The 2016 version of Financial Regulations has been circulated to councillors. Does the council wish to adopt this version? **Councillors agreed to adopt the Financial Regulations , which was proposed by Tony Orgee and seconded by Bernie Talbot with the support of all councillors, once the following amendments had been made:** 6.6 ‘away from’ changed to ‘other than at’ and clause 11.1h needed to be checked that it made sense, ‘£3,000 - £25,000 – 3 quotes required, £500 - £3,000 – strive to get three quotes.’ – **action Clerk.**
- i) End of external audit, notice has been posted up and the auditor’s comments to be noted/discussed. The notice advertising the parishioners right to view council papers went onto the website later than required. **Action Clerk** to ensure next year the timescales required are met for the audit.
- j) Routine bills document – councillors approved this new document which authorises the payment of the routine bills detailed on the document, which will be circulated on email to councillors when they arise; the invoices would be authorised retrospectively at the next council meeting. **This was agreed by a proposal from Liz Sainsbury which was seconded by Tony Orgee and supported by all councillors.**

71. ITEMS RAISED BY COUNCILLORS

- a) Abington Community Event on 12th January – a public community event has been suggested to seek suggestions from parishioners about changes and new facilities they would like in the villages. Views would be sought from the community about the proposed pump track on the Recreation Ground and other changes, as well as the suggestion that a tree sculpture be funded from section 106 funds by the cricket field. At this event resident would be given the opportunity to say farewell to Bob, Ravinder and Paul Singh who have sold the shop business and are planning to leave the village. **Liz Sainsbury proposed the council fund this event, which was seconded by Tony Orgee, with the support of all councillors; no amount was agreed.**

- b) Lane from High Street to Church – To consider action to improve the condition of this important footpath. Although the lane is owned by the Hood family, it is a public footpath so needs to be in good repair. Louise Patten suggested any repairs should take place after the pump track had been installed as access would be via this route, so the surface was likely to deteriorate further; she suggested that repairs could be funded by section 106 funds. **Action Clerk** to request that the County Council look at improving the surface of this footpath.
- c) The lack of police resources – speed of response to emergency calls. A councillor advised the meeting that a Linton resident called the emergency police out and the response unit came from Huntingdon. **Action Clerk** to invite the Police and Crime Commissioner, Mr Ablewhite, to attend a meeting with LAPC and GAPC to raise concerns about the lack of local policing.
- d) Parking in the High Street. **Action Clerk** to write to the van driver parking on the path/road and give him a fortnight to respond, explaining if action isn't taken the council would contact his employer and then the police about his parking.
- e) Meeting w/c 18th March – can the meeting be moved to the following week? The Clerk was reminded that it had already been agreed to move the March meeting to 25th March.

72. PLANNING

a) Response to AgriTech appeal APP/W0530/W/18/3210008 for outline permission for up to 112,000 sqm of employment floorspace and infrastructure and amenities in planning application S/4099/17/OL Parish Council recommended refusal

b) Planning applications to be considered at the meeting:

S/4090/18/FL – Mr & Mrs Wagstaff & Beckett, 21 South Road – use of barn & land to provide dog day care facility with car parking, waste collection & disabled W.C.

Parish Council recommends refusal requesting the application be considered by the Planning Committee, if the Planning Officer is minded to approve the application.

Parish Councils comments: The proposed facility would cause considerable disturbance and inconvenience to neighbours with the noise from dogs barking and increased traffic movements. This planning application conflicts with the emerging Neighbourhood Plan, (on which a referendum will be held on 13th December), which states that no new business will be approved if it significantly increases traffic movements. The plan proposes 10 parking bays and 2 full time staff members, which suggests a significant number of dogs being cared for. As this dog care is proposed to be on a day basis it would clearly require a large number of vehicle movements, probably at peak times, via a single-track, privately-owned road. The regular removal of dog waste by a contractors vehicle gives an indication of the number of dogs involved and, in itself, would add to the significant additional vehicles movements this potentially new business would create. Abington Estates Ltd, who administer the privately-owned road on behalf of the residents, should have been consulted and the development should not be allowed without their consent.

