

# CLOTTON HOOFIELD PARISH COUNCIL

To the Members of Clotton Hoofield Parish Council: You are hereby summoned to attend the Annual Meeting of the Parish Council on Thursday 18<sup>th</sup> May to be held in Duddon, Clotton and District Memorial Hall, which will begin at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

13/05/2023

[Clerk.clottonhoofieldpc@gmail.com](mailto:Clerk.clottonhoofieldpc@gmail.com) or 07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS  
(Public Bodies (Admission to Meetings) Act 1960)

## AGENDA

1.	<b>ELECTION OF CHAIR AND VICE-CHAIR FOR 2023-24</b>		
2.	<b>APOLOGIES</b>	And reason for absence.	Chair
3.	<b>PARISH COUNCIL VACANCIES</b>	To review and approve any applications for co-option onto the Parish Council following the election on May 4th 2023.	Clerk
4.	<b>DECLARATIONS OF INTEREST</b>	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
5.	<b>EXCLUSION OF PRESS AND PUBLIC</b>	Council is asked to discuss excluding the Press and public for any item listed on the below Agenda.  <small>The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</small>	Chair
6.	<b>PUBLIC PARTICIPATION</b>	When members of the public may comment or raise questions regarding matters affecting the Parish.  <small><i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Clotton Hoofield. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i></small> <small><i>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i></small>	Chair
7.	<b>CORRESPONDENCE</b>	- Any other correspondence received following Agenda being circulated.	Clerk
8.	<b>MINUTES</b>	To approve the minutes of the Parish Council meeting held on 20 <sup>th</sup> March 2023	Chair
9.	<b>ACTIONS</b>	To note actions list and receive additional updates	Chair
10.	<b>PLANNING</b>	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
11.	<b>AUDIT</b>	1) To accept a summary for the year 2022-23 2) To accept and sign the Certificate of Exemption 3) To accept the Annual Internal Audit report 4) To review and complete the Annual Governance Statement 5) To review and sign the Accounting Statement 6) To sign the Exercise of Public Rights	
12.	<b>ACCOUNTS</b>	1) To accept the Cash Book and review the Outturn against Budget to date. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To review and note Internal Auditor Report and Recommendations 4) To approve the payments that can be made between meetings. 5) To approve the payment of Insurance for 2023-24. 6) To approve the payment of items by direct debit 7) To approve the renewal of CHALC membership for 2023-24 8) To approve Income and Payments since last meeting.	Clerk Clerk Clerk Clerk Clerk Clerk Clerk Clerk

13.	<b>HIGHWAYS</b>	To review the REPORT IT items and work undertaken since the last meeting.	CK
14.	<b>PARISH COUNCIL MATTERS</b>	<ol style="list-style-type: none"> <li>1) Roles and Responsibilities – to review and agree roles and responsibilities for 2023-24</li> <li>2) Policies – to review the schedule of policies and agree if they can be carried forward.</li> <li>3) Dates of Meetings for 2023-24 – to agree the schedule of meetings for 2023-24</li> </ol>	<p>Chair</p> <p>Chair</p> <p>Chair</p>
	<b>DATE OF NEXT MEETING</b>	To agree the date of the next meeting as Monday 17 <sup>th</sup> July 2023 at 7.00pm.	

**Date:** 14 April 2023

**Reference Number:** 6122

### **Replacement bus services confirmed in mid Cheshire**

New and replacement bus services have been confirmed following the decision by Arriva North West to close their depot in Winsford and cancel all bus services in the area from 22 April.

Service 31 will now be operated by D&G Bus on an hourly basis between Northwich and Crewe providing a link to Winsford, Glebe Green and Leighton Hospital.

Service 37 will also be operated by D&G (hourly) between Northwich and Crewe serving Bradbury Road, Winsford, Middlewich and Sandbach. Evening journeys between Winsford and Sandbach will be retained.

D&G Bus will also operate service 1 from Weaverham to Rudheath via Northwich town centre. Journeys to Weaverham will operate every hour throughout the day, journeys to Rudheath will be supplemented by extensions to service 82, providing a combined half hourly service at certain times of the day. Service 1 will operate at suitable times for children travelling to and from Weaverham High School.

Stagecoach will operate service 84 between Crewe and Chester via Nantwich, Tarporley and Tarvin. Revised evening and Sunday services will be provided.

The X31, known as "Nightlife Express", operates a Friday and Saturday evening service between Winsford and Northwich (last bus from Northwich 11.40pm) designed to support Barons Quay and the night-time economy.

