

**Minutes of the Parish Council Meeting held on  
Tuesday 10 May 2016 in the Village at 7.50pm (following the Annual Parish  
Council Meeting which started at 7.30pm).**

**Present:** The Chairman, Cllr David Peart and Cllrs Ray Randall, Tony Styles, Katie Dixon, Tony Grunsell, Hugo Wurzer and the clerk, Derek Kane.

**Members of the Public in attendance:** Three

**Time for public speaking:**

The three members of the public present were here at the invitation of the chairman to attend the parish council meeting to give a presentation on item 5.1.

The chairman advised that a small amount of business would take place first and that item 5.1 would quickly follow.

**The proper business of the council commenced.**

**1. Apologies for Absence:** BDBC Cllr Graham Falconer and Cllrs Bridget Culley and Philip Jeffery.

**2. Declarations of Interests:** None.

**3.1.1 The Minutes of the Meeting held on Tuesday 12 April 2016 (previously circulated).**

Having been already circulated, Cllr Grunsell proposed that they were a true record and should be signed; the proposal was seconded by Cllr Dixon and unanimously agreed by the council.

**3.1.2 Matters arising:** None.

**3.2 The Minutes of the Annual Parish Assembly (APA) held on 2 May are still being prepared and will be considered at the June Full Council Meeting.**

**4. Borough & County Councillor Reports.**

**4.1** No report had been received from **Hampshire County Cllr Tom Thacker** as he had only made his report to the Annual Parish Assembly on 3 May.

**4.2 Borough Councillor's Report:**

The clerk read out Cllr Falconer's report in his absence:

"Only one thing to report since last week [the APA] is that it has been formally assessed that BDBC has a 5.27 year housing land supply and for the next 5 years the target is 1,005 dwellings PA to make up for the shortfall in the previous years. That will impose a strain on windfall development.

I confirm that I expect to be in St Mary Bourne at around noon on Thursday (12/5) with Rebecca Emmett, the [new] Director of Services."

Chairman's Initials

## 5. Items for discussion:

### 5.1 Discussion with Cleanslate Ltd with Qs & As from/to the parish council on Cleanslate's plans for development at Hurstbourne Station which is within the Hurstbourne Priors Parish Council area.

**Mark Fitzpatrick (MF) of Cleanslate Ltd** led on a presentation to the council on their plans for the development of the Hurstbourne Station site. He was accompanied by **his colleague Brian Norton** and by **the current owner of the site, Brian Hirst (BH)**.

MF confirmed that the PC were aware that outline permission had been granted by BDBC for 30 homes and some square footage for office space and associated parking.

Cleanslate Ltd will be buying the site from BH subject to a detailed planning application for development being granted by BDBC.

They have met with **Hurstbourne Priors PC's chairman and vice-chairman**.

Cleanslate anticipate that residents in the new development would use facilities in SMB like the village shop.

They are currently planning for 2, 3 and 4 bedroom houses. There will be no flats. They are planning for 6,000 sq ft of office space which can be flexed to 1, 2, 3 or 4 units.

The look of the homes will reflect tradition and the vernacular associated with SMB. Brick and Flint and some homes thatched.

Landscaping is a major part of the proposed development.

There will be no affordable housing element to this development.

**Cllr Styles** raised the issue of quality of materials employed. He cited recent experience of householders at Stud Farm where the tiles are performing poorly.

**MF** replied that as well as a few thatches, quality clay roof tiles will be used on the remainder.

**The chairman** asked about clearing the site. EA clearance would be required before development. **BH** advised that concrete blocks had been laid by J Hirst and Sons on top of a membrane.

**The chairman** raised the matter of sewage. **MF** said they plan to deploy an 80,000 cu mt attenuation tank between the development and the main sewer.

**Timeline:** Planning by 12/16. Spades in ground 4/17. Circa two years from now to residents moving in.

Clearly an impact on **extra traffic**. HB-P suggest a 30 limit from the existing 30 limit at the SMB/HB-P border through to past the Chapmansford crossroads.

**Cllr Dixon** asked about the price of a 2-bed house. **MF** said in the region of £250k. The homes will come under the Help-to-Buy scheme.

An example of a recent development by Cleanslate Ltd can be found on <http://www.weston-gate.com/> which is located near Newbury, off M4 J14

Chairman's Initials

**MF and the other members of the public were thanked for their presentation by the chairman and then left the meeting.**

**5.2 Local Infrastructure Levy and S106 considerations with regard to significant development ex.SMB PC area (as per 5.1) for SMB:**

**The clerk wrote to BDBC (and cc'd our two borough councillors) on 28 April 2016:**

“Following a grant of an outline application by BDBC (14/02489/OUT) for 30 homes and some business units at Hurstbourne Station (within Hurstbourne Priors PC), St Mary Bourne Parish Council would like it made known to BDBC their view that because of the close proximity of the development site to SMB and the 'local draw' of our nearby village facilities and infrastructure to SMB vs Hurstbourne Priors village itself, with 30 new households and workers associated with the business units, these could have an impact on SMBs existing infrastructure and facilities and the need for more investment.

Therefore SMB PC wishes to make it known that they will be looking to making a call on a share of developer contributions associated with this site when it comes to actual agreement on the full development in the fullness of time.”