The documentation received by the Parish Council does not show the full extent of buildings currently on this site.

The development of a business of this nature would also contravene the deeds of the property, which state that the property owners/users should not create nuisance to their neighbours; which barking dogs and the smell of dog waste (even contained in bins) would undoubtedly result in adverse effects on neighbours, therefore causing a nuisance. **Action : Clerk** to circulate comments for councillors input/agreement before forwarding response to SCDC about this application.

S/3272/18/FL – BMR Granta Park, Suite 7 McClintock Building – change of use from Café to B1(office) accommodation.

Parish Council recommends approval with one councillor, Jane Bowen, objecting

S/0407/18/VC – Phase 2 land, Granta Park Estates – variation of condition 16 (trees) to planning permission S/1109/15/FL (retrospectively).

Parish Council recommends approval with one councillor, Jane Bowen, objecting

S/3906/18/AD – The Watson Building, Granta Park – non-illuminated sign.

Parish Council recommends approval with one councillor, Jane Bowen, objecting

S/1106/18/FL – Land south of Pampisford Road – erect 15 dwellings – an amendment with no comments required from PC – for information only

b) Parish Council recommendations:

S/1106/18/FL – Shelford Properties Ltd, Land at the rear of Strawberry Farm – full planning permission for 15 dwellings & associated infrastructures

Parish Council recommended refusal on 29.10.18

S/3762/18 – Ms Gill Dowden, 50 Mortlock Gardens- demolish single storey and build a two storey side/rear extension.

Parish Council recommended approval on 15.10.18

S/3755/18/FL – Mr Ian Ledbury, 26 South Road – construct a dwelling

Parish Council recommended approval on 15.10.18

c) District Council decisions:

S/2357/18/FL - Mr Zielinski – 34 South Road – Cart Lodge

Parish Council Made no recommended on 24.09.18

District Council approved on 26.09.18

S/3243/18/FL - Mr Carter – 33 Magna Close. Amended internal plan and front elevation with the addition of two rooflights. Parish Council recommended refusal to this application on 24.09.18

District Council approved on 26.10.18

S/3403/18/PN – Mr & Mrs Mason, Meadow Brook Farm – Prior notification of Agricultural or Forestry Development – Dutch Barn. Parish Council recommended approval on 24.09.18

District Council approved on 10.10.18

S/2407/18/FL – Mr & Mrs S. McDonnell & I. Fitzgerald O'Connor , 3 Strawberry Farm, Pampisford Road – two storey extension.

Parish Council recommended approval on 25.07.18

District Council approved on 29.08.18

S/1921/18/DC - Proposed 45 dwellings on Linton Road -Discharge of conditions 16 (Surface water drainage) and 17 (Foul water drainage) for permission S/3543/16/FL

Parish Council made no recommendation on 25.07.18

District Council approved on 30.08.18

S/2505/18/FL - Mr & Mrs Fabien, 57 North Road - single storey extension
Parish Council recommended approval on 25.07.18
District Council approved on 24.08.18

S/3162/18/FL Mr & Mrs Keeane, 5 Moorefield Close - single storey extension
Parish Council recommended approval on 29.08.18
District Council approved on 11.10.18

S/3031/18/FL – Mrs V. Alda, 92 High Street - internal alterations and additional windows and doors
Parish Council recommended approval on 29.08.18
District Council approved on 01.10.18

S/2544/18/FL – ARCC Innovations, New House Farm- extension to offices to provide cafeteria, reception and waiting area.
Parish Council recommended approval on 13.08.18
District Council approved on 14.09.18

73. BUDGET AND PRECEPT FOR 2019-20

a) Councillors discussed the draft budget for the financial year 2019-20. It was agreed that the following changes should be included: the Recreation Ground Precept would increase by £200, £1000 would be added to the budget for donations to community events and a one-off payment of £2,000 would be made to the Parish Nurse Scheme to cover the next two year period of the scheme. With these changes the budget was approved.