A new service number N4 will operate hourly between Barnton, Winnington and Northwich. This service will extend to Leftwich and Kingsmead at certain times of the day and will also include journeys to Sir John Deane's College for students.

A circular town service W7 in Winsford will operate between 9.30am and 2pm Monday to Friday starting at Winsford Library then on to Dene Drive, Mount Pleasant, Over and Grange residential areas.

Cheshire West and Chester Council will financially support X31, N4, the circular town service W7 and the 84 evening and Sunday services.

A maximum single adult fare of £2 continues to be available on all services until 30 June 2023.

Timetable information can be obtained from the bus operator and council websites listed below:

Cheshire West and Chester

Council: <https://www.cheshirewestandchester.gov.uk/residents/transport-and-roads/public-transport>

D&G: <https://www.dgbus.co.uk/closure-of-arriva-depots-in-cheshire.html>

Stagecoach: <https://www.stagecoachbus.com/service-updates/serviceupdatesarticle?SituationId=ID-14/03/2023-13:56:43:549>

Warrington's Own Buses: <https://www.warringtonsownbuses.co.uk/news>

ENDS



# TARPORLEY WAR MEMORIAL HOSPITAL OPEN EVENING



## WHEN

**Thursday, 8th June, 2023**  
**5pm - 8pm**

## WHERE

**Countess of Chester at  
Tarpoley War Memorial  
Hospital**

**14 Park Road, Tarpoley, Cheshire, CW6 0AP**

## Community Event

An opportunity to find out more about the latest service developments at Tarpoley Hospital and the role of TWMH Trust in enhancing the provision of health and social care services for the local community.

Light refreshments will be provided.

## Meet the Teams

Hear from Countess of Chester Hospital NHS Foundation Trust about their latest plans for service developments.

Talk to TWMH Trustees and your local MP about healthcare priorities and ways the charity can best support services.

Meet the teams providing services on site and within your local community.

## RSVP

Space will be limited. If you would like to join us, please get in touch to reserve your place on 07395 798482 or [info@twmh.org.uk](mailto:info@twmh.org.uk)

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL  
Monday 20<sup>th</sup> March 2023 at 19:00 at Duddon, Clotton and  
District Memorial Hall

**MINUTES**

**PRESENT**

Cllr Geoffrey Bibby, Cllr Jane Nicholas, Cllr Charles Kinsey, Cllr John Leather (CWaC)

Clerk: Mrs T Ryall-Harvey

Public – 0

**APOLOGIES** were received and accepted from Cllr Harry Tonge (CWaC)

**DECLARATION OF INTERESTS** – None raised.

**PUBLIC PARTICIPATION –**

John Leather reported that the Neighbourhood Pride Project was been chased up and would be undertaken even if not completed by end of March 2023.

It was also reported that grant monies were available in support of the King's Coronation and closing date for application was 22<sup>nd</sup> March.

**CORRESPONDENCE**

Tarporley War Memorial Hospital Trust – the Spring Newsletter from Tarporley War Memorial Hospital Trust was received, circulated and noted.

CWaC Applications for communities to mark the coronation of King Charles III - it was noted that information had been received in connection with a Ward Members Grant that was available for community groups and Parish Councils to bid against to help commemorate the coronation of King Charles III. **ACTION:** it was agreed that the Clerk should submit a grant application for 2 kg of wildflower seeds at £160 per 1kg and money to assist with the clearing for the brambled land in Hoofield. Then verges in Hoofield and opposite Iddenshall Hall should be planted with Wildflowers if grant is successful.

CWaC: Draft Local Validation Checklist – it was reported that CWaC were consulting on a draft local list that they have drafted to allow planning application responses to be standardised.

CWaC EVCI Consultation Presentation – the results of the consultation into the Electric Vehicle Infrastructure Strategy was circulated for councillors information and was noted.

Correspondence from Resident – it was reported that correspondence had been received from a resident living on A51 highlighting further concerns with the A51 and the speed vehicles travel along it. He also highlighted issues with a recently repaired gully pot that still seemed to be causing problems. This information was noted.

A resident reported that the 30/40mph sign on the A51 in Clotton (left hand side heading towards Chester) has still not been replaced and the missing Corkscrew Lane Sign at the Hoofield end of the road was also still awaiting replacement.