**BDBC Cllr Graham Falconer copied in the clerk an email he sent to a BDBC officer on 29 April:**

*“I am forwarding to you the email from St Mary Bourne PC which was sent to the LIF email address.*

*Cllr Izett and I concur with the statements regarding the effect of 14/02489/OUT on St Mary Bourne. Hurstbourne Priors is in reality an adjunct to St Mary Bourne although it is in the Whitchurch Ward.*

*I presume that under the new LIF system one needs to be aware of the timescales that ring fenced money is available.”*

The clerk was received a reply from the BDBC officer on 29 April to Cllr Falconer:

*“Thank you for confirming your/Cllr Izett’s support for the statements from St Mary Bourne PC.*

*Derek, thank you for your message and for flagging up the Parish Council’s interest in the developers contributions that will relate to future housing growth in your local area.*

*As I do not deal directly with Section 106 developers contributions, I have copied my colleague June Balcombe in on this message so that she is aware of this.*

*My role is to administer the Local Infrastructure Fund (LIF), which is funded through New Homes Bonus and received once properties are council-taxable.*

*The LIF is open to all Wards and, if you would like more information, or have an idea for a community infrastructure project, you can fill in an expression of interest form on this webpage.*

*The current LIF round closes today but there is another round that closes on 30 September.*

*I have also copied in Clive Fortune, who is the Community Development Officer looking after your area at the moment so that this is on his radar.”*

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Cllr Dixon suggested a project that the PC could possibly go forward on would be to cobble / create shared space (a la continent) The Summerhaugh to calm traffic (including fast pelotons of cyclists) to improve safety at this difficult junction.

The clerk pointed out that Hants Highways (HH) had verbally been approached by representatives of the PC a few years ago about this when on a site visit to request safety measures at The Summerhaugh following a serious traffic accident involving a motor cyclist. The HH Road Engineer rejected this on the grounds that such schemes are for urban environments. The compromise was a double line of cobbles along the white line defining the edge of the carriageway from the portion of the highway in front of The George Inn. The erection of three wooden posts after these cobbles was first laid were NOT requested by the PC but placed by HH.

The clerk pointed out that consideration for a full cobble scheme would need to provide for mobility and wheelchair users to cross The Summerhaugh and be able to access the three roads off (B3048, Egbury Road and Spring Hill Lane.

Cllr Dixon is to investigate further.

### **5.3.1 Flood and Emergency Group (FEG) - Update:**

**The chairman** advised that he had called a meeting of the FEG group for 20 May and is looking to the EA, HCC and HH contacts to attend. In particular the chairman is looking for progress on Pathfinder and the now long o/s Bourne Longitudal Survey.

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The following was the combined EA / HCC report requested by the Chairman for the APA held on 3 May. Apologies were received from EA / HCC Officers who were unable to attend, but, although the report is dated 28 April, it, despite chasing by the clerk on 29 April and 3 May, was not received until 4pm on 3 May. The chairman at the APA took the view that ....

*“Subject: High level overview of work undertaken in 2015/16 to reduce future flood risk in the St. Mary Bourne and Stoke area.*

*Date: 28 April 2016*

#### **1.0 Purpose**

- 1.1 This report provides a high level overview of the work that has been undertaken this year with a range of partners including flood action groups, borough and parish councils and others in exploring how flood risk along the Bourne Valley might be reduced.*
- 1.2 This report has been prepared jointly by Hampshire County Council (HCC) and the Environment Agency (EA), in liaison with Basingstoke and Deane Borough Council, for presentation at the St. Mary Bourne Parish Council Annual Parish Assembly on 3rd May 2016.*

#### **2.0 Background**

- 2.1 The Bourne Valley villages have a history of flooding caused by high groundwater levels, emerging springs and surface water run-off from heavy rainfall.*

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- 2.2 *Since the last flood event of 2013 / 2014, HCC, EA, Borough and Parish Councils, Flood Action Groups, Wessex Chalk Streams and Rivers Trust, and other partners, have worked together to identify issues and concerns, prepare an action plan and to implement improvements where resources and circumstances allow.*
- 2.3 *As part of the response to the 2013 / 2014 events, HCC submitted 33 bids, representing more than 50 locations across Hampshire, to the Defra Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA) programme in February 2014. This included one for the Bourne Valley. In addition, the EA submitted a bid specifically for St. Mary Bourne.*
- 2.4 *Following the Chancellor's budget statement in March 2015, St. Mary Bourne was placed in the FCERM 6 year plan (2015-2021) with the Bourne Valley in the 7 year plus, unfunded, programme.*
- 2.5 *Although those schemes in the 6 year programme have been allocated indicative funding, they are unable to secure this without providing a robust business case and clear cost / benefits. Securing the FCERM GiA funding is therefore by no means guaranteed.*

### **3.0 Pathfinder**

- 3.1 *In April 2015, the Department for Environment and Rural Affairs (Defra) invited bids for its Small Scheme Pathfinder initiative. HCC's bid to include the Bourne Valley in the initiative was successful, one of only 6 nationally to have been given the go ahead.*
- 3.2 *The Pathfinder has enabled HCC, working with its partners, to develop a more detailed understanding of key locations on the action plan, and how interventions at these points can best contribute to managing drainage in the valley and reduce the risk of flooding. The work has also assessed the cost and benefit of the interventions, and whether this will meet the criteria for national FCERM GiA funding. Again, there is no guarantee that this funding, or any other, will be forthcoming.*
- 3.3 *An important part of the Pathfinder will be to identify 'lesson learned' from the process, how these can be applied to benefit future projects, and promote new approaches particularly at a time when resources are reducing.*
- 3.4 *It is anticipated that the outcomes of the Pathfinder for the Bourne Valley will be shared with key partners from the end of May onwards.*

### **4.0 Initial Assessment**

- 4.1 *Following its inclusion in the FCERM 6 year plan, and parallel with the Pathfinder work, the EA has undertaken an Initial Assessment (IA) of flood risk for St Mary Bourne and Stoke.*
- 4.2 *The purpose of the IA was to understand the issues, to identify potential measures, and to start to quantify the benefits of any potential interventions. As previously reported to the Parish Council, the assessment demonstrated that benefits were limited, and substantial contributions would be required to secure the funding in the FCERM 6 year plan and deliver the proposed option.*