Councillors agreed that the precept would remain at £12,000 for the next financial year.

The above budget and precept decisions were made by a proposal from Jane Bowen, and seconded by Liz Sainsbury, with the support of all councillors.

74. RISK REGISTER

a) A revised version of the risk register had been circulated to councillors, which included business continuity insurance cover and that risk assessments would be required of every parish council community event, such as bus trips and village clean-up.

The risk register was adopted by a proposal from Jane Bowen, and seconded by Liz Sainsbury, with the support of all councillors.

75. ACTIONS FROM THE LAST MEETING

a) Request to the Highway Dept that the developers be approached to repair the section of road that seems to have sunk outside the bungalow on the High Street. **Action: Henry Bachelor** reminded he had agreed to speak the Highway Dept about this.

b) Request to the Highway Dept that the developers be approached to repair damage to Pampisford Road near the new development. **Action: Henry Bachelor** reminded he had agreed to speak the Highway Dept about this. Evan Loughlin is Nicola Burden's boss so should be copied in on any emails.

c) Feedback on communication over access to the field between Pampisford Road and the disused railway. Bernie Talbot had contacted the agent for the landowner and met with TWI to ask who owned the railway line and field beyond, as Bernie suspected it was TWI; Bernie suggested that TWI give permission for the public to use the railway line path. Agent for the landowner, Gavin Davison, agreed to trim the hedge on his land bordering Pampisford Road.

d) PCSO Wiseman was unavailable to attend the meeting. **Action Clerk** : to ask the Police and Crime Commissioner to attend a council meeting to discuss the reduction in local policing.

- e) Resident concerned about overgrown hedge on Pampisford Road reducing driver visibility on the bend after the speed sign. **Clerk** to contact the farmer to get the hedge trimmed back.
- f) 'Parish lead highway improvement' form. Before the Third Party Funding form is completed, **Tony Orgee** to talk to Granta Park about the roundabout. **Clerk** to liaise with Tony Orgee when completing the form.

76. PLANNING AMENDMENT TO THE LINTON ROAD DEVELOPMENT to include smaller tree varieties in the community orchard and a different play surface in the play area

- a) Update on correspondence with Hill the developers. Hill had agreed to make a non-material planning amendment to include larger root stock trees for the orchard and a different surface for the play area; the planned wild flower meadow in the orchard cannot be removed from the scheme.

77. UPDATE ON THE NEIGHBOURHOOD PLAN

- a) Update on the neighbourhood plan and the planned referendum. The referendum would be open to residents on the ex-Land Settlement Estate (North, South and Chalky Road) who were on the electoral roll and would take place at the Institute on 13th December.

78. HOUSING

- a) Committee for Abington Housing update- James Snell's presentation on the proposed new houses on Linton Road was considered much improved by the Housing Committee. An update from Hill on the development on Linton Road, reported that the building work was ahead of schedule.

79. REPORT FROM THE RECREATION GROUND COMMITTEE

- a) Update – The committee had discussed requesting an increase in the precept from both Parish Councils when they agreed the budget for 2019-20 and reviewed the terms of reference. The play area was in good repair, although a large swing was being purchased and more bins would be installed. The Multi-Sport area had been cleared of leaves and weeds. The Nature Watch representative had suggested which shrubs should be planted to encourage insects. David Pimblett had suggested species of trees to replace the three trees that had been removed. Details of the pump track were on the website and funding was being sought from local businesses and other funding sources. Bernie Talbot to attend the Recreation Ground meeting to explain the section 106 requests and when the funds were likely to be available.