It was also reported that Arriva had served notice to stop running the 84 bus services due to them closing their local depo and Stage Coach had shown interest in the (Chester – Tarvin- Tarporley-Nantwich-Crewe) Monday to Saturday daytime journeys only – not evenings and Sundays. It was reported that Stage Coach may not necessarily run a like for like service and their proposal is subject to further changes.

It was reported that the United Utilities pipeline project had been stalled until further notice. **ACTION:** Further information was sought.

## MINUTES

42. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 16<sup>th</sup> January 2023 were accepted as a true and accurate record and signed by the Chairman.

## ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting:

- Cllr Tonge provided Clerk with contact email for Mr Waterhouse (A51 Group Lead)
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk has put the minutes of the previous meetings on the website.
- **Meeting Date** – the village hall had been booked for the March 2023 meeting.

## PLANNING

The Planning Register dated 10-03-2023 was circulated for Parish Councillors information.

It was reported in relation to 22/00053/FUL the erection of agricultural buildings to assist with allotment operations, there were vehicles now parking on the pavement etc – report to CWaC

It was noted that since the last meeting the following planning applications been determined by CWaC: -

22/02239/LBC – Clotton Hall, High Street, Clotton CW6 0EH – Install mezzanine floor within hayloft to extend existing use and erect timber cladding and timber access door to southern elevation – **approved**.

It was noted that since the last meeting the following planning applications been received from CWaC and responses submitted: -

23/00588/FUL – 1 Brookdale Cottage, Willington Lane, Clotton CW6 0HQ – Alteration to existing windows, to include replacing existing bay door with a window – the Parish Council submitted a response in Support to this application.

## ACCOUNTS/

### Cashbook

43. **RESOLVED** to accept the cash book and YTD summary dated 10<sup>th</sup> March 2023.

### Bank Reconciliation against Cashbook YTD

44. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 10<sup>th</sup> March 2023.

### VAT Rebate Application

45. **RESOLVED** to submit the Parish Council's VAT submission for 2022-23 at a value of £101.83.

### Income and Payments since the last meeting

46. **RESOLVED** - To note the income received of:

£4.23 in January, £5.04 in February, £4.66 in March for Bank Interest

47. **RESOLVED** - To note the payments since the last meeting of: -

Clerk's Salary	Tax Point 11	£255.13
Clerk's Salary	Tax Point 12	£255.13
	To include Training, Stationery, Office Allowance,	
Clerk's Expenses	Mobile Phone, Printing and Travel	£78.25
HMRC PAYE	PAYE Tax Month 11	£63.80
HMRC PAYE	PAYE Tax Month 12	£63.80
Duddon Clotton and District Village Hall	Hall Hire	£45.00
Visual (Sales & Service) Ltd	Cloud Hosting Plan	£57.46
Shires Accountants (PQR Limited)	Pension Regulations Redecoration Submission	£36.00

## HIGHWAYS

The issues logged via CWaC Report IT system have been reported, logged, monitored and updated since the last meeting.

It was discussed that the drainage issues on Willington Lane still remained outstanding and should be chased with CWaC, together with the other outstanding issues raised by residents to include:

- Repair to gully put on A51 still causing concerns to resident.
- 30/40mph sign on the A51 in Clotton (left hand side heading towards Chester) has still not been replaced
- The missing Corkscrew Lane Sign at the Hoofield end of the road was also still awaiting replacement.

## PARISH COUNCIL MATTERS

**Elections** – The Clerk reported that the nomination papers were now available for residents wishing to stand as a Parish Councillor for the term May 2023 – May 2027. Subject to there being more than eight candidates that an election would take place on Thursday 4<sup>th</sup> May 2023 and the current Parish Councillors would stand down on Tuesday 9<sup>th</sup> May when the newly elected Parish Councils take office.

All nominations will need to be completed and taken to either Chester, Ellesmere Port Library or Wyvern House Winsford by appointment only before 4pm on Tuesday 4<sup>th</sup> April.

### Risk Assessment

48. **RESOLVED** to approve the Risk Assessment for 2022-23.

### Asset Register

49. **RESOLVED** to approve the Parish Council's Asset Register for 2022-23.

### Instruct an Auditor for 2021-22

50. **RESOLVED** to appoint Mr P Sanders to undertake the internal audit for 2022-23.

### Wildflower Planting in the Area

Following submitting to CWaC an area in Hoofield to be nominated for planting wildflowers, the clerk confirmed that unfortunately this area had not been selected and sought the council's thoughts on if the Parish Council itself should fund this project?

