

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL MEETING
on Tuesday 16th May 2023 at 7.30 p.m. at Burton Overy Village Hall

23/001. Election of Chair

23/002. To receive the chair's declaration of acceptance of office

23/003. To receive acceptance of office declarations from other members of council

23/004. Election of Vice-chair

23/005. To consider arrangements to fill vacancies left unfilled at the election by reason of insufficient nominations

23/006. Apologies for absence

23/007. Declarations of Members interests – To receive members' declarations of interest in accordance with the adopted Code of Conduct

23/008. Questions from members of the public

23/009. To approve as a correct record the minutes of the meeting held on 18.04.23 **Appendix A**

23/010. Matters arising and not on the agenda / Minutes Action List **Appendix B**

23/011. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

23/012. Chairs Annual Report

23/013. Review of Policies

a) Standing Orders

<https://www.burtonoverypc.org.uk/finance.html>

b) Financial Regulations

<https://www.burtonoverypc.org.uk/finance.html>

23/014. Schedule of Meetings 2023-24 **Appendix C**

23/015. General Power of Competence **Appendix D**

23/016. Internal Audit Report **Appendix E**

23/017. Annual Governance Statement (AGAR Section 1) **Appendix Fi & Fii**

23/018. Planning applications to consider
None submitted in the period

23/019. Planning decisions to note -
Enforcement Updates (verbal report)
Dog day-care operation, Scotland Lane

Decisions Made

None made during the period

Decisions Pending

a. 23/00183/FUL – Squirrels Leap, The Lea, - Front & Rear Extensions

- b. 23/00343/FUL – Yew Tree House, Elms Lane – Erection of garage (revised scheme)
- c. 23/00301/LBC – Overton Cottage, Main Street – Refurbishment of existing cottage & outbuildings

23/020. Finance & Audit

- a. Statement of Accounts (AGAR Section 2) 2022-23
- b. Explanation of variances from previous year
- c. Certificate of Exemption
- d. Notice of Public Rights of Inspection
- e. Payments to be agreed / noted during May

Appendix G
Appendix H
Appendix I
Appendix J
Appendix K

23/021. Community Matters

- a. Coronation Issues
- b. Verge & Hedge Maintenance
- c. Play Area Update
- d. Future Projects

23/022. Correspondence for discussion

- a. Insurance 2023

23/023. Correspondence for information

- a. LCC – Highway Surface Dressing Schedule

23/024. Items for the next Agenda

23/025. To confirm the date of the next meeting of the Parish Council – 20th June 2023.

23/026. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the parish council website or by contacting the Clerk.

Clerk to the Council
Tel - 07827 797125
Email: clerk@burtonoverypc.org.uk

10.05.23
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 18th April 2023 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Dave Fletcher
Cllr Nina Garner
Cllr Bob Pain
The Clerk
- 22/182 Apologies** – Cllr Sarah Rankine
- 22/183 Questions from members of the public** – No members of the public were present at the meeting.
- 22/184 Declarations of interest** – No declarations of interest were made.
- 22/185 Approval of Minutes of the parish council meeting on 21.03.23** – Approved and signed by Cllr Warwick.
- 22/186 Matters arising not on the current agenda / Minutes Action Update**
Updates and progress on all actions included in Appendix B of the paperwork were noted or were dealt with on the agenda.
- 22/187 Council asset safety checks** – No current issues were reported as part of the routine check of assets.
- 22/188 Neighbourhood Plan (NP) - Review**
The Council discussed the note circulated following the meeting of the Neighbourhood Plan Review Working Group and included at Appendix C of the agenda paperwork.
Three general points were noted by the Group –
- The key policies were working well and did not demand any particular changes;
 - Some minor updates on some reference data were required; and
 - The status of the Community Action ENV policies was queried.
- The follow-up options were considered and it was resolved that in the first instance the clerk make contact with the relevant planning officer at Harborough DC to discuss any necessary or appropriate further action.
- 22/189 The King's Coronation**
- a. Chairman reported that the commemorative Coronation mugs had been received and that letters had been prepared to deliver to all households advising villagers of the availability of the mugs and that they would be distributed to all eligible children / young people