80. CORRESPONDENCE

- a) SCDC has requested a copy of the parish council's emergency plan. What action does the council wish to take? Bernie Talbot proposed that there was no value in the council creating an emergency plan, which was seconded by Jane Bowen, with the support of all councillors.
- b) 3C Shared Services has contacted the council on behalf of SCDC confirming the name 'Larkfield' was to be adopted for the new development on Linton Road. Councillors had been copied in on the email received by the Clerk.
- c) Email about a dog trying to attack a pedestrian/dog through a fence, as they used a footpath. **Action :** **Clerk** to ask the police/PCSO to talk to the property owner about stopping their dog being able to reach through the fence to reach walkers and their dogs.
- d) Noticeboard quotes – Action Clerk to get three quotes.
- e) Clerk to invite Kelly Austin from Linton Health Centre to attend the council's January meeting.

81. ITEMS FOR THE NEXT MEETING'S AGENDA on 21st January 2019

Great Abington Parish Council

Balance sheet at 31st March 2016

	2015-2016	2014-2015	2013-2014
Long Term Assets			
Government Bond	0*	96.04	96.04
Current Assets:			
Cash at Bank	52,220.03	47,455.64	76,611.82
Debtors			
Total Assets	52,220.03	47,455.64	76,611.82
Current Liabilities			
Nil		0	
Net Assets	52,220.03	47,455.64	76,611.82
Represented by:			
General Fund	52,220.03	47,455.64	76,611.82
Earmarked funds 2015-6:			
Recreation facilities	14,000.00	14,000.00	14,000.00
Section 106 funds	8,040.27	10,192.28	6,337.52
New Play Equipment	0	0	26,000.00
Computer Equipment	930.05	930.05	930.05
Village Funds	1,100.00	1,100.00	930.05
Footpath repairs	3,000.00	3,000.00	2,500.00
Linton Road light invoice	0	1,923.00	1,923.00
	27,070.32		
Bank Reconciliation			
Business Premium account (s106)balance at 31st March 2016			8,040.27
Business Premium account balance at 31st March 2016			38,139.28
Current account balance at 31st March 2016			6,040.48
	52,220.03		
Less unrepresented cheque:		101006	25.00
	101041	15.00	
	101044	204.00	
	101045	20.00	
	101046	500.00	
	101048	0.40	
	101049	2116.75	
	101050	110.00	
	Total uncleared	2,991.15	
	49,228.88		

The above statement represents fairly the financial position of Great Abington Parish

Council as at 31st March 2016.

Approved by the Parish Council.....Chair

Date.....

.....
Officer

....Responsible Financial

Date.....

* Bond was closed and the proceeds paid into the community account

Great Abington Parish Council

Summary of Income and Expenditure accounts for year ending March 2016

Financial year ending:

<u>31.03.15</u>		<u>31.03.16</u>
	<u>Income</u>	
12,000.00	Precept	12,000.00
20.43	Interest	18.56
2.40	Consul	1.20
3,830.21	s. 106 funds	0
24.51	s. 106 interest	37.97
348.32	VAT	5735.03
356.57	Others (bus trip/refund)	524.74
57.6	Lost cheque not cashed	0.00
<u>16,640.04</u>	Total	<u>18,317.50</u>
	<u>Expenditure</u>	
246.20	HMRC	3.20
2,114.50	Staff costs	2372.80
1,046.09	Administration costs	894.04
394.00	Auditors	526.00
	Recreation	
3937.50	ground	6,054.25
807.39	Insurance	834.05
240.27	Section 137	500
952.80	Churchyard maintenance	1,182.00
0	General maintenance	586.00
520.00	Donations (s.106 village hall, first responders)	300.00
852.38	Maintenance of pedestrian lights	583.21
550.00	Coach trip costs	485
0	Defibillator	923.2
3,408.64	Interactive road sign	
923.00	New flowerbed	

31,200.00 Play equipment

47,192.77

15,243.75

General fund

76,707.86	Audited accounts 2014/2015	46,155.13
16,640.04	Receipts	18,317.50
47,192.77	Less payments	15,243.75
<u>46,155.13</u>	<u>General funds balance 31 March 2016</u>	<u>49,228.88</u>

Smaller authority name: GREAT ABINGTON PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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

