

Thorverton Parish Council

1 Election of Chair

Apologies - To consider any apologies for absence.

2 Election of Vice-Chair and Allocation of Working Party Roles (*previous incumbents*)

Responsibilities:

Focus – *Cllr Lane*

School – *Cllr Price*

Social Media – *Parish Clerk*

Raddon Group – *Cllr Lane*

Memorial Hall – *Cllr Marshall*

Recreation Ground – *Cllr Sims*

Highways/Footpaths – *Cllr Foster*

Speedwatch – *Cllr Sims*

Allotments – *Cllr Lane*

Snow Warden – *Cllr Marshall*

Working Groups:

New Cemetery – *vacant*

Staffing – *Cllrs Foster, Lane & Price*

Section 106 funding – *Cllr Wills*

Planning – *Cllr Foster & Crang*

Grant Giving – *Cllr Sanders & Cllr Lane*

Village Leats – *Cllr Crang*

Rec Ground wild life garden – *Cllr Sims*

Barliabins – *Cllrs Uglow, Sanders & Wills*

3 Councillor Administration - Registers of Interests, Declarations, Election Costs & Emails

4 Review of Council Orders and Policies - Standing Orders, Financial Regulations etc

Model Standing Orders have been updated – [follow this link for the latest version](#).

Financial Regulations para 6.4

Currently states:

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be **signed by two members of council and the Clerk** in accordance with a resolution instructing that payment.

Amend to remove the words ‘and the Clerk’

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be **signed by two members of council** in accordance with a resolution instructing that payment.

5 Financial Authorisation - Bank, Cheque Signatories, Purchase Threshold for 3 Quotes

Councillors to be added to the banking mandate as signatories will give the bank their name, job title, Email address, mobile number & authority to carry out searches.

The clerk will be added as a someone who is ‘permitted to see the account, but not manage it’.

Council is invited to remove any names no longer associated with the Council.

Thorverton Parish Council

6 Risk Management - Risk Assessment for the next 12 months.

The current Risk Management Policy [can be viewed on our website here](#).

7 Dates and Times of Meetings - For the coming year

Monthly meetings will be held on:

13 th June 2023	14 th November 2023	12 th March 2024
18 th July 2023	12 th December 2023	9 th April 2024
12 th September 2023	16 th January 2024	14 th May 2024
10 th October 2023	13 th February 2024	

8 Public Open Session - 15 minutes for members of the public to raise any issue of concern

9 Declarations of Interest - To receive any declarations relating to items on this agenda.

10 Minutes - To approve the meeting minutes of [11th April 2023](#).

11 External Reports - To receive reports from:

11.1 County Councillor

11.3 Police statistics

11.2 District Councillor

11.4 Saturday Market

12 Parking - To discuss the complaints about parking in Thorverton

13 Recreation Ground - including financial report for April

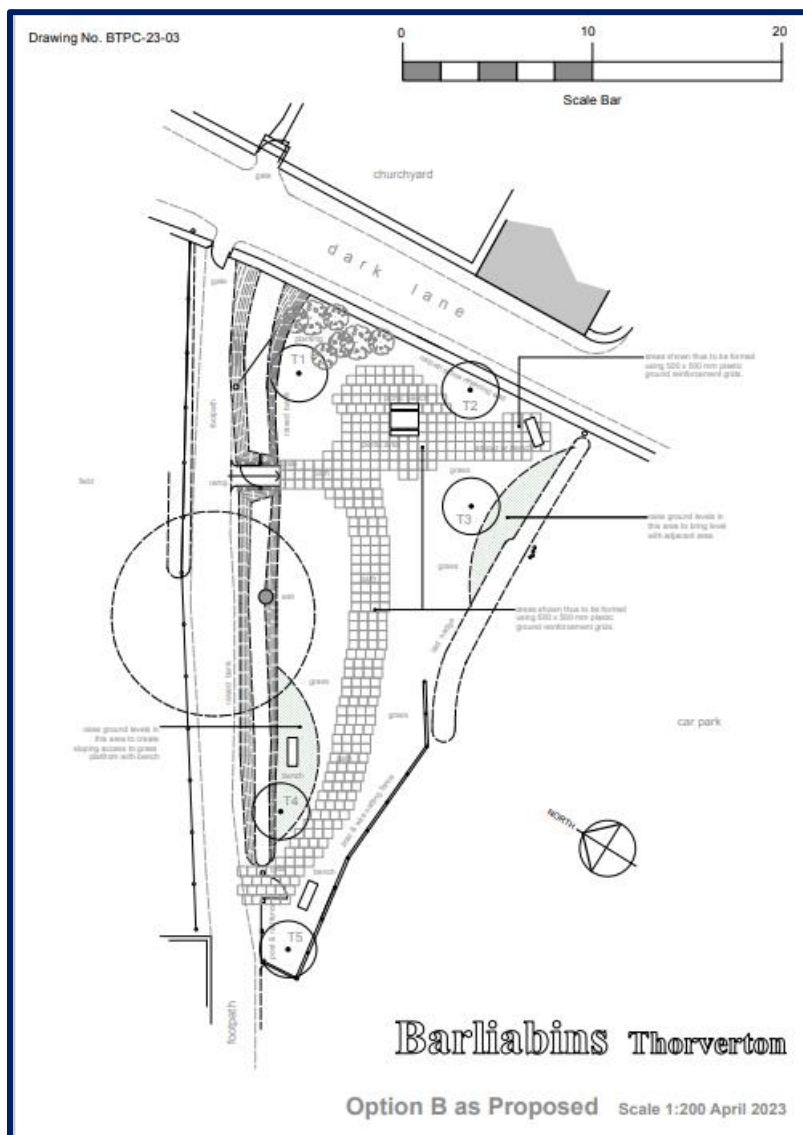
Felling of trees £330 & Mower service £566.45