- (16years and under) and to all adult residents wishing to purchase a mug at the Coronation event to be held on 6th May in the village hall (see below).
- b. Cllr Garner undertook to source a commemorative Coronation rose bush for planting adjacent to the village hall in commemoration of the King's Coronation. The clerk was asked to contact the village hall management committee to confirm that this would be acceptable.
 - c. The village hall management committee had confirmed they would be hosting a commemorative Coronation event in the village hall on Saturday 6th May where complimentary refreshments would be provided and the Coronation mugs distributed to children and offered for sale to adult residents of the village. The clerk was asked to contact the village hall management committee with the offer of a £300 grant towards the event.
 - d. The clerk advised the meeting that Harborough DC had now made grant funding available in support of community events to commemorate the Kings Coronation and that a grant of £500 had been awarded to the parish council to support the village hall event referred to above and the supply of commemorative Coronation mugs.

22/190

Planning applications to consider –

- a. **23/00301/LBC** – Overton, Main Street, Refurbishment of existing cottage & outbuildings – It was noted that an objection had been had been submitted regarding the presence of a first-floor window in the south elevation of the annex. The parish council was in support of this objection and felt that, should this be retained it should be a fixed frame with obscure glazing. Three further queries were raised which the clerk was asked to bring to the attention of the planning officer –
 - The parish council anticipates that an appropriately qualified planning professional will assess the proposed alterations for their compliance with local conservation design principles;
 - That the works already appear to have commenced on site prior to the determination of the application; and
 - Queried whether the development would be used as a single residence or whether it would be used as two separate units. This would have an impact on the space allocated within the curtilage of the buildings for off-street parking.
- b. **23/00422/TCA** – Copperfield, Beadswell Lane, – Works to tree –
NO COMMENTS

22/191

Planning Decisions to Note
Enforcement Updates

22/01855/FUL – Dog day-care business, Land off Scotland Lane. The clerk was asked to contact the planning enforcement team at Harborough DC to ascertain what action was proposed for this currently unlawful use.

Decisions Made

- a. **23/00178/TCA** - Hillbank, Carlton Lane – Works to tree - WITHDRAWN

Decisions Pending -

- a. **23/00183/FUL** – Front & rear extensions, Squirrels Leap, The Lea, Main Street
- b. **23/00343/FUL** – Yew Tree House, Elms Lane – Erection of garage (2nd revised scheme)

22/192 Finances –

- a. The clerk presented details of the year-end out-turn for the 2022-23 financial year compared with the budgeted figures. The out-turn indicated an actual saving of £1,309 against the budgeted amount, which would be added to general reserves. Copies of the bank statements and bank reconciliation at 31st March were also considered and approved by the council showing an end-of-year balance in the reserve account of £10,000 and £30.74 in the current account. Cllr Garner was asked to countersign the quarterly bank reconciliation.
- b. The clerk presented details of the draft accounting statements for 2022-23 which were noted by the Council.
- c. The clerk also presented in Appendix H of the agenda paperwork, proposals for the distribution of the reserves held by the Council. It was resolved to approve the following reserves at 1st April 2023 – Earmarked Reserves (Elections) - £400; General Reserves - £9,630.74
- d. The clerk presented in Appendix I of the agenda paperwork, details of the anticipated items of expenditure and income for the month of April. The clerk advised that the third quarter invoice from HDC for dog waste bin emptying was late and that it seemed likely that he would receive invoices for both the third quarter and fourth quarter of 2022-23 at the same time. The proposed payments were considered and approved by the council, including both the third and fourth quarter payments for dog waste bin emptying.

22/193 Community Matters

- a. The content of the newsletter on this occasion would amount to the notification to all households of the availability of Coronation Mugs (see Minute Ref. 23/189a above). Councillors each agreed a schedule of streets for their distribution.

22/194 Correspondence for Discussion

- a. The clerk reported receipt of the Notice of Uncontested Election for the Parish Council in the forthcoming local elections and that four nominations had been made for the five available seats. This was noted by the council and would be addressed at the next parish council meeting.

22/195 Correspondence for Information

- a. The clerk outlined information received regarding the General Emergency Alert which was scheduled to be held at 3pm on Sunday 23rd April. This had been widely circulated in the national media and the clerk was asked to publish a Noticeboard WhatsApp message regarding this on Friday 21st April.
- b. He also reported on the meeting which had taken place earlier in the day with the council’s Internal Auditor. Formal feedback from this would be presented at the next meeting along with all the relevant documentation for the Annual Governance and Accountability Return for 2022-23.