- 4.3 *Although the IA has concluded that there isn't a financially viable option, HCC, EA, Borough and Parish Councils will continue to work with the local community to explore opportunities to bring forward measures to reduce future flood risk. Part of that approach will include looking at natural flood management works such as linking rivers back to flood plain, and Catchment Sensitive Farming projects like the sediment pathways initiative lead by the Wessex Chalk Streams and Rivers Trust. The above work will be informed by both the outcomes of the Pathfinder and the now completed longitudinal level survey from just upstream of Stoke to downstream of St Mary Bourne.*

### **5.0 Supporting Communities Still at Risk project**

- 5.1 *Recognising that some areas will remain vulnerable to future flood events, the national Supporting Communities that Remain at Risk project aims to increase local resilience by preparing plans and equipment for the deployment of temporary defences before and during flooding. The EA is procuring temporary flood defence equipment through this project so that it will be available, if required, in St. Mary Bourne and Stoke, and other vulnerable areas, this winter. This will supplement existing equipment, stored in Romsey, which is sufficient to deliver the proposed plan."*

### **Flood and Bourne stats update (supplied by Clem Jones and Sarah Cooney):**

#### **Valley Farm well measurement – 2 May 2016:**

#### **From Sarah Cooney:**

"Latest well measurement from Stoke shows level up 5cm in the last couple of weeks."

| <b>2016</b> | <b>Cm</b> | <b>Level<br/>Up (+)<br/>Down (-)</b> | <b>Comments</b>                      |
|-------------|-----------|--------------------------------------|--------------------------------------|
| 2 Mar       | 11        | 3                                    | Level rising; river flowing          |
| 15-Mar      | 116       | -2                                   | Level <b>falling</b> ; river flowing |
| 2-Apr       | 113       | 3                                    | Level rising; river flowing          |
| 19-Apr      | 110       | 3                                    | Level rising; river flowing          |
| 2-May       | 105       | 5                                    | Level rising; river flowing          |

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**From Clem Jones:**

**St Mary Bourne Flood Risk Summary (as at 1 May 2016)**

|             |               |               |  |
|-------------|---------------|---------------|--|
| <b>Date</b> | <b>1/5/16</b> | <b>Status</b> | All levels have now been more or less steady for the last two months<br><br>As a result the level of the ground water at Vernham has been at the winter peak since Feb, well outside the normal behaviour. |
|-------------|---------------|---------------|--|

**Note 1.**

**The measures at the Vernham Dean Bore Hole and the gauge at Holdway Cottage are from the ground base and are depth of water.**

**Note 2.**

**The measure in the Summerhaugh well is the space between the kitchen floor and the top of the water. This is effectively the ground water level at this point in the valley.**

| <b>Location</b>            | <b>1/5</b> | <b>1/4</b> | <b>Comments</b> |
|----------------------------|------------|------------|-----------------|
| Vernham Dean Bore          | 114m       | 114cm      |                 |
| Well at Valley Farm, Stoke | 105 (2/5)  | 113        |                 |
| Springs at Stoke           | n/a        | n/a        |                 |
| Gauge at Holdway           | 42mm       | 42mm       |                 |
| Spring at Holdway          | Running    | Running    |                 |
| Well at Summerhaugh        | 67m        | 68cm       |                 |

**5.3.2 – Hants Fire – Community Emergency Action Plan Survey:**

Re-send to the chairman for him to follow-up.

**5.3.3 (not on agenda) HCC: Emergency Planning and Resilience advice on ‘Flood Re’ Insurance.**

Noted.

The clerk had already forwarded this to H&V today.

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#### **5.4 Black Garden – Update:**

Following a requested meeting by and with the Facilities Provision Officer of BDBC at the Parish Office on 29 April it transpired that there were differences in the land registry title information submitted in our nomination form for the above and that consequently the listing has been removed from the register. The reference supplied was for an adjacent piece of land abutting the land in that that the PC wishes to see listed as a Community Asset.

A title reference has been obtained by BDBC and the PC should resubmit their application along with the map previously submitted and this reference. The officer felt that in all other respects our application was sound and the reasons for seeking such a listing in accordance with Community Asset listings.

#### **5.5.1 Neighbourhood Plan – Update:**

Consultation deadline (at time of this meeting) was Friday, 20 May. Cllr Dixon urges residents to review the draft Neighbourhood Plan and comment on it. The plan can be examined in the Club Room Monday to Friday 3.30pm to 5.30pm and on Saturday from 8.30am to noon [*see clerk's post meeting note below*].

Links to the Plan can be found on [www.stmarybourne-pc.gov.uk](http://www.stmarybourne-pc.gov.uk) and on [www.smbp2027.blogspot.co.uk/](http://www.smbp2027.blogspot.co.uk/)

Cllr Wurzer requested that the PC congratulates the Long Term Planning Group on the work they have undertaken with this plan. This was given.

*[Clerk's post meeting note: The deadline has now been extended to Friday 27 May in order to match the deadline Regulation 14 Statutory consultees].*

#### **5.5.2 PC to consider covering an overspend of £19.61 for printing of draft NP plan and envelopes.**

The above amount from Andover Printing Company's invoice for £309.40 (including £2.40 vat for the envelopes – the booklets being zero-rated) is not covered by the Groundworks UK grant which covers £287.39 of the above invoice (the £2.40 vat being recovered from the PC's vat refund for 2016/17 in April/May 2017).

Granted. Cheque for invoice validated at item 6.3.

#### **5.6 Sovereign land— Batsford set-down/pick-up area – Update (if any):**

None. The chairman continues to contact Sovereign to seek progress with them, but this largely a one-way 'conversation' from him to them.

#### **5.7 Community Speed Watch: 2<sup>nd</sup> attempt to revive new group (during April) – Update:**

Three sessions have now taken place.

The first short (30 mins) 'trial' session with a PCSO in attendance (and for which the traffic was very light – early evening outside Queens Cottages southbound B3048) recorded one vehicle travelling in excess of the speed limit out of 15 vehicles passing.