Thorverton Parish Council

14 Projects -

14.1 Jubilee Green & Barliabins (OSWG)

Barliabins update from Cllr Uglow



Barliabins working group met to discuss a second draft kindly drawn by Andrew Saunders which shows a slightly different positioning of entrances, now making both slight slopes rather than steps.

The group decided that draft 2 was preferred. The paperwork to include an updated schedule of work will be used to obtain three quotes. We briefly talked about the Trees using larger pot grown for instant impact and asking the school if they would like to be involved. Unfortunately the meeting was cut short due to the weather.

14.2 Affordable Housing

14.3 New Cemetery

14.4 Pump Track

14.5 Quarry Car park lining

14.6 New Shed to replace the rented garage

Thorverton Parish Council

14.7 Bullens Close Broken Streetlamp and Lane Surface

Lane Surface

From Cllr Uglow

At last evening meeting i asked for the council to put on the agenda the path leading from Bullens Close to the WI hut on, a resident had asked me to report this which id reported to Highways as an individual however because the reply that has come back id like council to consider.

From: DevonHighways@devonhighways.co.uk

Date: 11 April 2023 at 13:46:48 BST

Devon Highways - Update - W231609188

Trip Hazard, Trip Hazard

Location: Bullens Close, Thorverton

Thank you for contacting us about this issue, which was originally reported on 31-March-2023.

The record was completed on the 11-April-2023.

The following information is now available;

From our records the problem that you identified is on private land. This is therefore the responsibility of the landowner and we are unable to take any action.

We do not hold landowner information. If you wish to raise the matter with the landowner Directly

you can obtain the information from HM Land Registry. Please be aware that there is a charge for

this information. Alternatively, your town or parish council may be able to offer further assistance.

Streetlight

Email from Highways

Thank you for your enquiry concerning streetlight 3 in Bullens Close, Thorverton.

Our maintenance contractor previously investigated and found the light could not be repaired. A major works job was then issued for a replacement unit and is with their engineers for scheduling, work reference 702162.

Our maintenance contractor has been experiencing difficulties over the last year owing to staff shortages in skilled engineers and supply chain issues causing longer wait times for lighting columns and some lantern styles, leading to delays.

I discussed this light with our DCC engineer for the area and he has been in touch with the maintenance team requesting they prioritise this work. The team leader has advised he will attend as soon as possible.

We apologise for the inconvenience caused by the delay.

Kind regards

Assistant Traffic Signals and Street Lighting Technician, Street Lighting Team

15 Handyman - To discuss the work for the next month

Thorverton Parish Council

16 Planning and Consultations

16.1 [23/00693/FULL](#) - Bowden Hill Barn NGR 292126 106310 New agricultural workshop

16.1 DCC Mobile Library Consultation

Email from DCC Democratic Services

Devon County Council will be launching consultation later this week regarding our mobile library service.

Members will be aware of the financial challenges we are facing, and that in order for us to invest more in our budget in services that support vulnerable children and adults, we are having to make considerable savings elsewhere.

Like all of our services, we are reviewing our library service to make sure that we are getting the most value out of every pound we spend.

We are now proposing to stop running a mobile library service. The four vehicles we use are old, reaching the end of their service and have become very expensive to run; and we have fewer people now using the mobile library service.

Later this week, we will be launching consultation with library users to get a better understanding about how people are using the mobile library service.

We want to find out with this consultation how people are using our other services that reach people who are unable to access a static library, such as our Home Delivery Service, or Good Neighbours service. We also want to find out whether people are using or are familiar with our wide range of digital books and other materials that are available to all of our library members.

The consultation will be online, and available on our Have Your Say website, devon.cc/mobilelibraries.

There will also be copies of the consultation on each of our four mobile library routes, and in main libraries.

The consultation will close on Friday 26 May.

