

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 15 APRIL 2019 AT 7.30 PM AT THE VILLAGE HALL

Present: Chairman: Cllr. F A Delderfield.

Cllrs. Mrs C Adams, C L Atkinson, R L Bass, A J Gable, J C Gregan, Mrs A V Heaviside, J V Keyes and B S Marshall.

040.19 MINUTES OF THE PREVIOUS MEETING

The minutes of the Meeting of the Council held on 11 March 2019 were confirmed and signed.

041.19 DISCLOSURES OF INTEREST

The Chairman reminded Members that, in common with other local authorities, this item is placed high on the agenda to give Members the earliest opportunity to declare known interests in items set out for later discussion; notwithstanding that they should also declare interests as soon as they become aware should the need arise throughout the meeting. There were no disclosures.

Members were also reminded to review and update if necessary their interests recorded in the Register of Interests and which they are required to declare under the Localism Act 2011 and the Council's Code of Conduct.

042.19 ADJOURNMENT FOR THE PUBLIC TO SPEAK

The Chairman welcomed Cllr. Henry Bass from Wickham Bishops Parish Council who explained the progress of a Working Group set up in response to the Essex County Council's intention to close the Library at Wickham Bishops. The Group would like to retain the building, possibly with some library function, but also for community use such as for reading, small meeting groups and well-being. It was agreed to support in principle this initiative suggested by the Wickham Bishops Parish Council.

043.19 CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.

The Clerk received, from the Returning Officer at Maldon District Council, a Notice of Uncontested Election reporting that all nine existing Members are duly elected Parish Councillors for Great Totham. All Members have made Statutory Declarations of Acceptance of Office and take office on 6 May.

The Chairman referred to the appointment of local resident Dr James Bettley as the High Sheriff of Essex wished him a very successful and enjoyable term of office. As far is known we have not had a Great Totham resident appointed to this role before, and certainly not within living memories. Members felt it a milestone for the Parish as well as recognition of Dr Bettley's personal achievements, and were delighted to hear the news.

A County Update from the EALC reminded Members that this year celebrates 125 years of parish councils.

044.19 MATTERS ARISING FROM THE MINUTES

Colchester Road Travellers Site: Further activity in the area was reported and will be passed to the planning authority.

Walkable Verge at Colchester Road: It was felt that further evidence was unnecessary for the LHP request to complete the walkable verge and Cllr Durham will be contacted.

045.19 PLANNING POLICY AND STRATEGY:

Neighbourhood Plan Steering Group: The notes of the Steering Group meeting of 2 April were received and noted

Neighbourhood Plan Future Meetings: Meetings of the Steering Group are planned for 14 May, 11 June, 2 July, 30 July and 27 August. A public consultation is planned for 7/8 September.

046.19 PLANNING APPLICATIONS

Planning Decisions: The Clerk reported on the latest planning decisions.

Latest Applications: Comments on planning applications received up to week ending 12 April 2019 were as follows:

HOUSE/MAL/19/00227 Section 73A application for the retention of an L shaped open sided structure. 9 Captains Wood Road - The Council has no objection provided conditions are attached to ensure that it is used ancillary to the main dwelling and garden only and not as a separate dwelling or for any other purpose.

HOUSE/MAL/19/00196 Side extension to existing detached chalet bungalow style dwelling, providing supplementary garage/storage space and two new bedrooms. Caper Cottage Goat Lodge Road – The Council has no objection but the extension should be in keeping with the existing dwelling.

FUL/MAL/19/00340 Proposed single-storey one bedroom annexe. Maypole Hall Maypole Road – The application is for a separate dwelling on land in the open countryside recently included as forming part of a garden to a residential property well outside of any settlement development limits. The Parish Council considers this inappropriate development of a residential garden which would have an unacceptable harmful impact on the rural character and appearance of the locality and landscape setting. The Council recommends refusal.

HOUSE/MAL/19/00408 Two storey front extension. 10 Seagers – The Council has no comments.

NMA/MAL/19/00284 Application for non-material amendment following grant of Planning Permission HOUSE/MAL/18/01229 (Single storey rear extension and change in elevational materials) Amendment sought: (17 degree roof pitch over proposed extension) 34 Maldon Road – It was noted that this application has been refused under this type of application as it involves significant change.

LDP/MAL/19/00336 Claim for lawful development certificate for a proposed use of garden for domestic purposes and garage for incidental purposes. Little Walnuts 67 Broad Street Green Road – The Council has no objections providing the use is only garden and garage and not residential.

LDP/MAL/19/00367 Claim for lawful development certificate for a proposed single storey rear extension & garage conversion. 29 Foster Road – The Council has no comments.

047.19 FINANCE:

Confirmation of Payments: Payments were confirmed for:

2018/19 Financial Year

Amount (£)	Payee	Service
210.00	St Peters Church Great Totham	Hire of Honywood School for Neighbourhood Plan Steering Group 2018/19
30.02	C R Potter	Minute binding & address labels £20.43 Red and white Hazard Tape £9.59
7571.00	Groundwork UK	Refund of unspent Neighbourhood Plan Grant

2019/20 Financial Year

Amount (£)	Payee	Service
12.00	Friends of Historic Essex	Annual Subscription
602.04	Essex Association of Local Councils	EALC & NALC Affiliation Fees 2019/20
50.00	Friends of St Peter's Great Totham	Subscription
25.49	E-On	Bus shelter lighting
740.97	C R Potter	Salary/allowance 570.00 Broadband 27 Mar – 26 Jun 170.97

End of Year Financial report: The end of year financial report was received and adopted and is appended to these minutes.