Cllr Leather thanked the current and past Parish Councillors for all of their work that they have undertaken on behalf of the parish of Clotton Hoofield. Cllr Leather would be standing down at the next election and therefore wished the Parish Council all the best for the future.

## DATE OF THE NEXT MEETING

The Annual Meeting of the Parish Council would take place on Monday 22<sup>nd</sup> May 2023 at 7.00pm.

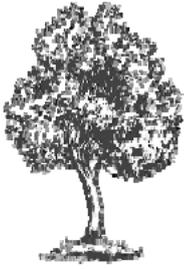
Signed ..... Dated .....

## Clotton Hoofield Parish Council Planning Register 2023-24

Received	Number	Location	Description	PC Response	Result
6th Jan 2022	22/00053/FUL	Land At Duddon Road Clotton Tarporley	Erection of agricultural buildings to assist with allotment operations (Retrospective)	Not Supported	Awaiting Decision
4th Oct 2022	22/03038/FUL	1 Yew Tree Bank Clotton Hoofield Chester Cheshire CW6 0EJ	Alterations to driveway to include creation of new vehicle crossing and dropped kerb	Neutral	Awaiting Decision
15th Nov 2022	22/03628/FUL	Iddenshall Grange High Street Clotton Tarporley CW6 0EQ	Enlargement of residential curtilage and extension of the recently allowed converted cow shed at Iddenshall Grange	Supported	Approved
Thu 23 Feb 2023	23/00588/FUL	1 Brookdale Cottage Willington Lane Clotton Tarporley CW6 0HQ	Alterations to existing windows, to include replacing existing bay door with a window	No Objections	Approved
Fri 10 Mar 2023	23/00799/LBC	4 Yew Tree Farm Barn Duddon Road Clotton Tarporley CW6 0EH	Two storey rear extension	Supported	Awaiting Decision
Fri 10 Mar 2023	23/00798/FUL	4 Yew Tree Farm Barn Duddon Road Clotton Tarporley CW6 0EH	Two storey rear extension	Supported	Awaiting Decision

AGR – Agricultural application  
 CAT – Conservation area tree  
 FUL – Full application  
 LBC – Listed building consent  
 PDQ – Agricultural Buildings to Dwelling Houses  
 REF - Appeal  
 S73 – Minor material amendments  
 LDC – Lawful Development Certificate  
 TPO – Tree Preservation Order

Trudy Ryall-Harvey  
 04/05/2023



# Clotton Hoofield Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2022 - 31st March 2023

Email: clerk.clottonhoofieldpc@gmail.com

Mobile: 07784 486 767

## Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2022-23

Charles Kinsey

Email: charles@kinseyfarming.co.uk

## CASH BOOK

Balance brought forward	£10,843
PLUS: Receipts	£6,757
LESS: Payments	<u>-£5,845</u>
	£11,756

## BANK

Lloyds Current Account	£1,856
Lloyds Deposit Account	£9,901
LESS: unpaid cheques	<u>£0</u>
	£11,756

S137 Limit for 2022-23	2840.04
Total Spend for year	0

Parish Council Minutes are available at <https://www.clottonhoofieldparishcouncil.co.uk/minutes/>

## Explanation of variances – pro forma

Name of smaller authority:

**Clotton Hoofield Parish Council**

County area (local councils and parish meetings only):

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the**

	2021-22 £	2022-23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	9,881	10,843				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,332	6,538	206	3.25%	NO		
3 Total Other Receipts	671	219	-451	67%	YES		In 2021-22 we received the following additional money:- £0.96 in bank interest £669.86 VAT Rebate In 2022-23 we received the following additional money:- £18.68 in bank interest £200.58 VAT Rebate
4 Staff Costs	3,336	3,805	469	14.05%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,704	2,039	-665	24.59%	YES		Professional Services for 2021-22 = £461.00 Professional Services for 2022-23 = £1,146.86 General Services for 2021-22 = £379.70 General Services for 2022-23 = £45.00 Administration for 2021-22 = £928.96 Administration for 2022-23 = £746.10 Grants and Projects for 2021-22 = £731.70 Grants and Projects for 2022-23 = £0 VAT for 2021-22 = £202.59 VAT for 2022-23 = £101.82
7 Balances Carried Forward	10,843	11,757				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	10,843	11,756				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments at	4,329	4,329	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	
<b>Earmarked reserves:</b>			
Reserve 1	3250		A51 Speed Limit (40 Speed Reduction
Reserve 2	2500		Election Reserve
Reserve 3	3586		Portion of Precept
Reserve 4	920		CIL Projects
Reserve 5			
Reserve 6			
		10256	
<b>General reserve</b>	1500		<b>General Reserves</b>
		1500	
<b>Total reserves (must agree to Box 7)</b>		<u>11756</u>	

