

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
T: 01964 670887
E: burstwickpc@gmail.com

To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom video conference on Thursday 25th March 2021 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 19.03.2021

AGENDA

- 2021/03/01 To note apologies for absence
- 2021/03/02 Councillors to disclose their interests in matters to be discussed
- 2021/03/03 Members of the public are invited to address the council
- 2021/03/04 To confirm the minutes of the meeting held on 25th February 2021
- 2021/03/05 To receive the clerks report and councillor updates
- 2021/03/06 To note correspondence received
- 2021/03/07 To consider planning applications received and note planning decisions
- 2021/03/08 To discuss road safety in the village and receive any updates on action taken
- 2021/03/09 To agree allotment rents for 2022
- 2021/03/10 To agree cost of purchasing dog fouling stencils and paint
- 2021//03/11 To receive an update from ERYC regarding the Nags Head site and derelict site of Old Forge Cottage
- 2021/03/12 To discuss potential tree planting sites or eco-community projects that year 6 pupils at Burstwick Community Primary School could be involved with
- 2021/03/13 To review and agree parish council operational risk assessment for 2021-22
- 2021/03/14 To review and agree parish council action plan for 2021-22
- 2021/03/15 To review the council's publication scheme and request for information procedure
- 2021/03/16 To review the parish council's internal control procedures for 2020-21 financial year
- 2021/03/17 To agree to set up a standing order to pay parish gardeners salary from 1st April 2021

2021/03/18 To agree payments in accordance with the budget

2021/03/19 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 29th April at 7.30pm on Zoom.

2021/03/05 To receive the clerks report and councillor updates

Update on decisions taken, actions and issues:

- Clerk contacted ERYC regarding the state of two derelict sites in the village at the Nags Head and Old Forge Cottage, a response has been received and will be discussed as an agenda item.
- As agreed at the February meeting, a banner and bunting has been purchased to support the NHS, social care and frontline workers day on 5th July, Clerk is waiting delivery confirmation.
- Allotment rent letter and addendum have been drafted ready to go out at the start of April.
- Clerk in the process of re-letting plot 18.
- Site meeting was held at the War Memorial with landscape gardening contractor to get the war memorial gardens project up and running, the design was reviewed, budget discussed and contractor to come back with a quote.
- Play area inspection was held on 17th March, no major issues to report, ERYC litter bin was laid flat as it was unstable in an upright position, Clerk will look to rearrange the site meeting about the gate after Easter.
- Following further recent emails, a serial complainant about cars blocking Church Lane has been sent a covering letter outlining the council's position regarding the lane, as discussed at the November meeting. Paper copies of two letters that were emailed were also included – a holding response of 22nd October 2020 and final response of 15th December 2020 stating there is no further action the council can take with regards to the complaint.

2021/03/06 To note correspondence received

Emails forwarded to all councillors:

99/20-21 Cllr. Birch regarding Rathlin Energy – Environmental Impact Assessment

100/20-21 Humberside Police – Street Beat newsletter

101/20-21 ERNLLCA newsletter

102/20-21 ERYC response to concerns about derelict sites at the Nags Head and Old Forge Cottage

103/20-21 ERYC Notification of withdrawn application 20/01576/PLF, Burstwick Service Station, Ellifoot Lane, Burstwick

2021/03/07 To consider planning applications received and note planning decisions

New applications:

20/03066/PLF Erection of 4 dwellings with associated access, parking and infrastructure as a rural exception site for affordable housing (AMENDED PLANS), land west of 47 Back Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/03066/PLF>

Decisions to note:

None

Applications withdrawn:

20/01576/PLF Erection of a service station building incorporating a convenience store, café and associated parking following demolition of exiting building

Appeals:

None

2021/03/08 To discuss road safety in the village and receive any updates on action taken

Recent photos of road surface on Main Street for discussion:



Burstwick Parish Council
Supporting papers for parish council meeting on Thursday 25th March 2021



2021/03/09 To agree allotment rents for 2022

Parish council agreed to increased rents in 2020 by £1 across the board, with the increase taking affect from 1st April 2021, with rents are follows: Starter plots £10, small allotments £12 and large allotments £17

Council to review rents for 2022, as follows:

1. No increase – Starter plots £10, small allotments £12 and large allotments £17
2. Inflationary increase of 0.7% (rate in January 2021) – starter plots £10.07, small allotments £12.08, large allotment £17.12
3. £1 across the board – starter plot £11, small allotment £13 and large allotment £18.