Notice of Audit for 2018/19: The 2018/19 Notice of Audit was received and a note on the procedures to be followed is appended to these minutes for information. As income exceeds £25,000 the Council is subject to a Basic Level Audit review at a cost of £200.

Accounts & Audit Programme for 2018/19: The Clerk drafted a programme to meet the process and time limits which was agreed and a copy is attached.

Annual Governance Statement:

The Annual Governance Statement was examined in detail. Each statement and its meaning were considered in turn and members agreed that “yes” is the appropriate response to statements one to six. Statement nine is not applicable. It was therefore **resolved** to approve and sign the Governance Statement.

Finance Working Group: The Council had formally appointed a Finance Working Group to look at the Councils estimates and financial statements in detail and make recommendations to the Council. It was agreed that reinstating a Finance Working Group would be useful and the Clerk would look at doing so.

048.19 AMENITIES

Report of the Chairman of the Amenities Committee: Cllr C L Atkinson reported that the roundabout at Totham Hill Recreation Ground has been removed by Cllr. B S Marshall for repair; the grass on the verge at the top of Braxted Lane has now been cut and the Clerk will ensure it is included in the mowing schedule. Bull Green seems to be clear of dog fouling His report was received and adopted.

Playground Inspections: The District Council has advised the contractors will carry out the inspections from 2-5 April.

Jubilee Recreation Ground Pest Control: The Clerk had asked the Maldon District Council Pest Control Service to deal with rats at the Jubilee Recreation Ground following a report from neighbours.

Jubilee Recreation Ground Access: Three potential contractors submitted their proposed solutions and prices to carry out work to reconstruct the access steps to the Jubilee Recreation Ground from School Road as follows:

Contractor A: £1,430

Contractor B: £1,340

Contractor C: £2,425

It was proposed by Cllr R L Bass and seconded by Cllr J C Gegan that Contractor B's quotation is the best solution at the best price and should be accepted. Members agreed to accept Contractor B. Cllr Atkinson has been in touch again with Mr Noel Tilbrook from "Step on Safety" who will provide the anti-slip flooring free of charge.

049.19 HIGHWAYS AND TRANSPORTATION

Localism Rangers Work: No further work was identified.

Definitive Map Modification: A change to a description of path No. 10 was received and noted. The change relates to 45 metres of the start of Church Path through St Peters Walk.

050.19 COMMUNITY POLICING, SAFETY AND REGULATION

Speedwatch Report: Cllr C L Atkinson sent report on the latest Speedwatch activity: Three speed watch checks have been carried out in the last month from which 28 cars were reported. It was hoped that the flashing signs at Maldon Road would be replaced.

Community Protection Team Report: The latest Community Protection Officers report was received and noted. Twenty Tru-Cam captures were made and dog fouling patrols were carried out at Bull green and near the Shop.

051.19 ANY OTHER URGENT BUSINESS AND FUTURE AGENDA ITEMS

Cllr Mrs A V Heaviside reported a good response to the Village Clean-Up event on 7 April at Totham South and two people turned up at Totham North.

The meeting closed at 8.40 pm

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
- are unable to certify themselves as exempt (fee payable); or
- have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**

- The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
- the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website: Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015.

Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

Great Totham Parish Council
2018/19 Accounts and Audit Programme.

<i>Date</i>	<i>Event</i>	<i>Notes</i>
11 Feb 2019 Council	Council to review risks and insurance cover	Reviewed at Council meeting
7 March 2019	Receipt of Notice from Audit Commission	Reported to Council 15 April
From 5 April 2019	<ul style="list-style-type: none"> Finalise ledger & reconcile with bank accounts at 31 March Prepare end of year finance report 	Complete & reported to Council 15 April
15 April 2019 Council	<ul style="list-style-type: none"> Receive end of year Finance Report Note income over £25,000 requires basic external audit. Appoint internal auditor review internal financial controls & complete Statement of Governance 	Mr P Wrigley has agreed
16 April – 8 May	<ul style="list-style-type: none"> Update Assets Register Prepare Draft Accounts and Bank Reconciliation Complete Accounting Statements for Annual Return Prepare detailed variance report 	
13 May 2019 Council	<ul style="list-style-type: none"> Approve Accounting Statements for Annual Return 	
Prior to internal audit	Assemble papers for Internal Audit	Agree date with internal auditor
From 15 May	Internal audit & discuss findings	
10 June 2019 Council	<ul style="list-style-type: none"> Internal Audit Report to Council Approve & sign Accounting Statement 	
16 June 2019	<ul style="list-style-type: none"> Publish notice of public inspection Publish all papers on website in accordance with transparency Code 	Must be 1 day before
17 June 2019	First day of public inspection - Must run for 30 working days and include first 10 working days of July	
26 June 2019	Send Annual Return to PKF Littlejohn	To arrive by 30 June
26 July 2019	Last day of public inspection	
19 August 2019 Council	Report any objections to accounts to Council	
23 Sept 2019 Council	Report External Audit outcome to Council	
On receipt from PKF Littlejohn	Publish Notice of Completion of Audit on boards & internet	Must be by 30 September 2019

C R Potter
Responsible Financial Officer
15 April 2019