# Clotton & Hoofield Parish Council Cashbook 2022-23

STATE MENT DATE	Description	Res	M/P	Power	People	Professional Services	General Services	Admin	Projects	From Reserves	VAT Reclaim	Receipts	Totals	Comments
11/04/2022	Interest	16	116									£0.09	<b>0.09</b>	Bank Interest
08/04/2022	CWac	16	116									£6,538.00	<b>6,538.00</b>	CWac Receipt
22/04/2022	HMRC VTR	16	116									£200.58	<b>200.58</b>	VAT Refund
25/04/2022	Mrs T Ryall-Harvey	17	116	1	-£229.99								<b>-229.99</b>	Clerk's Salary Tax Month 1
29/04/2022	HMRC PAYE	17	116	1	-£57.40								<b>-57.40</b>	PAYE
09/05/2022	Interest	16	116									£0.08	<b>0.08</b>	Bank Interest
17/05/2022	Game & Company	17	116	4		-£644.15							<b>-644.15</b>	Parish Council Insurance
17/05/2022	CHALC	17	116	8		-£129.96							<b>-129.96</b>	CHALC Membership for 2022-23
17/05/2022	HRMC PAYE	17	116	1	-£70.00								<b>-70.00</b>	PAYE
17/05/2022	Mrs T Ryall-Harvey	17	116	1				-£371.86					<b>-401.89</b>	Clerk's Expenses
17/05/2022	Sue Irlam	31	120	1		-£50.00							<b>-50.00</b>	Internal Auditor
07/06/2022	Mrs T Ryall-Harvey	17	116	1	-£279.88								<b>-279.88</b>	Clerk's Salary Tax Month 2
09/06/2022	Interest	30	120									£0.08	<b>0.08</b>	Bank Interest
24/06/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99								<b>-229.99</b>	Clerk's Salary Tax Month 3
01/07/2022	HMRC PAYE	31	120	1	-£57.90								<b>-57.90</b>	PAYE
11/07/2022	Interest	30	120									£0.09	<b>0.09</b>	Bank Interest
18/07/2022	PQR Limited	31	120	1		-£25.50							<b>-30.60</b>	Payroll Provider Q1
25/07/2022	Mrs T Ryall-Harvey	31	120	1	-£229.79								<b>-229.79</b>	Clerk's Salary Tax Month 4
26/07/2022	HMRC PAYE	31	120	1	-£57.60								<b>-57.60</b>	PAYE Tax Month 4
09/08/2022	Interest	30	120									£0.33	<b>0.33</b>	Bank Interest
25/08/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99								<b>-229.99</b>	Clerk's Salary Tax Month 5
30/08/2022	HMRC PAYE	31	120	1	-£57.40								<b>-57.40</b>	PAYE Tax Month 5
09/09/2022	Interest	30	120									£0.42	<b>0.42</b>	Bank Interest
15/09/2022	ICO ZA	31	120	1				-£35.00					<b>-35.00</b>	Information Data Protection Subs
27/09/2022	Mrs T Ryall-Harvey	31	120	1				-£130.72					<b>-135.77</b>	Clerk's Expenses
27/09/2022	Mrs T Ryall-Harvey	31	120	1	-£229.99								<b>-229.99</b>	Clerk's Salary Tax Month 6
30/09/2022	HMRC PAYE	31	120	1	-£57.40								<b>-57.40</b>	PAYE Tax Month 6
05/10/2022	One.com	36	125	5		-£142.87							<b>-171.44</b>	Website Domain Renewal
05/10/2022	PQR Limited	36	125	1		-£25.50							<b>-30.60</b>	Payroll Provider Q2
10/10/2022	Interest	35	125									£0.42	<b>0.42</b>	Bank Interest
25/10/2022	Mrs T Ryall-Harvey	36	125	1	-£241.20								<b>-241.20</b>	Clerk's Salary Tax Month 7
31/10/2022	HMRC	36	125	1	-£60.40								<b>-60.40</b>	PAYE Tax Month 7
09/11/2022	Interest	35	125									£1.06	<b>1.06</b>	Bank Interest
22/11/2022	PQR Limited	36	125	1		-£51.00							<b>-61.20</b>	Payroll Provider Q3 & Q4
25/11/2022	Mrs T Ryall-Harvey	36	125	1	-£241.20								<b>-241.20</b>	Clerk's Salary Tax Month 8
31/11/2022	HMRC	36	125	1	-£60.40								<b>-60.40</b>	PAYE Tax Month 8
09/12/2022	Interest	35	125									£2.26	<b>2.26</b>	Bank Interest
23/12/2022	Mrs T Ryall-Harvey	36	125	1	-£366.17								<b>-366.17</b>	Clerk's Salary Tax Month 9
30/12/2022	HMRC	36	125	1	-£91.40								<b>-91.40</b>	PAYE Tax Month 9
09/01/2022	Interest											£4.23	<b>4.23</b>	Bank Interest
17/01/2023	Mrs T Ryall-Harvey	36	125	1				-£130.27					<b>-132.46</b>	Clerk's Expenses
25/01/2023	Mrs T Ryall-Harvey	36	125	1	-£255.13								<b>-255.13</b>	Clerk's Salary Tax Month 10
31/01/2023	HMRC	36	125	1	-£63.80								<b>-63.80</b>	PAYE Tax Month 10
09/02/2023	Interest	46	128									£5.04	<b>5.04</b>	Bank Interest



