

Agenda Item 244 Dispensations

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to **write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 247 Emails Circulated

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 248 Clerk's Report

Minute	Action	Complete ✓
20/227	Minutes sent to Newsletter and updated on website.	✓
20/229	Perrywood's have accepted invitation to join October meeting.	✓
20/231 d	Payments made to suppliers, individuals and organisations.	✓
20/232	Planning response sent to Babergh.	✓
20/233	Councillors reminded on need for comments on NNP by the 5th October 2020.	✓
20/234	Councillors response to Planning White Papers forwarded to Government Department.	✓
20/236	Adopted policies updated on website.	✓
20/240	Supplier references obtained.	✓
20/240	Contracts, purchase orders and deposit exchanged with Tennis 2000.	✓
20/240	Purchase order exchanged with All Play Solutions.	✓
20/240	Awaiting T&C's for RoSPA's post installation inspection from All Play Solutions.	
	Delegated Power	
	Nothing to report.	
	Clerk Hours	
	Up until 4th October 2020 - 362.5 hours worked / 345 hours paid.	

Agenda Item 249a External Audit Report

With the exception of the letter, the following have been published on the website and notice boards.

PKF Littlejohn LLP



Accountants &
business advisers

Mr Adrian Beckham
Newton Parish Council
The Lodge
Newton Road
Sudbury
Suffolk
CO10 2RS

Our ref SF0286
SAAA ref SB06174

Email sba@pkf-littlejohn.com

11 August 2020

Dear Mr Beckham

Newton Parish Council

Completion of the limited assurance review for the year ended 31 March 2020

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Newton Parish Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0286 or Newton Parish Council as a reference when paying by BACS.

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

EN Newton 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 2020, 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
			✓
			<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>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

10/06/20

and recorded as minute reference:

MINUTE REFERENCE
20/176C

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

Chairman

P.F. Poulter

Clerk

St. Linn

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

Authority web address

www.newton.onesuffolk.net

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

EN Newton Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	44,268	64,103	<i>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.</i>
2. (+) Precept or Rates and Levies	10,373	10,258	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	21,502	8,140	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,302	5,145	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	7,738	24,910	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	64,103	52,446	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	64,103	52,446	<i>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.</i>
9. Total fixed assets plus long term investments and assets	32,899	35,154	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

20/05/20

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

10/06/20

as recorded in minute reference:

MINUTE REFERENCE 20/176d

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **NEWTON PARISH COUNCIL**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 4 has been incorrectly completed. This was answered "Yes". however the Annual Internal Audit Report indicates that proper provision was not made during 2019 by answering "No" to Assertion L. The explanation provided indicates that the Public Rights notice was not published on the website, therefore Assertion 4 should have been answered "No".

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

06/08/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Newton Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

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

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

<p>1. The audit of accounts for Newton Parish Council for the year ended 31 March 2020 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 Newton Parish Council on application to:</p> <p>(a) <u>DAVE CRIMMIN, PARISH CLERK + RFO</u> <u>CRAGSTON, SUBBURY ROAD, NEWTON, SUBBURY</u> <u>SUFFOLK</u> <u>CO10 0QH</u></p> <p>(b) <u>10.00 TO 16.00 MONDAY TO FRIDAY</u></p> <p>3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>DAVE CRIMMIN, CLERK + RFO</u></p> <p>Date of announcement: (e) <u>25TH SEPTEMBER 2020</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</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>
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Agenda Item 231d RFO Report

Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
09/09/20	Came & Co - Insurance	101253	Localism Act 2011 ss 1 to 8	0.00	331.40
09/09/20	Tennis 2000 - MUGA Deposit	101254	Localism Act 2011 ss 1 to 8	0.00	16,637.10
13/09/20	BDC Precept			5,129.00	0.00
29/09/20	BDC Recycling			256.56	0.00
09/10/20	BDC CIL			11,795.44	0.00
14/10/20	PKF Littlejohn - Audit Fee	101255	Localism Act 2011 ss 1 to 8	0.00	240.00

Bank Reconcillation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	28/08/20	£100.00				
Premium Accounts	28/08/20	£54,128.11	£47,067.14	£23,908.89	£17,181.00	£433.08
Tracker Account	28/08/20	£11,163.42	£11,163.42	£0.00	£0.00	£0.00
		£65,391.53	£58,230.56	£23,908.89	£17,181.00	

- Difference of £433.08 relates to unpresented cheque 101230 to Opus re Locum Clerk in last financial year.

