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MEETING REPORT: Demolish the Pavilion

DATE: 17 May 2022

WRITTEN BY: The Clerk

AGENDA ITEM: 17

I have contacted South Downs Planning department to ask if the Parish Council would need to put in a planning application for a new Pavilion before the old Pavilion is removed from the site or can the Council remove the current pavilion at any time.

The response received is below:

Good afternoon,

Thank you for your below enquiry. Sorry for the delay in getting back to you, I needed to just double check with an officer before responding if your circumstances required approval.

I can confirm that you will need to apply for an application to determine if prior approval is required for a proposed demolition of a building. You can do this via the planning portal, I have copied a link below for your ease. As this is a parish council application then you do qualify for a 50% reduction of the planning fee which is £96.00, so the cost will be £48.00.

<https://www.planningportal.co.uk/applications>



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

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WINCHESTER
SO22 6LJ

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Mobile 07850 863612
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27 April 2022

Dear Juanita,

**Owslebury Parish Council -
Accounts for the year ended 31 March 2022 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2022. I have carried out the Internal Audit following the guidelines as documented in the JPAG Book "Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide" issued in March 2021 and updated in March 2022

Nothing arose during the course of my audit that led to having to report anything to your Council. The Transparency Protocols do not apply to you as you are an over £25,000 Council but if they did you would be compliant. You have to be aware that the Amazon Invoices are in the name of your husband so, in the event of a VAT Audit by HMRC, they might raise queries as Owslebury Parish Council is not mentioned.

I have noted that the AGAR Pro-forma (with details of the Variations and Bank Reconciliation you will be sending off with this) have not yet been fully adopted by the Parish Council and signed by the Chairman and the Clerk Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4 before they are sent off and Schedule 3 when returned signed by the External Auditors.

Will you also provide me with copies of the Bank Reconciliation and the Explanation of Variances.? Please ensure that the adoption of the Accounts and the Audit Commission Pro-forma are minuted at the appropriate times - in particular Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by Full Council and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes.

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge and I would agree this with you beforehand so that there was no misunderstanding

I enclose my Invoice for the work done so far

Yours sincerely,

John K. Murray

Ms. J. Madgwick,
Clerk to Owslebury Parish Council
58A Priors Dean Road
Winchester Hants.
SO22 6JU

John K. Murray DMS., FCPFA
Chartered Public Finance Accountant

CIPFA
PRACTICE
ASSURANCE
scheme member

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

OWLSEBURY & MORESTEAD PRISH 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 2022, that:

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

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

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

DD/MM/YY

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

www.owslebury.org.uk OTHER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

OWLSEBURY & MORESTEAD PRISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	72,397	75,089	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	23,816	28,579	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	6,453	4,443	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	6,026	6,356	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	21,551	27,816	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	75,089	73,939	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	75,089	73,939	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	124,966	104,942	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

MEETING REPORT: Insurance Quotes

DATE: 17 May 2022

WRITTEN BY: The Clerk

AGENDA ITEM: 18 (h)

I have asked for quotes from 4 insurance companies only one has given the Parish Council a quote as the others were concerned with the fact the pavilion was unoccupied and refused to quote.

The quote received was from Aviva and is as follows:

A total premium of **£618.40** inclusive of 12% insurance premium tax.

A 3 year Long Term Undertaking would reduce the annual premium to **£582.69** including insurance premium tax.

Statutory Consultation - Special Engineering Difficulty Designation

National Highways (the agency responsible for the motorways and trunk roads) has commissioned a project to capture all the bridges and structures which interact with the local authority road network that they are responsible for maintaining. The purpose of this is to facilitate collaboration and coordination between local authorities, National Highways and utilities when works are taking place in and around those structures as prescribed in the New Roads and Street Works Act (NRSWA) (1991).

Whenever a utility company or highway authority (or any other body) is working in a street, work must be carried out with due care. Among other things, consideration needs to be given to the safety of

- road users, the operatives on site and the general public
- any adjacent property
- the infrastructure of the street itself including any associated structures
- any apparatus carried under or over the street

A street can be given a formal designation of **Special Engineering Difficulty*** and the criteria for designation of a street or structure as SED points to the risk of very serious consequences if damaged. By way of example, that could be the collapse of a structure or major loss of supply of utility services; that would have a direct effect on many people from the collapse or loss of supply, but there would also be significant delays to road users while the problem is sorted out and repairs completed.

*Further information about Special Engineering Difficulties can be found in the following advice note released by the Highway Authorities & Utility Committee (HAUC) (UK): http://static.hauc-uk.org.uk/downloads/Advice_Note_No_2009-07.pdf

In real terms a designation of Special Engineering Difficulty is highly unlikely to impact residents, businesses or general road users. This designation is to alert any works promoter that there is a structure eg bridge, tunnel, culvert that may require additional precautions or provisions prior to carrying out any works and should prompt the works promoter to contact the asset owner prior to commencing works. The use of the street by day to day highway users will not change or be affected by this consultation, the structures are existing structures and the features of the street remain unchanged.

As prescribed in legislation across England and Wales, the designation of a street with Special Engineering Difficulty is subject to a formal 30 day consultation. Your organisation is a statutory consultee.

Please see the attached supporting consultation documentation which includes an interactive pdf with a map-based schedule of Hampshire detailing:

- a. the location of bridges and structures that will be subject to the designation highway authority area
- b. streets that will be designated as having Special Engineering Difficulties

The consultation is due to complete on 11 May 2022. Pending the outcome of this formal consultation, the streets that have been identified in the attached documentation would be given a formal designation of Special Engineering Difficulty on 2 June 2022.

If you have any comments, concerns, or objections, to the proposed designations, please register these by the 11 May 2022 via email to nationalhighwayssedconsultation@geoplace.co.uk and a copy to streetworks@hants.gov.uk

Kind Regards,

Help shape Hampshire's new Local Transport Plan

The County Council is asking for views on a draft Local Transport Plan (LTP4) that aims to support the county's economic prosperity, decarbonise the transport system, and help people in Hampshire live healthy lives

The LTP4 will define the future of travel and transport in Hampshire to 2050. If adopted, it would guide the County Council's transport and travel infrastructure planning and design in favour of improving travel choices for people by transforming and widening the appeal of walking, cycling and use of public transport.

The plan proposes transformational changes which:

- Shift away from planning for vehicles, towards planning for people and places
- Reduce reliance on private car travel
- Support economic development and regeneration
- Meet national priorities to decarbonise the transport system
- Promote active lifestyles

The consultation runs until 26 June 2022 and people can take part at: <https://www.hants.gov.uk/localtransportplan>

Subject to the results of the consultation the new Local Transport Plan is expected to be adopted by early 2023.

Frank Baxter

Head of Integrated Transport

Hampshire County Council