# CLOTTON HOOFIELD PARISH COUNCIL

## Asset Register

FIXED ASSETS	Purchase date	Cost	Location	Register Previously	Register 2019-20	Register 2020-21	Register 2021-22	Register 2022-23
1 HP Scanner	15/01/2017	29.17	Clerk	£29.17				
1 Acer Laptop	19/01/2017	215.83	Clerk	£215.83				
2 Display Boards	13/09/2017	153	Clerk	£153.00				
2 x Noticeboards	Nov-20	2745	Hoofield & Clotton			£2,745.00		
1x Planter	Jan-20	608.04	Hoofield		£608.04			
1 x Planter	Jul-21	£578.04	Clotton (Bull's Head)				578.04	
<b>TOTAL</b>		<b>£4,329.08</b>		<b>£398.00</b>	<b>£608.04</b>	<b>£2,745.00</b>	<b>£578.04</b>	<b>£0.00</b>

Mrs T Ryall-Harvey  
 Clerk,  
 Clotton Hoofield Parish Council  
 10/03/2023

# CLOTTON HOOFIELD PARISH COUNCIL

## Risk Assessment reviewed March 2023

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
Other income	Adequacy of precept	H	Ongoing review	Diary
	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Annual Audit and AGAR	Non submission of External Audit Paperwork	L	RFO to monitor and action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Sustainability	Due to current low number of Parish Councillors, there is a risk of the meetings not being quorate	M	Clerk to check prior to meeting on attendance to ensure meeting is quorate	Clerk
	Risk to reputation and need to cancel meetings at short notice	M	Clerk to action	Clerk
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

Last Reviewed March 2023  
Next reviewed March 2024

**In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.**

## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

CLOTTON HOOFIELD PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: £6,757 ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: £5,844 ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk.clottonhoofieldpc@gmail.com GENERIC EMAIL ADDRESS

Telephone number

07784 486 767 NUMBER

\*Published web address

https://www.clottonhoofieldparishcouncil.co.uk PUBLISHABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2022/23

## CLOTTON HOOFIELD PARISH COUNCIL

<https://www.clottonhoofieldparishcouncil.co.uk>

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

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
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).

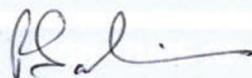
Date(s) internal audit undertaken

13/04/2023

Name of person who carried out the internal audit

PHILIP SANDER INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

13/04/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### CLOTTON HOOFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
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<https://www.clottonhoofieldparishcouncil.co.uk>

## Section 2 – Accounting Statements 2022/23 for

### CLOTTON HOOFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	9,881	10,843	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6,332	6,538	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	671	219	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,336	3,805	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,704	2,039	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	10,843	11,756	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	10,843	11,756	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	4,329	4,329	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Smaller authority name: **Clotton Hoofield Parish Council**