22/196 - Items for the next agenda – Election of Chair & Vice Chair / Acceptance of Office and Declaration of Interests / Vacant council seat / Financial report / Annual Audit / AGAR paperwork / Banks Field

22/197 - Date of next meetings – 16th May 2023 (Annual Parish Meeting at 7pm; Parish Council meeting at 7.30pm)

22/198 - Exclusion of the Public
No confidential matters were considered at the meeting.

Signed

Date

Annex A

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
APRIL						EXPENDITURE			INCOME
1	2Commune Ltd (website host)	1 Administration	1.6 - Website	12.04.23	E	485.00	97.00	582.00	
2	Bank Interest (April)	5 Income	5.2 - Bank Interest	11.04.23	I				6.45
3	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	11.04.23	I				2.00
4	Precept (1)	5 Income	5.1 - Precept	12.04.23	I				7,356.50
5	LRALC - Subscription	3 Staffing	3.4 - Subscriptions	13.04.23	E	194.21	0.00	194.21	
6	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE	28.03.23	E	146.40	0.00	146.40	
7	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries	28.03.23	E	219.89	0.00	219.89	
8	Plusnet Broadband	1 Administration	1.2 - Broadband	28.04.23	E	25.46	5.09	30.55	
9	Vodafone Mobile (Apr invoice)	1 Administration	1.9 - Telephone	28.04.23	E	9.17	1.83	11.00	
10	Dog Waste Bin Emptying (Oct-Mar)	2 Community	2.3 - Dog waste bins	30.04.23	E	191.40	38.28	229.68	
Monthly Total						1,271.53	142.20	1,413.73	7,364.95

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – April 2023

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
22/185	Post the agreed March minutes and the draft April minutes on website	Clerk	Posted online – 21.04.23
22/104	Arrange contractor to paint exterior of telephone box	Clerk	Pending until Spring 2023
22/140	Review Christmas 2023 proposals at appropriate time	Clerk	Schedule for August 2023 meeting
22/188	Contact HDC planning section to discuss further action on review of Neighbourhood Plan	Clerk	Emailed – 05.05.23
22/189	Contact village hall management committee to advise re £300 donation to Coronation event and to confirm acceptability of planting a Coronation Rose in the planted borders at the front of the village hall	Clerk	E-mailed – 19.04.23
22/190	Submit comments to HDC planning re application ref. 23/00301/LBC (and no comments re 23/00422/TCA)	Clerk	Submitted – 21.04.23
22/191	Schedule item on May meeting agenda to deal with AGAR issues	Clerk	Included on agenda
22/191	Contact HDC planning enforcement team regarding dog day-care operation at Scotland Lane	Clerk	Email query lodged – 21.04.23 Reminder sent – 05.05.23
22/192	Make payments agreed at the meeting.	Clerk	Payments made when due.
22/193	Circulate newsletters re Coronation mugs to all households	All councillors	Completed – 20.04.23
22/194	Schedule item on May meeting agenda regarding vacant seat.	Clerk	Included on agenda
22/195a	Circulate WhatsApp message on 21 st April regarding Emergency notification alert proposed for 23 rd April.	Clerk	Message circulated – 21.04.23
	Contact HDC re fallen street sign – Carlton Lane (at junction with Main Street)	Clerk	Email sent – 10.03.23 & work acknowledged
	Obtain laminated copies of 'poop-scoop' poster	Clerk	Copies obtained – 01.05.23
	Contact grounds maintenance contractor to confirm availability	Clerk	Email sent – 19.04.23

BURTON OVERY PARISH COUNCIL

Chairperson's Annual Report for the Period: May 2022– April 2023

Current Councillors:

Cllr Bob Warwick - Chair
Cllr Sarah Rankine - Vice Chair
Cllr Dave Fletcher
Cllr Nina Garner
Cllr Bob Pain

Clerk to the Council: Phil Woodward

The Parish Council conducts its business through monthly face-to-face meetings in the village hall. Members of the public are warmly welcomed to council meetings, the agendas for which are advertised beforehand both on the Parish Council Noticeboard (which is located on the wall opposite Wheatridge on Main Street) and on the Burton Overy Noticeboard WhatsApp Group.