2021/03/10 To agree cost of purchasing dog fouling stencils and paint

Painting Supplies, Tools & Wall Treatments > Painting Supplies & Tools > Stencils



Click to open expanded view



Dog Fouling Stencil - Keep our Streets Clean - warning Sign Stencil (A3 Sheet 30x42cm)

Brand: Ideal Stencils

★★★★★ 11 ratings

Price: **£14.94**

Pay ~~£14.94~~ **£0.00**: get a £20 Amazon Gift Card on approval for the Amazon Platinum Mastercard. Terms apply.

Size Name: **A3 Sheet 30x42cm**

A2 Sheet 42x60cm £21.84	A3 Sheet 30x42cm £14.94
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Material	500 micron plastic
Brand	Ideal Stencils
Style	Street sign

About this item

- Dog fouling stencil. For painting on Pavements to make dog walkers mindful about cleaning up after their dogs
 - Made from strong reusable 500 micron plastic. May come in either white or frosted clear depending on stock.
 - For best results lay on a flat surface and paint spray through. Councils use a product called blue diamond survey spray. Which is semi permanent.
 - 2 sizes available A3 & A2 - The design is cut into the sheet as per the listing photo
 - Comes to you either in a tube or envelope - dispatched from Ideal Stencils Ltd UK
- [See more product details](#)

Amazon – A3 £14.94 or A2 £21.84 each

Amazon – Yellow spray paint £6.72 each



Roll over image to zoom in



Everbuild Surveyline Semi-Permanent Spray Paint, Yellow, 700 ml

Visit the Everbuild Store

★★★★★ 615 ratings | 12 answered questions

Price: **£6.72**

Pay ~~£6.72~~ **£0.00**: get a £20 Amazon Gift Card on approval for the Amazon Platinum Mastercard. Terms apply.

New (15) from **£6.72** & **FREE Delivery**

Size	700ml
Brand	Everbuild
Colour	Yellow
Item volume	700 Millilitres
Package information	Bottle
Paint type	Watercolour

About this item

- Easy to use: Ready to use spray which can easily be applied by hand or applicator
- Better visibility: Provides strong visibility for marking areas prior to drilling, cutting, fixing and turfing
- Colour coded: Specifically designed with a colour coded function for electric, gas, water and cable use
- Long lasting: Semi-permanent lines visible for up to 3 months
- Available in black, blue, orange, green, red, white and yellow

2021//03/11 To receive an update from ERYC regarding the Nags Head site and derelict site of Old Forge Cottage

Good afternoon, Rose

I refer to your email dated 04 March 2021.

I visited the sites on 10 March 2021 to consider the impact of the condition of the land on the amenity of the neighbourhood and whether or not it is appropriate for the Council to serve an amenity notice under s215 of the Town and Country Planning Act 1990.

In my opinion, neither site's appearance is detrimental to the amenity of the residents in neighbouring properties and therefore amenity notices are not appropriate.

With regards to the site of Old Forge Cottage, the Council, as you are probably aware, undertook work because the building was unsafe. The Council has no plans to force the sale of the land.

The Site of the Nags Head has planning permission for 4 dwellings and it appears that development has commenced. Therefore, the permission (granted on appeal ref APP/E2001/A/13/2195061) remains valid.

With regards to compulsory purchase, the only scheme I am aware of is that to bring empty properties back into residential use. It cannot be used to purchase land.

Regards

Susan

Susan Bolton
Planning Enforcement Officer

2021/03/12 To discuss potential tree planting sites or eco-community projects that year 6 pupils at Burstwick Community Primary School could be involved with

2021/03/13 To review and agree parish council operational risk assessment for 2021-22

2021/03/14 To review and agree parish council action plan for 2021-22

Council to decide if items highlighted will go ahead in 2021-22

Burstwick Parish Council Action Plan 2021-22				
Project	Work done so far	Work still to do	Who	Timescale
Short term				
Community litter pick	Annual spring clean of the village	Postponed in 2020 To take place Spring or Autumn depending on Covid rules.	Parish Councillors Community School	Spring / Autumn 2021
War Memorial Gardens	Rolled over from 2020-21. Sketches of war memorial gardens showing different layouts have been produced.	To develop war memorials garden project, to create a landscaped garden from the war memorial to the Christmas tree. To improve accessibility to the memorial and provide new garden and seating area for the village. Grants to be used to part fund project.	Parish Council ERYC Residents Contractor	Spring – Autumn 2021
Best Kept Allotments Competition 2021	Parish Council agree to run a competition. Funding allocated in budget.	Postponed in 2020 To plan what the competition will judge this year. Agree panel and judging date.	Parish Councillors Clerk Allotment tenants Panel judges	Summer 2021
Community health and wellbeing event	New project. Funding allocated in budget.	Postponed in 2020 Organise event to:	Parish Councillors Clerk Village hall	To be merged with summer gala in 2021