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

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

NOTICE	NOTES
<p><b>1. Date of announcement 2<sup>nd</sup> June 2023</b></p> <p><b>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Mrs T Ryall-Harvey (Clerk) clerk.clottonhoofieldpc@gmail.com 07784 486 767</p> <p>commencing on (c) <b>Monday 5 June 2023</b></p> <p>and ending on (d) <b>Friday 14 July 2023</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</b></p> <p><b>5. This announcement is made by (e) Mrs T Ryall-Harvey Clerk &amp; RFO</b></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>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect 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. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Actual	2023-24 Budget	Variance	Commentary
<b>EXPENDITURE</b>																	
<b>People &amp; Expenses</b>																	Costs include VAT
Clerk		255	235	235	235	235	235	235	235	235	235	235	235	2,840	2,820	-20	
HMRC tax			125.2	60	60	60	60	60	60	60	60	60	60	725	720	-5	
Mileage			10		10		10		10		10		10	60	60	0	
Training			150				50		50				50	250	300	50	
Chairmans allowance													0	0	0	0	
<b>Professional service</b>																	
Insurance				700										700	700	0	
Internal Audit				50		30								50	50	0	
The Accounts Center - Payroll								30						135	135	0	
<b>General Services</b>																	
Website									170					170	170	0	
Room Hire													120	120	0		
Planter Maintenance													20	40	20		
<b>Admin</b>																	
CHALC Membership		134												134	130	-4	
Other memberships										50				50	50	0	
Data Protection fee										35				35	35	0	
Admin			20						20					50	50	0	
Post										120				120	120	0	
Stationery			30		30				30					150	150	0	
Office Allowance			36						36					216	216	0	
Elections			200											200	200	0	
<b>Projects</b>																	
Ad Hoc Beneficial Items (\$137)													150	150	150	0	
Community Events		215			785									1,000	1,000	0	
Speed Initiative PCC														0	0	0	
Community Litter Picking														0	0	0	
General								100						100	100	0	
Inflation %	2.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Provision
Contingency % of above		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL CASH OUT</b>		<b>604</b>	<b>856</b>	<b>1,840</b>	<b>341</b>	<b>445</b>	<b>456</b>	<b>465</b>	<b>561</b>	<b>325</b>	<b>431</b>	<b>295</b>	<b>656</b>	<b>7,275</b>	<b>7,316</b>	<b>41</b>	
<b>RECEIPTS</b>																	
Precept	6379 2.50%	6,735												6,735	6,538	-197	
Bank interest	Monthly	6,27	1,50	1,00	1,00	1,00	1,00		2	2	2	2	2	21	2	-19	
VAT recovery		102												202	140	-62	
Ward contribution		470												470	0	-470	
CWAC contribution														0	0	0	
<b>TOTAL CASH IN</b>		<b>7,313</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>102</b>	<b>7,428</b>	<b>0</b>		
Transaction Cash flow		6,710	-855	-1,839	-340	-444	-455	-464	-560	-324	-430	-294	-555		6,437		
<b>RESERVES</b>																	
Projected	11756													11,756			
<b>Grants &amp; Projects - to be taken from Reserves</b>																	
- A51 Speed Limit (40)														0	0	0	
Election Reserves			3,250											3,250	3,250	0	
Portion of Precept in Reserves			2,500											2,500	2,500	0	
General Reserves			3,586											3,586	2,673	0	
CIL Projects			1,500											1,500	1,500	0	
			920											920	920	0	
<b>TOTAL IN RESERVES</b>		<b>11,756</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,756</b>	<b>11,421</b>		
Projects Cashflow		3,868	3,868	1,868	1,368	1,368	1,368	1,368	1,368	1,368	1,368	1,368	1,368		1,368		



**Clotton Hoofield Parish Council**

**Bank Reconciliation to Cashbook 4th May 2023**

**Presented at Council Meeting - Thursday 18th May 2023**

**Prepared**

Balance shown on Cashbook	<b>£18,401.73</b>
Current Account	£6,537.50
Reserves Account	£11,864.23
Less: Uncleared payments	£0.00
TOTAL	<b>£18,401.73</b>
Less: Payments on Cashbook not yet made	£0.00
Plus: Deposits on Cashbook not yet cleared	£0.00
	<b>£18,401.73</b>
Reconciliation	<b>Yes</b>

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TREASURERS ACCOUNT [REDACTED]  
CLOTTON HOOFIELD PARISH COUNCIL

£ 6,537.50 Current balance

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BB INST ONLINE [REDACTED]  
£ 11,864.23 Balance

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**From:** Phil Sanders <philatpsbas@aol.com>  
**Sent:** 17 April 2023 04:11  
**To:** clerk.clottonhoofieldpc@gmail.com  
**Subject:** INTERNAL AUDIT 22/23

Hello Trudy.