A successful full session of one hour was held on Egbury Road outbound (6am to 7am) and all 40 vehicles were observed to remain on or within the 30 mph limit after rounding the corner of The George where the device first detected all the way up to the SID located 20 yards short, but within the 30 mph zone.

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A third successful full session of one and a half hours was held on the B3048 just above the War Memorial southbound (6am to 7.30am) where 53 vehicles were observed of which eight were recorded as speeding including one at 41mph. The vehicles were first detected by the SID located just above the War Memorial as they rounded the curve emerging out of Denham Terrace and the vehicles noted for speeding had all peaked at first sight by the device. Denham Terrace is within the 30 mph zone.

There is a small group of volunteers but more residents are still needed to cover more of the parish and at busy times so far not covered (local 8'ish rush hour, school afternoon pick-up, 5'ish rush hour and return from train rush hour 6pm+). Three volunteers are required to attend a session, and the more volunteers that come forward, the more can be covered. As little as an hour a month is the only commitment, although those who can give more time are welcome. In the first instance contact the clerk on 01264 738039 (leave a message when office is closed), email [clerk@stnarybourne-pc.gov.uk](mailto:clerk@stnarybourne-pc.gov.uk), or post or drop a note into The Parish Office, Bourne Meadow, St Mary Bourne, SP11 6BE

The matter of **unattended electronic 'Slow Down' / 'Limit Reminder' devices was again raised.** The PC last year had undertaken to follow-up on rental devices.

The clerk pointed out that the HCC guidelines state that these should only be in place for three weeks at a location and only for three such events per year within a controlled area (ie the parish 30 limit). The clerk also advised that the existing device could be used at no extra cost at a CSW location but without monitoring vehicles and recording speeding vehicles at any time (so long as the device itself is monitored for its security by just two volunteers) and would serve as a reminder for drivers as to the speed they are driving within the parish.

**Last year's offer from a small group of residents to fundraise for purchase or rental costs of Reminder Devices** to be followed up by **Cllr Dixon**. Also the use of possible S106 money to be enquired by **Cllr Dixon**.

### **5.8 Review APA for ideas to make it more interesting for attendees for 2017:**

#### **Suggestions, led by Cllr Dixon and endorsed by councillors present:**

Refreshments beforehand.

All third party reports to be made available prior to the meeting and placed on the 'table' and chairs for attendees to read after the formal part of the APA. Reports published in APA minutes.

Some reports need not be presented every year as some organisations have their own annual meetings. However when there is a significant development in their 'field' they should consider reporting.

The chairman's report should still be read out and the summary of the unaudited accounts.

A main speaker invite should take place and a Q&A after.

Q&As for reports placed on chairs should then take place.

After the close further refreshments served and an opportunity for attendees to talk to councillors, the main speaker and reportees who attend.

Invites for reports to go out in January for the May APA meeting.

PC to hire hall PA so speakers and questioners can be heard by all.

Chairman's Initials

### **5.9 (not on agenda) Village Shop CIC Enquiry regarding grant towards shutter**

The clerk received an enquiry from their chairman on 9 May and has forwarded them a grant application form for consideration at the June Full Council Meeting. Although not binding on the PC tonight their chairman is seeking an indication from tonight's meeting that the council would consider such an application favourably.

The clerk also received an enquiry from their chairman today asking if the shutter would be the PC's responsibility as landlord.

The six councillors present expressed mixed views about giving a grant or covering the cost for what some believe is a fixture/fitting of the shop. No indication by vote was taken. This was because of Cllr Grunsell's suggestion:

The council agreed to allow Cllr Grunsell to contact the CIC's chairman with his offer to use his trade contacts to possibly cover the shutter cost within funds already raised (or to be raised) by the CIC.

If the CIC does send in a grant application by 7 June the clerk will place the matter on the agenda for 14 June Full Council Meeting for the parish council to consider formally.

## **6. Finance**

### **6.1 Lloyds Bank Cheque Signing mandate — Update:**

The clerk has raised the priority of getting this matter sorted and instructed the bank to pre-fill in a form with the (now) eight signatories allowed for under Financial Standing Orders (one councillor having recently resigned) – the mandate is for any three of nine. Following the last election in May 2014 the mandate was believed to have been correctly amended, but, in early 2015 a cheque for just under £5k was refused due to mandate signing errors despite the fact that numerous other cheques including smaller four figure amounts had cleared when signed by the same signatories. Again last month a cheque for just over £5k was refused for the same reasons and yet again other cheques including smaller four figure amounts had cleared when signed by the same signatories.

Despite believing the matter was resolved in 2014, long-departed councillors (of at least 10 years ago) were still down as signatories this month according to Lloyds AND a councillor of 50 years standing (and as a signatory), Cllr Randall was not on their records.

Even the form sent to the clerk this month by the bank has neglected to place Cllr Randall on the form despite the clerk's instructions to the bank earlier this month, which were read back to him by the operative.

The form was completed by each councillor at the meeting (their signatures), including by Cllr Culley earlier (who had sent in her apologies for this meeting). The clerk will follow-up with Cllr Jeffery who was not at tonight's meeting.

Chairman's Initials

## **6.2 Receive and consider Internal Audit Report for 2015/16:**

### **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to the Council since 2009-10.

This report sets out the work undertaken in relation to the 2015-16 financial year, during our visit on 18 April 2016, together with the matters arising and recommendations for action, where appropriate.

### **Internal Audit Approach**

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. Due to the relatively low volume, we have employed 100% detailed checks in a number of key areas in order to gain assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

### **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year. We have identified a few areas where we consider that further improvements in the overall internal control environment are required. Details of any outstanding matters from the previous year, together with additional matters identified during the course of this year's audit visit are set out in the body of the report, with the recommendations arising further summarised in the appended Action Plan. We ask that members consider the content of this report and respond in due course to the recommendations set out in the Action Plan, indicating, where appropriate, the actions to be taken and the likely timescale for their implementation.