		<p>1. To raise awareness of various initiatives / groups that can have a positive impact on people's health, well-being and safety</p> <p>2. To help connect people in the village</p> <p>3. Promote joint working with the school</p>	School Public sector partners	
VE Day afternoon tea	New project.	Postponed in 2020	Parish Council Village Hall Community	Summer 2021
Speeding and road safety	<p>Part time 20mph signs installed 2018.</p> <p>Council has agreed to set up a community speed watch in the village.</p> <p>Letter lobbying ERYC to improve road safety sent Jan 2021.</p>	<p>Sites were identified in October 2020.</p> <p>Volunteers awaiting training once lockdown restrictions are eased.</p> <p>Aim to get speed watch up and running in Summer 2021.</p>	Parish Councillors Clerk ERYC Police School Residents	Summer 2021
Parish Council owned streetlights – LED bulb conversion	Two new bulbs were funded in the Burnham Avenue/Back Lane area in 2020-21.	<p>Council has allocated £500 to either cover the cost of converting a further 2 streetlights to use LED bulbs this year, this will give a cleared brighter light and will be better for the environment consuming less power.</p> <p>Or purchase a new litter bin.</p>	Parish Council ERYC	Autumn 2021
Litter bins	<p>Bin relocated on Elm Avenue recreation area.</p> <p>New bins purchased for Pinfold Lane/Elm Tree Farm Road and Strathmore Avenue in 2019.</p>	<p>Two new bins were purchased in 2019-20 financial year.</p> <p>Council agreed not to allocate money for a bin in 2020-21.</p> <p>£500 allocated for either a new bin or 2 LED bulbs as set out above.</p>	Parish Councillors Clerk ERYC	Autumn 2021

Roll of Honour board	New project.	To officially record names of people who have been awarded the freedom of the parish by the Parish Council. Quotes and designs were considered by the council in 2020. The project was deferred until a suitable location can be agreed with the village hall.	Parish Council Clerk Villaha Hall Committee / Clerk	Autumn/Winter 2021
Allotments Maintenance	Continue to maintain allotment communal areas and paths. Prompt payment of water bills. Push down taps installed spring 2019.	Install a new noticeboard to improve communication – Summer 2021	Parish Councillors Parish Gardener Clerk Contractors	Ongoing
Cemetery Maintenance	Loose headstones repaired, new step laid, and welcome sign installed in 2018. Memorial rose border laid out and planted winter 2018. New potting bench for flower preparation installed 2019. New cremation plots laid out 2020.	To continue to maintain the cemetery. To maintain new memorial rose border and look to offer memorial roses from 2021.	Parish Councillors Clerk Contractors Parish Gardener	Ongoing
Festive Field maintenance	Benches and flower beds installed 2016. Kissing gate and Beacon installed 2018.	To continue to maintain the area and cut grass. Volunteers tend the flower beds. Repairs are needed to the fence in 2021-22 and funding is allocated in budget.	Parish Councillors Parish Gardener Volunteers	Ongoing

	Dog waste bag dispenser installed 2019.			
Village play area general maintenance and repairs	<p>Major repairs and new equipment installed in 2016.</p> <p>Two new benches installed in 2018.</p> <p>New items of equipment on the adventure trail were installed in 2019.</p>	<p>Ensure quarterly operational safety inspections take place in March, June, September and December by the play area committee.</p> <p>Annual independent safety check due March 2021.</p> <p>Contractor appointed in September 2020 to carry out repair work to the play area.</p> <p>Contractor appointed in October 2020 to provide regular grass cutting in 2021.</p> <p>Service roundabout and carry out repairs when needed.</p> <p>Review goal nets.</p>	<p>Parish Councillors</p> <p>Clerk</p> <p>School</p> <p>Parents</p> <p>ERYC</p> <p>Playdale Ltd</p> <p>Contractors</p>	Ongoing
Communication	<p>New website up and running</p> <p>Twitter and Facebook page</p> <p>Noticeboards x 2</p> <p>Village newsletter</p>	<p>To continue to develop an update website.</p> <p>Contractor appointed January 2021 to maintain website in terms of system updates.</p> <p>Keep notices up-to-date in the two notice boards.</p>	<p>Parish Councillors</p> <p>Clerk</p> <p>Contractor</p>	Ongoing
Village Hall	<p>The Parish Council became the sole trustees of the Village Hall notified by the Charity Commission on 15/05/15.</p>	<p>Continue to strategically guide and support the village hall as trustees.</p> <p>To provide practical help as members of the management committee.</p>	<p>Parish Councillors</p> <p>Village Hall Management Committee</p> <p>Village Hall Clerk</p>	Ongoing