Firstly, please note different e-mail address.

Audit is complete. As always, the paperwork is well presented and this makes the review much easier to undertake - thank you.

Just a few small things to note:-

1. AGAR s2. The net total of 1 to 6 does not equal line 7 (which is correct). Please amend line 6 by £1 to £2039 to ensure it balances.
2. Variances Sheet will also need to be amended to reflect the above change.
3. The Fixed Asset Register provided needs updating. It should confirm that Total has increased by £9 as per AGAR s2 (line 9).
4. I could not follow some of the VAT calculations related to Clerk's Expenses. I will point these out to you when we meet. The amounts are small, and underclaimed, so no adjustments to the VAT Return are required.

Many thanks.

PHIL SANDERS

**Items approved for payment in between meetings:-**

	<b>Budget</b>
Clerk	£2,700.00
HMRC tax	£684.00
Mileage	£210.00
Training	£450.00
Internal Audit	£52.00
Payroll	£196.00
Website	£170.00
Room Hire	£120.00
Planter Maintenance	£80.00
CHALC Membership	£130.00
Other memberships	£50.00
Data Protection fee	£35.00
Admin	£50.00
Post	£120.00
Stationery	£160.00
Office Allowance	£216.00

Approved payments can only be accepted in-line with the budget - if payment is to go over budget it should be brought to the meeting for approval.

# CLOTTON HOOFIELD PARISH COUNCIL



## **COUNCILLOR – LEAD/DUTIES/ROLES/RESPONSIBILITIES**

Lead members for the year 2023-24:-

Cheque signatories – Cllr J Nicholas, Cllr G Bibby

Communications & Events –

Duddon CWM Hall – Cllr J Nicholas

Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey

Highways Matters & A51 – All Councillors

Environment & Litter Picking – Cllr G Bibby

Neighbourhood Plan –

Public Transport –

Local Public Transport Provision –

\* Planning – All Councillors

\*\* Tarvin Educational Foundation – Cllr J Nicholas

Training - Clerk

Facebook & Twitter – Clerk

Noticeboards – Cllr Nicholas

\* **Planning.** The clerk will advise every Parish Councillor when he/she received notification of a planning application, any one Councillor can request that the application is considered at the next meeting or an extraordinary meeting be called when details of the application would be available for councillors. Note – only full Council and the Clerk (under delegated power) can make planning observations on behalf of the council.

# CLOTTON HOOFIELD PARISH COUNCIL



## POLICIES

Policies	Date Adopted	Date Last Reviewed	Date Next Reviewed
Disciplinary Procedure	23-01-20	17-05-2021	18-05-2023
Financial Regulations	23-01-20	16-05-2022	18-05-2023
Grievance Procedure	23-01-20	16-05-2022	18-05-2023
Standing Orders	23-01-20	16-05-2022	18-05-2023
Councillor Lead – Duty Protocols	09-07-18	16-05-2022	18-05-2023
Information & Data Protection Policy	16-05-2022	16-05-2022	18-05-2023
Complaints Procedure	14-05-18	16-05-2022	18-05-2023
Reserves Policy	21-05-2020	16-05-2022	18-05-2023
Privacy Policy	21-05-2020	16-05-2022	18-05-2023
Code of Conduct	21-05-2020	16-05-2022	18-05-2023
Accessibility Policy	21-09-2020	16-05-2022	16-05-2022
Noticeboard Policy	21-09-2020	16-05-2022	18-05-2023
Publications Scheme	15-11-2021	15-11-2021	18-05-2023
Communications Protocols	17-01-2022	17-01-2022	18-05-2023
Subject Access Request Policy	16-07-2020	16-05-2022	18-05-2023

# CLOTTON HOOFIELD PARISH COUNCIL



## MEETING DATES 2023-24

Monday 17<sup>th</sup> July, 2023 at 7.00pm

Monday 16<sup>th</sup> October, 2023 at 7.00pm

Monday 15<sup>th</sup> January, 2024 at 7.00pm

Monday 15<sup>th</sup> April, 2024 at 7.00pm (Annual Meeting)

*Extraordinary meetings are called as required and will be advertised on the Notice Board.*

Meeting are held in Duddon Village Hall, CW6 0HD unless otherwise advertised on Agenda

<http://www.clottonhoofieldparishcouncil.co.uk/>