NOTICE	NOTES
<p>1. Date of announcement <u>2nd June 2018</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Paula Harper (Parish Clerk)</u> <u>email: harper802@btinternet.com</u> <u>TEL: 01223 890000</u></p> <p>commencing on (c) <u>Monday 4 June 2018</u></p> <p>and ending on (d) <u>Friday 13 July 2018</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 subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>PAULA HARPER (PARISH CLERK)</u></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>

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, 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.	✓		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.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

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

23. COMPLETE THE GOVERNANCE STATEMENT

dated

18/06/2018

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

Chairman

Clerk




REQUIRED

REQUIRED

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

www.theabingtons.org.uk ADDRESS

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	49,229	47,808	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	12,000	12,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,394	45,751	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	2,476	2,666	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	13,339	29,048	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	47,808	73,845	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	47,808	73,845	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	28,055	33,180	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 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

P. M. Harper

Date

18th June 2018

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

18/06/18

and recorded as minute reference: ANNUAL RETURN TABLE
23. REVIEW + APPROVE THE ACCOUNTING STATEMENTS

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]

Great Abington Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Great Abington Parish Council for the year ended 31 March 2018 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Great Abington Parish Council on application to:</p> <p>(a) Paula Harper (Parish Clerk) 17 Lewis Crescent, Great Abington, Cambridge</p> <p>(b) Please phone or email to arrange a time: tel. 01223089200 or email: harper802@btinternet.com</p> <p>3. Copies will be provided to any person on payment of £0.15 (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) Paula Harper (Parish Clerk)</p> <p>Date of announcement: (e) 27th September 2018</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: GREAT ABINGTON PARISH COUNCIL

County Area (local councils and parish meetings only): CAMBRIDGESHIRE

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on MONDAY 4TH JUNE

and ending on FRIDAY 13TH JULY

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: P. M. Harper

Role: PARISH CLERK

PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH THE AGAR AND OTHER REQUESTED DOCUMENTATION

Great Abington Parish Council

Clerk: Mrs. PM Harper
17 Lewis Crescent, Great Abington, Cambridge CB21 6AG
Telephone: 01223 892000

Supporting statement for the Year ended 31 March 2018

Community assets:

Abington Recreation Ground – the land is owned by this Council- Nominal Value £1.
Abington Recreation Ground Committee will continue to deal with the management of this land which is shared with Little Abington Parish Council.

Other fixed assets:

Brick bus shelter - £8,000.00

2 Metal bus shelters - £16,000

3 wooden benches - £2,400.00

Total value £33,180.00

Computer and printer - £1,000.00

Freestanding oak notice board - £1,700.00

Salt bins x 4 – £480.00

2 Raised Flowerbeds - £1,600.00

Defibrillator - £2,000.00

From 2008 the District Council took responsibility for maintaining and supplying litterbins

S137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to a specified amount per head of the electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. In 2017-8 the sum that could be spent per electorate was £7.57. £374.09 was spent on a gazebo for community group use.

Earmarked Funds

In 2010-2011 the Council agreed to earmark £14,000 towards amenity facilities. This increased to £15,000 from 2016-17 and will increase to £17,000 for the 2018-18 budget. In 2012 the Council agreed to earmark £1,000 towards the provision of new computer equipment and £930.05 remains earmarked which in 2017 the council agreed to return to general reserves.

In 2014-5 the sum earmarked to repair footpaths was increased to £3,000.

Section 106 Funds


£3,150.00 (purchase price was £1.00) was spent in legal costs buying the Recreation Ground land, £1,000 was spent on the outdoor gym equipment, £1,500 was spent putting in place an access licence for the Recreation Ground, £900 spent on a projector for the Institute and £2,116.75 on shelter on the Recreation Ground. There is £40,706.04 of section 106 funds remaining, plus the interest.

Advertising and publicity

No costs were incurred during the year, as TWI Ltd kindly covered the cost of printing the monthly newsletter.

Payments still to be made for financial year 2017/2018.

Nil.