We have completed and signed the 'Annual Internal Audit Report' in the 2015-16 Annual Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Chairman's Initials

## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliations

The clerk has continued to use the Rialtas Alpha accounting software to maintain the Council's financial records. Two bank accounts are in place with Lloyds TSB (Current and Business Reserve), together with a fixed term investment also with Lloyds TSB. Separate cashbooks are operated in the financial ledger for each of these accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Agreed the 2015-16 opening balances in the Alpha software to the prior year closing Trial Balance detail;
- Verified that the financial ledger remains "in balance" at the financial year-end;
- Ensured that the cost and expenditure coding structure is appropriate for purpose;
- Checked and agreed detail in the cashbooks for each bank account to supporting bank statements for the full financial year;
- Checked and agreed detail on the year-end bank reconciliations for all accounts; and
- Ensured the accurate disclosure of the combined cash / bank balances in the year's Annual Return.

### Conclusions

***We are pleased to report that no issues have been identified in this area of our review. The clerk has to date only received bank statements to 23<sup>rd</sup> March 2016 on the two bank accounts: the bank was contacted during the course of our visit who confirmed that the bank balances remained unchanged as at 31<sup>st</sup> to those on 23<sup>rd</sup> March 2016.***

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have noted previously that the Council adopted Standing Orders and Financial Regulations based on NALC model documents some years ago. Whilst these documents are re-adopted at each Annual Parish Council Meeting, they have not been significantly revised recently and consequently do not reflect the recent legislative changes affecting, inter alia, the filming and recording of meetings or the repeal of Section 150(5) of the 2972 Act requiring two members to sign all payable orders.

Furthermore, whilst not likely to directly affect the Council, EU legislation as regards the advertising of contracts changed from 1<sup>st</sup> April 2015 requiring all local government bodies to formally advertise contracts exceeding £25,000 over a three year period. NALC has only recently (March 2016) issued a further revised model set of Financial Regulations, which take due account of this and earlier legislative changes and we urge the Council to review in depth its own regulatory documentation to take account of these changes. In order to assist the Council, we have provided the clerk with electronic copies of the latest documentation, together with more detailed guidance on procurement.

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Furthermore, we note that the existing documents imply a formal tender limit of £10,000 in the Standing Orders, whilst the Financial Regulations refer to a limit of £50,000: we consider that a consistent value at the lower level should be applied.

We have examined the Council and its standing committees' minutes for the full financial year to ensure that no issues exist or are developing that may have an adverse effect on the Council's financial stability and are pleased to record that no such issues have been identified. We also again note that Virements are reported to and approved by the Planning Committee with the full Council ratifying the initial decisions.

### **Conclusions and recommendation**

***We shall continue to monitor the Council's approach to governance issues at next year's review and, as above consider that the Council should take appropriate action as a matter of some urgency to ensure that its governance arrangements are sound and comply with current legislation, guidance and best practice.***

*R1. The Council should undertake a full review of its extant Standing Orders and Financial Regulations bringing them into line with the latest NALC model documents and ensuring that they reflect all changes to legislation and ensuring that the Council is compliant with best working practice.*

### **Review of Payments and VAT**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures;
- Funds are expended in accordance with approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have examined a sample of payments in the year for compliance with the above criteria with no issues arising, selecting every payment in excess of £500 plus every fifteenth payment, as recorded in the alpha cashbook. Our test sample comprises 37 individual payments and totals £33,200 equating to 65% of all non-pay related expenditure in the year.

We also note the preparation and submission of a VAT reclaim for the full financial year, detail of which we have agreed to the Rialtas Alpha control account detail.

### **Conclusions**

***No issues have been identified in this area of our work warranting formal comment or recommendation.***

Chairman's Initials

### **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's insurance policy arranged through Came & Co to ensure that appropriate cover is in place and that members have reviewed its content: with Public and Employer's Liability cover both in place at £10 million and Fidelity Guarantee cover at £150,000, we consider the Council to have appropriate cover in place.
- Noted with pleasure that, following last year's failure to comply with the requirements of the Governance and Accountability Manual, the Council has developed and adopted formally an appropriate financial risk register at its meeting in November 2015.

### **Conclusions**

**We are pleased to acknowledge action to address the concern expressed in last year's report with no issues arising this year.**

### **Budgetary Control & Reserves**

We are pleased to note that, following due and formal consideration, the Council has agreed its budget and precept for 2016-17 at the January 2016 meeting totalling £21,000, including the Council Tax Support Grant of £1,503, giving an actual precept of £19,497.

We also again note that periodic reviews of budget performance are carried out by members comparing actual performance against the approved budget. We have reviewed the year-end outturn and are pleased to record that no unexplained or unanticipated variances requiring further review or action by the Clerk or members are apparent.

We have also reviewed the level of retained balances at the year-end, noting that the Council has now created a few Earmarked Funds. Combined reserves total £44,900 and equate to some nine months' expenditure at current levels and are considered more than adequate to meet the Council's ongoing revenue spending plans and development aspirations.

### **Conclusions**

***No issues have been identified in this area this year warranting formal comment or recommendation.***

### **Review of Income**

The Council has a limited range of income sources, primarily the precept, the fishing tenancy, grants for specific projects and other miscellaneous income by way of bank interest recovered VAT, etc.

We have examined the Rialtas Alpha nominal income account detail to ensure that the allocation of income is correct and that no evidence exists of unrecovered income. We are also pleased to note that the clerk is maintaining an appropriate record of sales invoices raised also indicating whether or not they have been settled. Whilst not warranting formal comment, we suggest that in order to further clarify the position, rather than just a tick to indicate settlement of the account, the actual date of receipt be recorded.