	<p>During autumn 2018 the existing committee has been transferred to a parish council committee.</p> <p>The parish council has employed a new Village Hall Clerk to provide the admin to the committee and to cover the day-to-day running of the hall.</p>		Parish Clerk	
Public Transport	EYMS 277 was withdrawn in April 2018 due to lack of usage	Continue to send a representative to Parish Transport Champion meetings, to lobby on behalf of the village for public transport.	Parish Councillors ERYC EYMS	Ongoing
Neighbourhood Watch	The parish council agreed to lead on neighbourhood watch for the village in 2017.	Discussion needed as to how the parish council shares neighbourhood watch information.	Parish Councillors Clerk Residents	Ongoing
Emergency planning working group/committee	Rolled over from 2018-19.	<p>An ad-hoc committee to review emergency plan, link effectively with flood wardens and plan and carry out training exercises.</p> <p>Plan to hold a joint training exercise between the parish council and flood wardens.</p> <p>To purchase generator and emergency lighting set to support emergency plan.</p>	Parish Councillors Clerk Flood wardens ERYC	Ongoing
Events working group	<p>Group is established.</p> <p>Funding allocated in budget.</p>	To work together to plan effective community events.	Parish Councillors Community groups	Ongoing

Brick planters for village entrance at Hariff Lane	Two planters were built in 2017 on Station Road and Hedon Road.	Deferred – Council to review as part of budget setting for 2021-22.	Parish Councillors Clerk ERYC Contractor	Deferred
Medium term				
Cemetery	Rolled over from 2019-20.	Existing cemetery is half full. Parish Council to identify land to purchase for a second cemetery.	Clerk Parish Councillors ERYC	2020 and beyond

2021/03/15 To review the council’s publication scheme and request for information procedure

Freedom of Information Act

Information available from Burstwick Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who’s who on the Council and its Committees	Website Hard copy	Free £1.50
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free £1.50
Location of main Council office and accessibility details	Website for office hours	Free
Staffing structure	N/A	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy	Free £2.50
Finalised budget	Website Hard copy	Free £1.50
Precept (see November minutes)	Website Hard copy per set of minutes	Free £2.50
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy	Free £5.50
Grants given and received (see minutes)	Website Hard copy per set of minutes	Free £2.50
List of current contracts awarded and value of contract (see minutes)	Website Hard copy per set of minutes	Free £2.50
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Action Plan (current and previous year as a minimum)	Website Hard copy	Free £2.50

Annual Report to Parish or Community Meeting (current and previous year as a minimum) (see April minutes)	Website Hard copy	Free £1.50
Quality status	N/A	
Local charters drawn up in accordance with Ministry of Housing, Communities and Local Government (MHCLG) guideline	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free £1.50
Agendas of meetings (as above)	Website Hard copy per agenda	Free £1.50
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy per set of minutes	Free £2.00
Reports presented to council meetings - supporting papers are available on the parish council website nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy per report	Free £2.50
Responses to consultation papers (see minutes)	Website Hard copy per set of minutes	Free £2.50
Responses to planning applications (see minutes) See also ERYC public access website	Website Hard copy per set of minutes	Free £2.50
Bye-laws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only Policies and procedures for the conduct of council business.	(hard copy or website)	
Procedural standing orders	Website Hard copy	Free £5.50
Committee and sub-committee terms of reference	Website Hard copy	Free £1.50
Delegated authority in respect of officers (see standing orders and financial regulations)	Website Hard copy	Free £5.50
Code of Conduct	Website Hard copy	Free £2.50
Policy statements	Website Hard copy	Free £2.50
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services (where available/appropriate)	Website Hard copy (depending on length)	Free £2.50 or £5.50
Equality and Diversity policy	Website Hard copy	Free £2.50
Health and safety policy	Website Hard copy	Free £1.50