A total of eleven regular parish council meetings were held in the reporting period, namely one per month with the exception of the month of August. The council reviewed 32 planning applications including 16 full planning applications and 12 applications concerning trees in the conservation area. In a number of cases the parish council raised concerns relating to the planning application. In the event, four of the planning applications were refused by the local planning authority, namely Harborough District Council (HDC). These cases illustrate the very important role of the parish council in providing a focus for local opinion on plans that may impact upon the unique character of the village of Burton Overy.

The Burton Overy Neighbourhood Plan (BONP), which was made in January 2019, has proven to be a crucial document when considering planning applications of importance to the environs of the village. The parish council held a special BONP Review Meeting in March 2023 with a view to updating the BONP over the next 12-month period. The conclusions of this review were: (i) that the key policies of the BONP were working well and did not demand any major changes; (ii) that the status of the Community Action ENV policies did need some additional consideration and (iii) that some updating of the background data and external references made in the BONP were required. The review of the BONP will continue over the coming year.

As reported in previous years, following significant expenditure on street lighting and the replacement of office equipment, the parish council has set itself the goal of rebuilding its cash reserve up to a prudent and sustainable level (as advised by organisations such as the Leicestershire and Rutland Association of Local Councils). As virtually all of the parish council's income comes via the precept (i.e., the parish council component of the council tax collected by HDC), this has necessarily required above inflation increases in the precept request in recent years. However, for 2023/24 the precept request represented just a 4.5% increase (as

shown on your recent council tax demand!). We are very grateful to the village for supporting the parish council through the council tax mechanism.

In October 2021, the parish council established two new WhatsApp Groups as replacements for those first set up to support the community during the early phases of the Covid crisis. The first of these groups is the **Village Forum**, which provides a channel for the discussion and highlighting of topics of interest to village residents and also a route for seeking local help or advice as and when required. The second group is the **Burton Overy Noticeboard**, which is used for the occasional dissemination of information relating to the activities of the parish, district and county councils. These WhatsApp Groups continue to prove very useful and popular. Currently, there are 102 participants in the Village Forum and 95 participants in the Burton Overy Noticeboard group.

Queen Elizabeth II's Platinum Jubilee was celebrated over a four-day UK bank holiday weekend from 2nd-5th June 2022. In Burton Overy the celebrations included a big Lunch Event held (due to the inclement weather) in the village hall. To mark the occasion the parish council commissioned a commemorative china mug produced by Edward and Lockett Ltd of Stoke-on-Trent. In keeping with the longstanding village tradition, one such mug was gifted to every village youngster aged 16 or under. In addition, a commemorative jubilee bench was purchased by the parish council and installed on the grass verge at the exit to the village along Washbrook Lane. The acquisition of both the commemorative mugs and the jubilee bench was supported by generous grants from HDC.

As noted last year, if you walk along Back Lane, you cannot fail to notice the four blue hearts staked into the grass verges near the junction with Main Street. The blue hearts mark out Burton Overy's first official wildflower area. By agreement, the County Council does not cut back these verges so as to encourage native flower species. On a related theme, you may have noticed the three planters at the foot of the village signs on the three approaches to the village (Mayns Lane, Washbrook Lane and Carlton Lane). The wildflower verge and the planters are tended by a team of local volunteers. The parish council extends its thanks to all those involved in these activities.

The village Christmas tree was installed at the corner of the Banks Field (near the junction of Back Lane and Main Street) in the third of week December 2022. This year's tree was quite large and looked reasonably impressive adorned with lights and large baubles. The accompanying "Tree-Lights-Switch-On" event proved surprisingly popular judging from the volume of mulled wine consumed! Once again, the parish council would like to extend its thanks to all those involved with the setting up and taking down of the Christmas tree.