Chairman's Initials

We have also updated our year-on-year analysis of income across the various headings, detail of which will be considered when planning our 2016-17 review programme.

### **Conclusions**

***We are pleased to report that the income systems appear to continue to operate effectively with no control weaknesses identified: as indicated above, we consider enhanced control would be evidenced were the actual date of receipt of invoiced moneys recorded on the clerk's record of invoices raised.***

### **Petty Cash Account**

The Council operates a small petty cash account with minimal activity: however, as part of the Internal Audit Certification process, we are required to consider and report on the effectiveness of controls over operation of the account. The relatively small sum of £176 has been expended during the year with periodic round sum top-ups: in view of the low volume of payments in the year, we have checked and agreed each recorded payment to the supporting trade invoices, till receipts, etc. with no issues arising. We have also checked the physical cash holding on the day of our visit and agreed the amount held to the supporting Rialtas Alpha accounts taking note of transactions since 31<sup>st</sup> March 2016.

### **Conclusions**

***No issues have arisen from our review of the operation of the petty cash account this year, with VAT being identified accordingly for recovery at the year-end.***

### **Salaries and Wages**

We aim in this review area to ensure that the Council has approved the Clerk's annual salary, that a formal employment contract is in place and that the monthly salary is calculated in accordance with these criteria. We also aim to ensure that the appropriate tax and NI deductions and employer's NI contributions have been calculated accurately and that the appropriate payments are made to the clerk and HMRC.

We noted previously that the services of a payroll provider were used in order to ensure compliance with Real Time Information submission requirements, the same arrangement continuing in 2015-16.

*We also noted that the Council approved implementation of the 2014-2016 national pay settlement and that this was applied appropriately from 1<sup>st</sup> January 2015: we also note the Council's approval for a further increase in the Clerk's pay advancing one point up the spinal scale.*

We have, consequently, verified the monthly net payments made to the clerk, after deduction of the relevant tax and NI contributions, also ensuring the accuracy of payments of those deductions to HMRC, which are made quarterly.

### **Conclusions**

**No issues arise from our review of payroll preparation and resultant salary and HMRC payments.**

Chairman's Initials

### ***Asset Register***

We are pleased to note the existence of an appropriate asset register, which records asset values at purchase cost or, as now required, at the prior year reported value in the Annual Return, following the change in reporting requirements a few years ago.

We have previously suggested that, in order to assist the Council in assessing future budget requirements in respect of asset replacements, the register should also include the annually uplifted insurance value, which generally approximates to replacement cost and are pleased to note that the clerk has complied with this updating the register as at 31<sup>st</sup> March 2016 accordingly.

### **Conclusions**

***We noted that the value of assets, as recorded on the register as at 31<sup>st</sup> March 2016, was incorrect and have agreed the correct total value to be recorded thereon and in the year's Annual Return: the register included appropriate adjustments for new acquisitions since 31<sup>st</sup> March 2015 and deletions.***

### ***Investments and Loans***

The Council re-invested £20,000 in March 2016 for one-year with Lloyds Bank: we have examined the resultant contract note, also ensuring that the prior year "investment" (£20,000) has been repaid appropriately with interest paid gross. No loans are in place either repayable by or to the Council.

### **Conclusions**

**No issues arise in this area.**

### ***Statement of Accounts & Annual Return***

The Clerk has prepared a brief Statement of Accounts based on the Rialtas Alpha accounting system detail, supported by further supplementary explanatory notes detailing the causes of year-on-year variances,

We have checked and agreed the accurate disclosure of values in Section 1 of the Annual Return by reference to the Rialtas Alpha closing Trial Balance and other relevant documentation.

### **Conclusions**

***No issues arise in this area warranting formal comment and, on the basis of the work undertaken during the course of our review, we have duly signed off the Internal Audit Report in the Annual Return assigning positive assurances in each relevant area.***

Chairman's Initials

### 6.3 Monthly accounts – May

Expected bank statements from last month have not been received from Lloyds to-date.

The following balances, with the exception of the Petty Cash Accounts and Fixed Term Deposit are therefore *provisional* as they have not been reconciled.

At next month's Full Council Meeting (14 June) a reconciled statement for EO of April will be given.

A presumption has been taken in preparing this provisional statement is that all cheques dated 12/4/16 and earlier have been cleared (but see note #2 below) and all cheques dated 26/4/16 remain un-presented.

*[Clerk's post meeting note: Bank statements for up to EO April have now been received. Some of the presumptions were incorrect (ie some cheques had not been presented by payees nor some receipts received until after the statement date). Also the estimated interest of £1.00 received in April has now been credited with the amount £1.12 – see note #3 on page 17].*

| Account                       | Amount           |    |
|-------------------------------|------------------|----|
| Treasurers Account            | 5,969.25         |    |
| Investment Account            | 52,852.89        | #1 |
| Petty Cash Account            | 8.05             |    |
| Lloyds TSB Fixed Term Deposit | 20,000.00        |    |
| Less un-presented cheques     | 5,840.05         |    |
| <b>Closing Balance</b>        | <b>72,990.14</b> | #1 |

#1 Balance in Investment Account & Closing Balance includes balance of **£287.39** of **Neighbourhood Plan Funds** (drawn from £4,650.00 grant payment from the Groundwork UK grant received in September 2015)) and **£11,390.00** of **Lengthsman grant from HCC** (drawn from balance of 2015/16 grant £1,390.00 and £10,000 2016/17 grant) held on behalf of 10 associate parish and town councils.