Burstwick Parish Council
Supporting papers for parish council meeting on Thursday 25th March 2021

Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Website Hard copy	Free £1.50
Complaint's procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free £2.50
Information security policy – see Data Protection Policy	Website Hard copy	Free £2.50
Records management policies (records retention, destruction and archive)	Available on request – email Hard copy	Free £1.50
Data protection policies	Website Hard copy	Free £2.50
Schedule of charges (for the publication of information)	Website Hard copy	Free £2.50
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Email by request – if document can be emailed View in person by arrangement	Free Free
Assets Register	Email on request Hard copy	Free £1.50

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	See ERYC website	Free
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments – tenancy agreement / charges / plan of allotment plots	Website Hard copy per item	Free £1.50
Burstwick Cemetery – regulations and charges	Website Hard Copy per item	Free £1.50
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) - Cemetery fees, allotment fees	Website Hard copy per item	Free £1.50
Quarterly village newsletter (hard copy is distributed to every household in the village)	Website Additional hard copy each	Free £1.50
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above N/A		

Contact details

Parish Clerk

Mrs Rose Blackburn

01964 670 887

burstwickpc@gmail.com

Publication scheme approved:

Signed by Chairman:

Review due: March 2023

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost		
£1.50 – for 1 or 2 page documents	Printing, stationery and 2 nd Class postage	Cover basic costs as outlined
£2.50 – for documents of 2 - 10 pages in length	Printing, stationery and 2 nd Class postage	Cover basic costs as outlined
£5.50 – for documents over 10 pages long	Printing, stationery, and 2 nd Class postage	Cover basic costs as outlined

Request for information procedure

Introduction

Anyone has the right to request information from a public authority. Burstwick Parish Council has two separate duties when responding to these requests:

- to tell the applicant whether we hold any information falling within the scope of their request; and
- to provide that information

When information is released it is 'to the world', so anyone may see the information.

A Valid request

To be valid under the Act, the request must:

- be in writing via a letter, email or Twitter
- include the requester's real name
- include an address for correspondence
- describe the information requested.

When should a request be dealt as a freedom of information request?

Burstwick Parish Council will deal with most requests by providing the information in the normal course of business. If the information is included in our model publication scheme, this will be given out automatically; either electronically via our website or email (free) or hard copy if requested (a small charge will be made).

The Act only comes into force if:

- The parish council cannot provide the requested information straight away, or;
- Requester makes it clear they expect a response under the Act

For more formal requests, the following legislation will apply:

- If the person is asking for their own personal data, this will be dealt as a data protection subject access request
- If the person is asking for 'environmental information', the request is covered by the Environmental Information Regulations 2004

Any other non-routine request for information will be dealt with under the Freedom of Information Act.

Timescales to respond to a request

Burstwick Parish Council will respond within 20 working days, counting the first working day after the request is received as the first day. A working day is any day other than Saturday, Sunday, public or bank holidays.

When information is requested

Each request will be read carefully and objectively. If it is unclear as to what the requester requires then they will be contacted to check that we have understood the request and confirm the information required.

The Act only covers recorded information that we hold. When responding to a request for information, we may have to draw from multiple sources of information that is held, but will not have to make up an answer or find out information from elsewhere if the information isn't already held in recorded form at the parish council.

What if we don't have the information?

If we don't have the information the requester has asked for, the parish council can comply with the request by informing them in writing. If we know that the information is held by another public authority, may transfer the request to them or advise the requester to redirect their request. The parish council will release information in the format preferred by the requester. The parish council may charge for the release of information, as set down in its Publication Scheme.

When can we refuse to release information?

The parish council can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request
- The request is vexatious
- The request repeats a previous request from the same person
- There is also an exemption for personal data if releasing it would be contrary to the General Data Protection Regulation (GDPR) or Data Protection Act 2018

Exemptions also exist to protect information that should not be disclosed. A full list can be found in the Act, Part II, sections 21-44.

If the parish council is refusing all or part of a request, then a written refusal notice will be issued. This will explain what provision of the Act is being used to refuse the request, their right to an internal review (via complaints procedure) and right to complain to the ICO. This will state if we are refusing to say whether we hold the information at all or confirming the information is held but refusing to release it.

What if the requester is unhappy with the outcome?