18/6/18

Great Abington Parish Council

Balance sheet at 31st March 2018

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
<i>Current Assets:</i>			
<i>Cash at Bank</i>	52,220.03	51,267.00	82,829.78
<i>Debtors</i>			
<i>Total Assets</i>	52,220.03	51,267.00	82,829.78
<i>Current Liabilities</i>			
<i>Nil</i>			
<i>Net Assets</i>	52,220.03	51,267.00	82,829.78
<i>Represented by:</i>			
<i>General Fund</i>	52,220.03	51,267.00	82,829.78
<u>Earmarked funds 2015-7:</u>			
<i>Recreation facilities</i>	14,000.00	15,000.00	15,000.00
<i>Section 106 funds</i>	8,040.27	8071.62	40,840.85
<i>Computer Equipment</i>	930.05	930.05	0
<i>Village Funds</i>	1,100.00	0	0
<i>Footpath repairs</i>	3,000.00	3000.00	3,000.00
	<u>27,070.32</u>	<u>27,001.67</u>	<u>58,840.85</u>

Bank Reconciliation

Business Premium account (s106)balance at 31st March 2018		40,840.85
Business Premium account balance at 31st March 2018		34,179.73
Current account balance at 31st March 2018		7,809.20
		<u>82,829.78</u>
Less unpresented cheque:		
	101150	24.94
	101152	5,839.81
	101153	3120.00
	Total uncleared	<u>8,984.75</u>
		<u>73,845.03</u>

The above statement represents fairly the financial position of Great Abington Parish Council as at 31st March 2018.

Approved by the Parish Council.....Chair

Date.....

.....Responsible Financial Officer

Date.....

Great Abington Parish Council

Balance sheet at 31st March 2018

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
<i>Current Assets:</i>			
Cash at Bank	52,220.03	51,267.00	82,829.78
Debtors			
Total Assets	52,220.03	51,267.00	82,829.78
<i>Current Liabilities</i>			
Nil			
Net Assets	52,220.03	51,267.00	82,829.78
<i>Represented by:</i>			
General Fund	52,220.03	51,267.00	82,829.78
<u>Earmarked funds 2015-7:</u>			
Recreation facilities	14,000.00	15,000.00	15,000.00
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Computer Equipment	930.05	930.05	0
Village Funds	1,100.00	0	0
Footpath repairs	3,000.00	3000.00	3,000.00
	<u>27,070.32</u>	<u>27,002</u>	<u>58,840.85</u>

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The above statement represents fairly the financial position of Great Abington Parish Council as at 31st March 2018.

Approved by the Parish Council.....Chair

P. Harper Date 18/6/18

.....Responsible Financial Officer

Date 18/6/18

[Signature]
18/6/18

GREAT ABINGTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			PETTY CASH SYSTEM NOT 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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (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

13/06/18

Name of person who carried out the internal audit

MIKE GUTTERIDGE

Signature of person who carried out the internal audit

MSP Gutteridge

Date

13/06/18

*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 2017/18

We acknowledge as the members of:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

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

23. COMPLETE THE GOVERNANCE STATEMENT

dated

18/06/2018

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

Chairman

Clerk

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

Authority web address

www.theabingtons.org.uk

Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	49,229	47,808	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	12,000	12,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,394	45,751	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	2,476	2,666	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	13,339	29,048	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	47,808	73,845	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	47,808	73,845	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	28,055	33,180	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 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

P. M. Harper

Date

18th June 2018

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

18/06/18

and recorded as minute reference: ANNUAL RETURN TABLE
23. REVIEW + APPROVE THE ACCOUNTING STATEMENTS

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]

Paula

**GREAT ABINGTON PARISH COUNCIL:
INTERNAL AUDITOR'S REPORT: (2017/2018)
Date: 13.06.18**

Comments on internal control objectives (Page 5 of Annual Governance and Accountability Return (AGAR), 2017/2018). References below are to JPAG 'Governance and Accountability for Smaller Authorities in England: March 2018'

Objective A:

Proper Book-keeping:

The cashbook spreadsheet appears to be generally up-to-date, regularly balanced, with the arithmetic correct (but see note below re: VAT).