Cllr Bob Warwick

May 2023

SCHEDULE OF PARISH COUNCIL MEETINGS 2023-24

16 th MAY 2023	-	VILLAGE HALL
20 th JUNE 2023	-	VILLAGE HALL
18 th JULY 2023	-	VILLAGE HALL
15 th AUGUST 2023	-	VILLAGE HALL (IF REQUIRED)
19 th SEPTEMBER 2023	-	VILLAGE HALL
17 th OCTOBER 2023	-	VILLAGE HALL
21 st NOVEMBER 2023	-	VILLAGE HALL
12 th / 19 th DECEMBER 2023 (TBC)	-	VILLAGE HALL
16 th JANUARY 2024	-	VILAGE HALL
20 th FEBRUARY 2024	-	VILLAGE HALL
19 th MARCH 2024	-	VILLAGE HALL

(All Parish Council meetings to commence 19:30 hrs unless otherwise specified)

P Woodward
Clerk – Burton Overy Parish Council

BURTON OVERY PARISH COUNCIL

Agenda Item 23/015 – General Power of Competence

BACKGROUND

The Council carries out its functions on the basis of powers given to it by various Acts of Parliament and subsidiary regulations. Should a parish council wish to provide services or facilities which are outside of these statutory powers then it must rely on the provisions of Section 137, Local Government Act 1992, which allows parish councils to commit expenditure that is in the interests of all or some of its inhabitants.

There are constraints on what the Section 137 power may be used for and there is a limit on expenditure in any financial year. In 2023-24 this sum is equal to £9.93 per elector in the parish, which provides a total potential spend of £2,264.

GENERAL POWER OF COMPETENCE

Provided certain criteria are satisfied a parish council may commit expenditure towards any local services and facilities for which no specific legislative powers exist under the terms of the General Power of Competence contained in the Localism Act 2011.

This power provides a much broader freedom to act than Section 137 and there is no prescribed limit on the annual level of expenditure under this power. The General Power of Competence is a power for the parish council to do anything that individuals generally may do.

The qualifying criteria are that: -

1. Two thirds or more of councillors must be elected (or returned unopposed); and
2. The clerk must hold the Certificate in Local Council Administration or equivalent.

If these criteria are satisfied, the Council must then pass a resolution at its annual meeting declaring that it has satisfied the conditions and that it has therefore become an eligible council which may use the General Power.

The council currently satisfies both of the above criteria.

RECOMMENDATION

That it is confirmed that that the Parish Council meets the eligibility criteria to use the General Power of Competence under the Localism Act 2011 and that the Council use the General Power of Competence as the power of first resort.

Annual Internal Audit Report 2022/23

Burton Overy Parish Council

www.burtonoverypc.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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.	✓		
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.	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

Name of person who carried out the internal audit

18/04/2023

DD/MM/YYYY

DD/MM/YYYY

Hayley Cawthorne INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

23/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Assertion	Procedure	Evidence
Assertion 1 We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.	Budget & precept setting timely & transparent.	Nov–Jan meetings each year.
	Bank reconciliation quarterly.	Quarterly to council meeting
	Payments recorded accurately & promptly, checked at meetings. Invoices countersigned by Chair	Monthly meeting agenda and minutes
	Payments exceeding budget agreed.	Agreed by Council as needed
	Budget Out-turn Reports	Quarterly
	AGAR successfully completed	Annually
Assertion 2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Standing Orders & Financial Regulations followed & reviewed. Internal audit report considered.	Reviewed in May 2022 Considered May 2023.
	Risk Assessment reviewed annually	January 2023
	Compliant with employment legislation	No complaints, notices or fines
	Proper practices ensure all VAT is recovered	VAT expenditure reported monthly. Refund claim submitted June 2023
	Assets register reviewed annually	Reviewed & updated Jan 2023
	Annual review of effectiveness of internal control system	During AGAR approval process
Assertion 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 on its finances.	Acts within powers available to parish councils	Ongoing – considered with all new initiatives

	Routine review of compliance with statutory regulations & applicable proper practices.	Ongoing
Assertion 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.	Information published annually as required during audit process.	Posted on website & noticeboard June 2022
Assertion 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.	Risks identified, assessed and addressed. Insurance reviewed.	January 2023. Review of insurance undertaken May 2023.
Assertion 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Internal Audit completed	Annually (March-April)
Assertion 7 We took appropriate action on all matters raised in reports from internal and external audit	No formal issues raised. Comments in 'Other Matters' addressed	Minutes
Assertion 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.	No significant events (litigation, liabilities) with a financial impact identified. Ongoing commitments with financial implications addressed in the budget setting process.	None Annually
Assertion 9 Trust funds including charitable (if applicable). 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.	N/A	N/A

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BURTON OVERY 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.	✓		<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>
			✓	

*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.burtonoverypc.org.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

BURTON OVERY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	6,238	8,722	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	12,427	13,726	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,114	3,276	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	3,665	4,396	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	8,392	11,297	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	8,722	10,031	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	8,772	10,031	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	16,893	20,743	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).