If the requester is unhappy with the outcome then they may request an internal review (via parish council's complaints procedure) or they can complain to the ICO.

Policy approved:

Signed by Chairman:

Review due: March 2023

2021/03/16 To review the parish council's internal control procedures for 2020-21 financial year

The council must review its internal control procedures once a year as part of the annual governance and accountability review (AGAR).

Section 1: Annual Governance Statement 2020-21

Assertion 2: We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

Assertion	Notes	Yes	No	Action needed if no
Standing Orders and Financial Regulations				
The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.	Standings Orders in place, reviewed 2018. Financial Regs in place, reviewed and updated September 2020.	✓		
Safe and efficient arrangements to safeguard public money.				
Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts				
Budget is set in November each year for the following financial year.	Regularly monitored through the year.	✓		
RFO in place and has responsibility for finance.	Clerk is RFO.	✓		
Controls are stated in Standing Orders and Financial Regs.		✓		
Cash book is kept, entries made monthly and balanced to the bank statements via reconciliation.	Clerk circulates bank reconciliation monthly.	✓		
Cheques are banked promptly and cash is banked intact.	As evidenced in bank statements.	✓		

Receipts are written for all cheques and cash received.	Receipt books are available for inspection and are submitted for internal audit	✓		
No petty cash.	Clerk uses business credit card for purchases up to the value of £50 per month to cover stationery and stamps.	✓		
No payments made until schedule approved by full council.	Invoices are signed by two people once schedule of payments is approved.	✓		
Cheques signed by two people.		✓		
Bill payment sheets are signed by two people.		✓		
Clerk is making payments online due to council meeting remotely due to Covid-19.	Once payments are made as per the schedule, a copy of bank statement is circulated to all councillors for information.	✓		
Approval sought for setting up or changes to bank accounts.	Clerk asks council for approval e.g. setting up or amending Standing Orders to pay staff salaries.	✓		
Corporate credit cards to have defined limit and be cleared monthly by direct debit from the bank account.	Credit card limit is £1000 and is cleared by DD, clerk given set limits for expenditure.	✓		
To approve every bank mandate and any subsequent changes.	Mandates reviewed regularly NS&I reviewed 2018 and HSBC in 2019.	✓		
Risk assessment and financial controls in place.	Risk assessment in place, reviewed annually.	✓		

Employment				
Remuneration payable to all employees needs to be approved in advance by the authority	Clerk and VH clerk paid fixed salary each month by Standing Order, gardeners wage varies each month, amounts sent out in supporting papers pack.	✓		
Suitable payroll arrangements in place that identifies PAYE / NI.	Payroll provided by Glazik Kershaw accountants, Hedon.	✓		
Met pension liabilities.	No staff earn enough to be auto enrolled into a workplace pension.	✓		
Employers liability insurance in place including fidelity guarantee.	Yes and is reviewed annually.			
VAT				
The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.	Council doesn't charge VAT on its services; however, council reclaims VAT on purchases made that are of a non-business category.	✓		
Fixed Assets and equipment				
Appropriate insurance cover in place and reviewed annually.	Insurance cover is reviewed and purchased in November.	✓		
The authority's assets need to be secured, properly maintained and efficiently managed.	Asset register in place and reviewed annually in May meeting. Regular checks are carried out at key sites Insurance policy in place.	✓		

Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.	A record of disposed assets is kept.	✓		
Document retention				
A retention schedule is in place, schedule is reviewed annually; documents are either securely destroyed, retained in the filing cabinet or deposited in the County archives.		✓		
Loans and long-term liabilities				
Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.	The Council has no loans.			

2021/03/17 To agree to set up a standing order to pay parish gardeners salary from 1st April 2021

As agreed previously, parish gardener to be paid fixed amount each month based on 16.68 hours, with any overtime owed in March of each year.

2021/03/18 To agree payments in accordance with the budget

Payments as at Friday 19th March 2021

March 2021 Accounts

Payments

Description	Amount	VAT
Grasslands Ltd - play area grass cutting	93.32	15.55
Glazik Kershaw - payroll provider	44.40	7.40
Staff salaries for March	881.41	
Parish Gardeners wage	TBC	
Credit card:	206.68	
Zoom subscription £14.39		
Microsoft 365 £79.99		13.33
Cartridge People printer inks £112.30		18.72
HMRC - tax		TBC
	<u>1,225.81</u>	

Receipts

Bank interest	<u>0.34</u>
	0.34

2021/03/19 Items for next month's agenda