17 Accounts and Annual Governance and Accountability Return (AGAR)

17.1 Accounts for 2022-23

Council is invited to approve the accounts for 2022-23:

Annual Accounts -- THORVERTON PARISH COUNCIL -- 2022-23									
Bank Statements	Current Acct	Reserve Acct	Other	Cheques b/f or uncashed	Total	Income & Expenditure		Total	
Opening balances 1st April 2022	£ 18,548.70	£ 36,633.36			£ 55,182.06	Opening balances 1st April 2021	£	55,182.06	
						Payments	£	22,389.62	
						Receipts	£	20,823.12	
Closing Balances 31st March 2023	£ 16,821.08	£ 36,794.48		£ -	£ 53,615.56	Closing Balances 31st March 2022	£	53,615.56	
						Imbalance	£	0.00	
Allocated Reserves at 01-Apr-22						Allocated Reserves at 31-Mch-23			
New Cemetery Funding	£ 28,562.00					New Cemetery Funding	£	27,422.00	
Spare	£ -					Arch Dig Funds (for interpretatn board)	£	2,310.00	
Night Landing Site Funding	£ 1,068.00					Night Landing Site Funding	£	1,068.00	
Covid Funding	£ 995.00					Covid Funding	£	487.85	
Play Equipment Funding	£ 6,000.00					Play Equipment Funding	£	7,000.00	
Tool Store Funding	£ 2,700.00					Tool Store Funding	£	2,700.00	
						Allotment Deposits		£675	
Total	£ 39,325.00					Total	£	41,662.85	
General Reserve						General Reserve			
(Bank Balance - Ringfenced Resvrs)	£ 15,857.06					(Bank Balance - Ringfenced Resvrs)	£	11,952.71	
Prepared by						Approved by Thorverton Parish Council			
.....						Signed			
Jim Roberts									
Clerk & RFO						Cllr Andrew Foster, Chairman			
Thorverton Parish Council									
						Date			
									
1st May 2023						Minute ref.			
									

Thorverton Parish Council

17.2 AGAR External Audit Exemption

Council is invited to consider exemption from External Audit

Certificate of Exemption – AGAR 2022/23 Form 2

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

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

THORVERTON PARISH COUNCIL

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

Total annual gross income for the authority 2022/23: £20,823 R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: £22,390 R AMOUNT £00,000

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

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

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

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

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

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

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	DD/MM/YYYY
SIGNATURE REQUIRED	DD/MM/YYYY		

Signed by Chairman	Date	as recorded in minute reference:	MINUTE REFERENCE
SIGNATURE REQUIRED	DD/MM/YYYY		

Generic email address of Authority	Telephone number
thorvertonpc@gmail.com OWNED GENERIC EMAIL ADDRESS	07768 457590 NUMBER

*Published web address
www.thorvertonparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £10 + VAT.

Thorverton Parish Council

17.3 AGAR Internal Audit

Internal audit completed on 2nd May 2023

Annual Internal Audit Report 2022/23									
THORVERTON PARISH COUNCIL									
www.thorvertonparishcouncil.org.uk									
During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority. The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.									
Internal control objective	Yes	No*	Not covered**						
A. Appropriate accounting records have been properly kept throughout the financial year.	✓								
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓								
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓								
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓								
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓								
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A						
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓								
H. Asset and investments registers were complete and accurate and properly maintained.	✓								
I. Periodic bank account reconciliations were properly carried out during the year.	✓								
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓								
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓								
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓								
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓							
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).		✓							
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>Not applicable</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>✓</td> </tr> </tbody> </table>				Yes	No	Not applicable			✓
Yes	No	Not applicable							
		✓							
For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).									
Date(s) internal audit undertaken 02/05/2023		Name of person who carried out the internal audit RECLAPHAM BA (HONS) PSCLCC							
Signature of person who carried out the internal audit 		Date 02/05/2023							

Thorverton Parish Council

17.4 AGAR Governance

Council is invited to approve the Annual Governance Statement for 2022-23

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

THORVERTON PARISH COUNCIL

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

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No
☒ | ☐

www.thorvertonparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Thorverton Parish Council

17.5 AGAR Accounting

Council is invited to approve the Annual Accounting Statement 2022-23

Section 2 – Accounting Statements 2022/23 for

THORVERTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	43,347	55,182	<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	17,912	17,426	<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	10,155	3,396	<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	6,618	7,222	<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	9,614	15,167	<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	55,182	53,615	<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	43,347	53,616	<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	69,987	69,987	<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		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Thorverton Parish Council

17.6 Notice of Public Rights

Council is invited to confirm the dates for the exercise of Public Rights

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

Name of smaller authority: Thorverton Parish Council

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

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

Commencing on Monday 5th June

and ending on Friday 14th July

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

18 Finance

18.1 Bank balance £ 60,415.32 (3rd May 23)

Receipts £8881.50 precept, £28.73 interest, £25 Allotment deposit, £10 Allotment rent

18.2 Donation to the Thorverton Royal British Legion

Consideration of £100 donation for 2022 & 2023.

18.3 Payments To consider the following payments:

18.2.1 MDDC	Garage rental (monthly Direct Debit) May	£	55.68
18.2.2 Grounds Maintenance	Invs BF20230090 & BF 20230105	£	241.58
18.2.3 Community Land Trust	Annual subscription	£	80.00
18.2.4 J P Roberts	Clerk pay for April	£	426.49
Reimbursements	Allotment field half-year rent	£	90.00
	Printer Ink Cartridges	£	44.99

16 Business at the Chairman's Discretion

Items for Information Only No decision making during this item.

17 Next Meeting Tuesday 13th June 2023