**Two payments have been made prior to the 12 April Full Council Meeting but after 31 March 2016 (YE) and were agreed on three councillor' signatures. The payments made on 1/4/16 and 5/4/16 respectively were:**

| Payee                          | Cheque No | Amount        |
|--------------------------------|-----------|---------------|
| Mr FA Tarrant (Litter Pick Q4) | 2545      | 257.40        |
| HMRC (PAYE Q4 2015/16)         | 2544      | 515.48        |
| <b>TOTAL</b>                   |           | <b>772.88</b> |

**Payments made since the Full Council Meeting on 12 April 2016:**

| Payee   | Cheque No | Amount          |
|---|-----------|-----------------|
| AECOM #2  | 2574      | 5,193.00        |
| Auditing Solutions Ltd                                      | 2575      | 288.00          |
| BT  | 2576      | 201.85          |
| SSE (unmetered electric)                                    | 2577      | 150.21          |
| Cllr Colin Henderson (bolts, etc for play equipment repair) | 2578      | 6.99            |
| <b>TOTAL</b>  |           | <b>5,840.05</b> |

The above payments were agreed at the Planning Committee Meeting on 26 April 2016.

Chairman's Initials

**#2 This cheque was a re-write of cheque no 2570 which had been refused by our bankers due to signing mandate errors. Cheque 2570 has been returned to the PC and has been marked 'Void' and retained on file.**

**Receipts since the Full Council Meeting held on 12 April 2016 (into Business Investment Account):**

| <b>Source</b>  | <b>Date</b> | <b>Amount</b>      |
|--|-------------|--------------------|
| Bank interest #3   | ?/4/16      | c.1.00             |
| SSE (Wayleave)   | ?/4/16      | 42.34              |
| Q1 2016/17 Fishing License   | ?/4/16      | 720.00             |
| Model Yacht Club License 2016/17                                       | ?/4/16      | 144.00             |
| HCC Lengthsman Grant + Commission 2016/17 #4                           | ?/4/16      | 12,100.00          |
| BDBC Litter Grant 2016/17 and BDBC SEA Grant for Neighbourhood Plan #5 | ?/4/16      | 5,450.70           |
| BDBC Precept and Grants 2016/17 #6                                     | ?/4/16      | 23,702.50          |
| HMRC (Vat refund for 2015/16) #7                                       | ?/4/16      | 2,810.36           |
| <b>TOTAL</b>   |             | <b>c.44,970.70</b> |

**#3 Interest has been estimated as bank statements had not been received for last month to-date.**

**#4, 5, 6 & 7**

**Remittance advices received for all these payments during April.**

**#4 This payment comprises:**

|  |                   |
|--|-------------------|
| Lengthsman Grant for 10 Associate councils | £10,000.00        |
| Lengthsman Grant for SMB PC                | £1,000.00         |
| Lengthsman Commission for SMB PC           | £1,100.00         |
| <b>Total</b>                               | <b>£12,100.00</b> |

**#5 This payment comprises:**

|                                  |                  |
|----------------------------------|------------------|
| Litter Grant for 16/17           | £1,123.20        |
| SEA grant for Neighbourhood Plan | £4,327.50        |
| <b>Total</b>                     | <b>£5,450.70</b> |

**#6 This payment comprises:**

|                                    |                   |
|------------------------------------|-------------------|
| Precept 16/17 (1 of 2 instalments) | £9,748.50         |
| Council Tax Support Grant 16/17    | £1,503.00         |
| Limited Grant 16/17                | £1,100.00         |
| Grass Cutting Grant 16/17          | £6,005.00         |
| Wicket Maintenance Grant           | £5,346.00         |
| <b>Total</b>                       | <b>£23,702.50</b> |

Chairman's Initials

**CDFG for Neighbourhood Plan, as at 30/4/2016 held by SMB PC, in Business Investment a/c.**

| Item       | Payments In | Payments Out | Date | Balance       |
|------------|-------------|--------------|------|---------------|
| <b>b/f</b> |             |              |      | <b>287.39</b> |
| <b>c/f</b> |             |              |      | <b>287.39</b> |

**SEA Grant for Neighbourhood Plan as at 30/4/2016 held by SMB PC, in Business Investment a/c**

| Item                   | Payments In       | Payments Out      | Date          | Balance     |
|------------------------|-------------------|-------------------|---------------|-------------|
| <b>b/f</b>             |                   |                   |               | <b>0.00</b> |
| AECOM                  |                   | 4,327.50<br>+vat  | 12/4/16       | - 4,327.50  |
| AECOM (refused cheque) | 4,327.50 +<br>vat |                   | ?/4/16        | 0.00        |
| AECOM                  |                   | 4,327.50 +<br>vat | 26/4/16       | - 4,327.50  |
| <b>BDBC SEA Grant</b>  | <b>4,327.50</b>   |                   | <b>?/4/16</b> | <b>0.00</b> |
| <b>c/f</b>             |                   |                   |               | <b>0.00</b> |

**Lengthsman funds, as at 30/4/16 held by SMB PC, in Business Investment a/c, on behalf of the 10 associate town and parish councils.**

| Item                  | Payments In | Payments Out | Date    | Balance          |
|-----------------------|-------------|--------------|---------|------------------|
| <b>b/f</b>            |             |              |         | <b>3,230.00</b>  |
| Ecchinswell PC        |             | 280.00       | 12/4/16 | 2,950.00         |
| Longparish PC         |             | 190.00       | 12/4/16 | 2,760.00         |
| Whitchurch TC         |             | 220.00       | 12/4/16 | 2,540.00         |
| Hurstbourne Priors PC |             | 480.00       | 12/4/16 | 2,060.00         |
| Highclere PC          |             | 160.00       | 12/4/16 | 1,900.00         |
| Newtown PC            |             | 280.00       | 12/4/16 | 1,620.00         |
| East Woodhay PC       |             | 90.00        | 12/4/16 | 1,530.00         |
| Burghclere            |             | 140.00       | 12/4/16 | 1,390.00         |
| HCC Grant for 2016/17 | 10,000.00   |              | ?/4/16  | 11,390.00        |
| <b>c/f</b>            |             |              |         | <b>11,390.00</b> |

The clerk is discussing with the councils who had unspent monies from 2015/16 as to bringing forward extra work asap.