Actual v's Budget

Budget			Reserves		
	Budget	Actual		Budget	Actual
Assets B/F		£52,445.88			
Income			Expenditure		
Precept	£10,258.00	£10,258.00	Clerks Salary	£11,556.40	£7,017.70
Grants	£0.00	£4,505.00	Admin	£1,900.00	£509.54
Recycling	£400.00	£760.62	Grants	£800.00	£200.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions	£602.00	£260.87
Bank Interest	£25.00	£17.19	Footpath Maintenance	£300.00	£0.00
VAT Repayment	£0.00	£1,419.14	Insurance	£320.00	£331.40
			Inspection	£380.00	£380.00
			Maintenance	£2,000.00	£297.29
			Projects	£1,400.00	£16,051.40
			CIL / Other	£24,448.12	£4,000.00
			Village Hall	£165.00	£0.00
			VAT Paid	£0.00	£3,950.38
			Contingency	£500.00	£0.00
			NNP	£5,505.00	£0.00
				£5,505.00	£598.56
Total	£15,683.00	£35,381.82	Total	£29,953.12	£23,923.40
					£29,597.14
			Assets Carried Forward		£58,230.56
Total		£87,827.70	Total		£87,827.70

Associated Papers NPC for Meeting on 14th October 2020

Agenda Item 250h Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/20/02719	1 Church Road - Householder Planning Application - Erection of log cabin.	20/209a	Support	Withdrawn
DC/20/03108	Land At Airey Close - Application under Section 73 of the Town and Country Planning Act for the removal or variation of a Condition following grant of planning permission DC/19/03383 subsequently varied by DC/20/02323 - Variation of Condition 2 (Approved Plans and Documents) and Condition 5 (Provision of Parking) - to facilitate car port to be added to plot 2.	20/209b	Support	Permission 03/09/2020
APP/D3505/W/20/3252989	Appeal against refusal of DC/20/00019 Woodean, Links View - Erection of 1no. dwelling and creation of vehicular access.	20/209c	Now object to the original planning application.	
DC/20/03337	Site Of Former Red House Farm, Sudbury Road - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) on planning permission DC/18/00190 (to facilitate changes to house types, interior accommodation and other minor changes).	20/232a	Support	
DC/20/03581	Wrenwood, Sudbury Road - Erection of first floor rear extension with balcony.	20/232b	Support	Permission 23/09/2020

Agenda Item 251 Newton Neighbourhood Plan

I will circulate to you NPC's response to the draft NP ahead of the meeting. Following the close of the consultation on the 12th October, I will let you see the numbers of responses received ahead of the meeting.

Agenda Item 252 Recreation Ground

Purchase Orders have been issued to Tennis 2000 totalling £56,465 +VAT which is £8 more than agreed at the September meeting. Purchase Order to All Play Solutions was for £84,597.80 +VAT as agreed in September.

Cllrs Presland and Taylor will update councillors on the final positions of the equipment and MUGA.


Agenda Item 254 SCC Boundary Review

As per email circulated to you on the 16th September 2020.

Associated Papers NPC for Meeting on 14th October 2020

Agenda Item 255 Risk Management

As recommended in the Internal Report, section 12 for GDPR has been added to the Risk Assessment.

 NEWTON PARISH COUNCIL - Risk Management Register as at 1st October 2020									
	Risk	P	S	Control Action	Frequency	CP	CS	Responsible	
1	Inadequate forward planning and budgetary	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors	
				Budget Review	Annually				
2	Poor Reporting to Council, Record Keeping	2	3	Accurate Minutes	PC Meeting	1	3	Councillors	
				Timely and accurate financial reporting	PC Meeting				
				Regular project reports	PC Meeting				
				Internal Audit Review	Annually				
				External Audit Review	Annually				
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors	
				Regular training for Councillors and Clerk					
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	6 monthly	1	3	Councillors	
				Create Committee & second skills required	As required				
5	Failure to respond to electors` right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors	
6	Lack of maintenance of council owned	3	5	Maintenance programme	PC Meeting	2	4	Councillors	
				External Risk Assessments of Playground and War Memorial	Every 5 years				
				Walk of Parish to review condition of assets	Annually				
7	Damage to third party property or individual	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk	
				Playground inspections	Fortnightly				
				External Play Equipment Inspection	Annually				
				Walk of Parish to review	6 monthly				
8	Damage or loss to Council owned property	3	3	Asset Insurance cover	Annually	3	2	Councillors	
				Assets insured against Asset Register	Annually				
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors	
10	Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors	
				Review Bank Statements against reconciliation	PC Meeting				
11	Unexpected Loss of Clerk or Clerk's Office	1	5	Up to date Job Description	Annually	1	4	Councillors	
				Copy of filing system index and data backup offsite	Daily				Computer data automatically backed up to Clerk's One Drive cloud account
12	GDPR								
	Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillors	
	Council Awareness	4	4	Clerk training	As required	3	3	Councillors	
	Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors	
	Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk	
	Data Protection Officer	1	1	Parish Council does not need to appoint.					
	Information Held	2	3	Data Audit and associated actions reviewed annually.	Annually	2	2	Councillors	
	Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors	
	Subject Access Requests	1	1	Adoption of Policy	Dec-20	1	1	Councillors	
P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High									