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

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

Date

12/04/2023

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

Explanation of variances 2022/23 – pro forma										
Name of smaller authority:										
Insert figures from Section 2 of the AGAR in all Blue highlighted boxes										
Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:										
<ul style="list-style-type: none"> • variances of more than 15% between totals for individual boxes (except variances of less than £500); • variances of more than £100,000 must be explained even where this constitutes less than 15%; • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2). 										
Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold										
			2023	2022	Variance	Variance	Explanation Required?		DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	
			£	£	£	%	Is > 15%	Is > £100,000		
1	Balances Brought Forward		8,722	6,238						Explanation of % variance from PY opening balance not required - Balance brought forward does not agree
2	Precept or Rates and Levies		13,726	12,427	-1,299	9.46%	NO	NO		
3	Total Other Receipts		3,276	2,114	-1,162	35.47%	YES	NO		Additional receipts from 'JustGiving' appeal (£746) and sale of Jubilee Mugs (£416)
4	Staff Costs		4,396	3,665	-731	16.63%	YES	NO		Increase due to increase in hours and back-dated pay award.
5	Loan Interest/Capital Repayment		0	0	0	0.00%	NO	NO		
6	All Other Payments		11,297	8,392	-2,905	25.71%	YES	NO		Additional costs = Defibrillator (£1500), Jubilee Bench (£586), Plsnters (£225) and Jubilee Mugs (£594)
7	Balances Carried Forward		10,031	8,722	-1,309	13.05%	NO	NO		
8	Total Cash and Short Term Investments		10,031	8,772	-1,259	12.55%	NO	NO		
9	Total Fixed Assets plus Other Long Term Investments and Assets		20,743	16,893	-3,850	18.56%	YES	NO		Additional assets acquired - Defibrillator (£1500), Bench (£1000) & Planters (£1350)
10	Total Borrowings		0	0	0	0.00%	NO	NO		

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.

BURTON OVERY 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: **£17,002** R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£15,693** 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 **£200 +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:
SIGNATURE REQUIRED	DD/MM/YYYY	

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

Generic email address of Authority	Telephone number
clerk@burtonoverypc.org.uk / NED GENERIC EMAIL ADDRESS	07827 797125 NUMBER

*Published web address
www.burtonoverypc.org.uk PUBLICLY 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 £40 + VAT.

Smaller authority name: **BURTON OVERY PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Sunday 4 June 2023</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) PHILLIP WOODWAD (CLERK & RESPONSIBLE FINANCE OFFICER) Tel. – 07827 797125 E-mail. - clerk@burtonoverypc.org.uk</p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u> [the 30th working day after (c) above]</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="flex: 1;"> <p>Moore (Ref AP/HD) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> </div> <div style="flex: 1; text-align: center;">  <p>MOORE</p> </div> </div> <p>5. This announcement is made by - PHILLIP WOODWARD (Clerk & Responsible Finance Officer)</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

ANTICIPATED EXPENDITURE / INCOME – MAY 2023

MAY						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
11	HDC Grant (Kings Coronation)	5 Income	5.2 - Misc.	03.05.23	I				500.00
12	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.05.23	I				2.00
13	Bank Interest (May)	5 Income	5.2 - Bank Interest	11.05.23	I				5.69
14	Edwards & Lockett (Mugs)	2 Community	2.1 - Community Projects	17.05.23	E	875.00	175.00	1,050.00	
15	Coronation Rose (Cllr Garner)	2 Community	2.1 - Community Projects	17.05.23	E	29.57	5.91	35.48	
16	Grant to Village Hall Cttee	2 Community	2.1 - Community Projects	17.05.23	E	300.00	0.00	300.00	
17	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.23	E	146.40	0.00	146.40	
18	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.23	E	219.89	0.00	219.89	
19	Plusnet Broadband	1 Administration	1.2 - Broadband	28.05.23	E	24.06	4.81	28.87	
20	Vodafone Mobile (May)	1 Administration	1.9 - Telephone	28.05.23	E	10.37	2.07	12.44	
Monthly Total						1,605.29	187.79	1,793.08	507.69