Chairman's Initials

**Payments Due at Meeting:**

| <b>Payee</b>  | <b>Cheque No.</b> | <b>Amount</b>   |
|---|-------------------|-----------------|
| Derek Kane (salary)                                   | 2579              | 664.21          |
| Derek Kane (expenses)                                 | 2580              | 9.02            |
| Cllr Tony Grunsell (APA refreshment costs)            | 2581              | 53.33           |
| Viking (CSW sundries)                                 | 2582              | 110.99          |
| Viking (office stationery and sundries)               | 2583              | 115.68          |
| Premier Grounds (Grounds Maintenance)                 | 2584              | 435.00          |
| St Mary Bourne Village Centre (Hall Hire for APA)     | 2585              | 30.00           |
| RBS (annual software maintenance)                     | 2586              | 135.60          |
| Andover Printing Company (for NP Draft Info booklets) | 2587              | 309.40          |
| <b>Total</b>  |                   | <b>1,863.23</b> |

**Invoices raised since last Full Council Meeting:**

| <b>To</b>    | <b>Inv No.</b> | <b>Dated</b> | <b>Amount</b> |
|--------------|----------------|--------------|---------------|
| None         |                |              | 0.00          |
| <b>Total</b> |                |              | <b>0.00</b>   |

Provision needs to be made for the new reset buffer value of **£1,000** for any unforeseen expenses this month. It was agreed to transfer **£2,800.00** from the Business Investment account to the Treasurers account.

The acceptance of the **un-reconciled** accounts was proposed by **Cllr Grunsell** and seconded by **Cllr Wurzer** and unanimously agreed by the Full Council.

**7. Planning:**

**7.1.1 Report from Planning Committee Meeting held on Tuesday 26 April 2016 (previously circulated).**

**7.1.2 Matters arising from the Report:** None.

**7.2 Planning Applications for discussion at meeting:**

**16/01297/HSE — Derrydown Cottage, Derrydown, SMB —** Erection of detached oak framed garage with home / office storage over.

**Decision: No objection.**

**7.3 Trees — Notices of Intent** (if any): None.

**7.4 Advice of Planning Applications considered by BDBC (if any):** None.

**7.5 Planning applications withdrawn to be noted** (if any): None.

Chairman's Initials

**7.6 Planning appeals** (if any): None.

**7.7 Compliance** (if any):

Cllr Dixon commented about the Binley Bottom and how untidy it looks. She asked what was the outcome of BDBC's enforcement. The clerk couldn't recall although he will be able to trace from minutes of previous years what the outcomes were which enabled the PC to close the matter.

**7.8 Other parish councils' planning matters** (if any): None.

**7.9 Other Planning matters** (if any): None.

## **8. Recreation Ground and Lake:**

### **8.1 Permission for a race along the Test Way 20 August 2016, including crossing the Recreation Ground (gate to gate).**

The clerk has established with the SMB CC that there is no cricket match at home that day.

**Decision:** Granted.

#### **8.2.1 Medium Risks items on SMB Play Area (following BDBC Play Inspection 27/4/16).**

SMB Multiplay – Net fixings loose at top.

SMB Multiplay – Movement in slide joint

Stoke Rope net – Both top brackets have cracked welds.

Clerk instructed to get usual contractor to quote.

#### **8.2.2 Medium Risk item on Stoke Play Area (not a PC asset - following BDBC Play Inspection 27/4/16).**

Picnic bench has damaged slats and exposed screws (also low risk on same item – slats loose)

The clerk has established the following:

The picnic bench was not funded and placed by the PC. It was agreed by the PC not to include it as PC property because it was made of wood and at that time the PC had agreed not to use wooden benches, tables, etc because of the maintenance costs.

Clerk instructed to have bench removed and disposed of by Premier Grounds.

Clerk will inform Stoke Fund group.

**8.3** (not on agenda) **Cllr Randall** sought the permission on the PC to provide for **parking on the Rec**, in a similar manner to the Flower Show arrangements for the Queen's Birthday celebration on 12 June.

Granted.

## **9. Item of Correspondence to be circulated:**

**9.1 Police: Survey on public use of their website.** Noted.

**9.2 HCC: News for Town and Parish Councils** – April 2016. Noted.

Chairman's Initials

**10. HALC/BDAPTC/SLCC/Training & Conferences Reports:****10.1 HALC: Hants & IOW Village of The Year 2016** — deadline 22 July. Noted**10.2 BDBC: PC Liaison Chairman and Clerk's meeting** – 7 June 2016, 6pm to 8.45pm. Agenda (from BDBC) t/f.

Cllr Culley had indicated before this meeting to the chairman that she would attend, along with the clerk.

**10.3** (not on agenda) **HALC: May E-update.** Noted.**10.4** (not on agenda) **HALC/NALC: 10 question survey for 'Task & Finish' Group** — deadline 27/5/16. Noted.**10.5** (not on agenda) **HCC/HALC:** Notes from conference on Planning for Gypsy and Traveller site. Noted.**10.6** (not on agenda) **HALC: Bulletin on National Developments and Meetings:** Noted.

The clerk drew the PCs attention regarding the letter-template to MPs regarding neighbourhood right of appeal, amongst the various matters covered.

**10.7** (not on agenda) **HALC: Clerk's Stress Survey.** ALC's response. Noted.**11. Footpaths:****HCC: Countryside Access, Small Grants Scheme** — next deadline 25 July. Noted.**12. Highways/Transport/Services:** No matters were raised.**There being no other business the meeting closed at 10pm.****Chairman, St. Mary Bourne Parish Council.**

Date \_\_\_\_\_

Chairman's Initials