Objective B:

(a) Standing Orders and Financial Regulations adopted and applied.

Standing Orders and Financial Regulations have been revised and were adopted at the meeting on 26.03.18.

Comments:

● The Parish Council does not appear to be compliant with the requirements of the **Transparency Code for Smaller Authorities** – this legislation is mandatory. The Parish Council website has links to some of the documents required to be made available by the code, but only up to May 2017. **This should be addressed as a matter of urgency.** [See JPAG 'Governance and Accountability' Page 42, Par 5.71].

● In my interim audit report I recommended that detailed and documented procedures for internet banking/e-payments are included in the Financial Regulations. The Parish Council meeting on 18.09.17 appears to have agreed appropriate wording, but nothing has been inserted in the revised Financial Regulations.

● I note **Parish Council Meeting minutes** have not been numbered since March 2017. Numbering of pages ensures minutes are complete and in the correct order.

(b) Payments controls:

The Statement of Internal Control was reviewed on 26.03.18.
A sample check was carried out on one minuted finance report (Parish Council meeting of 15.01.18). The table of payments appears accurate. Invoices in the file were checked against the spreadsheet, cheque stubs, and bank statements.

Comment:

● Precept Notices from the Recreation Ground Committee are available for the two instalments paid in January 2018, but there were no acknowledgements available confirming that these payments had been received. These should be located (or requested).

(c) VAT

I note a repayment received in July 2017 for VAT in the previous financial year.

Comment:

● VAT for cheque 153 appears to be incorrectly shown as £200 (when it should be £520).

(d) Section 137 payments.

I note no Section 137 payments are listed for 2017/2018.

Comment:

- The purchase of a gazebo for community use for £374.09 may need to be categorised as Section 137. CAPALC may be able to advise.

Objective C:

Risk Management arrangements:

A formal statement of the Council's general policy on risk management was reviewed and adopted on 26.03.18. No Risk Register however appears to have been drawn up. [See JPAG 'Governance and Accountability' Pars 5.92-5.94 and Page 61]

Comment:

- I recommend the Council gives urgent consideration to drawing up a Risk Register. I have supplied an example.

Insurance:

Insurance cover has been reviewed and appears adequate, but see comment below under **Objective H** regarding assets covered.

Objective D:

Budgetary controls:

An Annual Budget for 2017/2018 was prepared with periodic updates of expenditure being given to councillors in the minutes and subsequently prior to meetings. There do not appear to be any significant unexplained variances from Budget, but an explanation of **significant year on year variances** will need to be included with the AGAR.

Comments:

- Column headings for the Budget for 2018-2019 could be made clearer, with the second (central) column showing the date for the projections below, and the eventual addition of a final column showing year-end variances.
- The Council may wish to consider including in the annual Budget more detailed plans for spending Section 106 funds.

Objective E:

Income controls:

Systems generally appear to be in place and satisfactory.

Objective F:

Petty Cash procedures:

The Council does not operate a Petty Cash system.

Objective G:

Payroll controls:

I note that a PAYE scheme is in operation for the Clerk's salary, and appears to be operated correctly. Figures on monthly payslips appear to be accurately recorded.

Objective H:

Asset controls:

The asset register was updated in May 2018 with revised insurance values.

Comment:

● I note the insurance policy shows cover in place for the defibrillator and 'Flowerbed Structures' but these items are not listed in the Asset Register. The gazebo similarly may need to be included on the register (and insured).

Objective I:

Bank reconciliation:

An annual bank reconciliation has been carried out for each account, and periodic bank reconciliations are carried out. **A copy of the bank reconciliation as at 31 March 2018 will need be included with the AGAR.**

Objective J:

Year-end procedures:

Year-end accounts have been prepared on the correct basis, the accounts appear to agree with the cash book and to be supported by an adequate audit trail from underlying records.

Objective K:

Trustees' responsibilities:

I understand the Council does not act as sole trustee for any funds.

**Mike Gutteridge,
Internal Auditor,
13.06.18**