



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
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7<sup>th</sup> June 2023

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 14<sup>th</sup> June 2023 at 7.30pm in the WI Hall, Linstock.

This is a public meeting and all members of the press and public are welcome.

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. Kyle', written over a light blue horizontal line.

Sarah Kyle  
**Clerk & Responsible Financial Officer**

### **Agenda**

#### **1. Apologies for Absence**

To receive written apologies and approve reasons for absence

#### **2. Minutes of the Meeting of the Parish Council held on 10<sup>th</sup> May 2023**

To resolve to authorise the Chairman to sign to approve the accuracy of the **attached** minutes

#### **3. Declarations of Interest and Request for Dispensations**

- a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to
- b) receive declarations by members of interests in respect of items on this agenda

#### **4. Public Participation**

In accordance with [Standing Orders](#) 3e – 3k, the Chairman will, at his discretion:

- a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting; and
- b) receive reports from Cumberland Councillors

#### **5. Planning Matters**

##### **5.1 To ratify responses to Planning Applications made prior to the PC Meeting:**

**23/0267 Avalon, Rickerby, Carlisle, CA3 9AA** - Demolition Of Existing Porch & Garage; Erection Of Two Storey Extension To Provide Office & Extended Hallway On Ground Floor With Galleried Landing, Extended Bedroom And En-Suite Above; Revision Of Previously Approved Annexe (21/0310) Joined To Main Dwelling Via Single Storey Car Port Link To Provide Garaging & Games Room On Ground Floor With 2no. Bedrooms (1no. En-Suite) Above

## **5.2 To consider Planning Applications Received:**

**23/0347 Land at Brunstock Lane, Houghton, Carlisle** - Residential Development Consisting Of 163no. Dwellings & Associated Infrastructure

**23/0357 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT** - Erection Of 4no. Dwellings (Reserved Matters Application Pursuant To Outline Approval 20/0692)

**23/0378 Stonedale Farm, The Green, Houghton, Carlisle, CA3 0LN** - Siting Of A Residential Caravan To Be Occupied In Conjunction With The Existing Equestrian/Agricultural Business

## **5.3 To note Permission Notices Received:**

**23/0180 Westbank Cottage, 22 The Green, Houghton, Carlisle, CA3 0NF** - Change Of Use From Residential To Photography Studio On Ground Floor And Massage/Beauty Therapist On First Floor

**23/0198 The Hawthorns, Linstock, Carlisle, CA6 4PY** - Variation Of Condition 2 (Approved Plans) Of Previously Approved Planning Permission 23/0022 (Erection Of Single Storey Rear Extension To Provide Garden Room) To Change French Doors With PVCu Frames To Bi-Folds With Aluminium Frames

**23/0219 47 Antonine Way, Houghton, Carlisle, CA3 0LG** - Erection Of Two Storey Side Extension To Provide Garage, Utility & Kitchen On Ground Floor With En-Suite Bedroom Above

## **5.4 To note Withdrawn Applications:**

**19/0973 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT** - Proposed Landscaping Of Plot Boundaries And Access Arrangements For Each Plot (Reserved Matters Application Pursuant To Outline Consent 18/0796)

## **6. Administrative Matters**

### **6.1 Transcription Equipment**

To consider authorisation of expenditure for the purchase of transcription equipment

## **7. Village Matters**

### **7.1 Houghton Village Green Drainage (1 – 8 The Green)**

To consider an update with progress to the above and authorise further costs required to progress

### **7.2 Brunstock Pond**

To consider an update regarding works to the above

## **8. Clerk's Report**

To receive a verbal report from the Clerk, detailing progress with matters from the last meeting

## **9. Highways Matters**

### **9.1 Speed Indication Device**

To receive an updated data summary – [report attached](#)

### **9.2 Speedwatch**

To receive a verbal update

### **9.3 Tarraby Lane**

To consider recent Highways works and the lack of notification from Highways

## **10. Finance Matters**

### **10.1 Payments**

To authorise the payment of invoices and to note the bank reconciliation as listed in the [attached](#) payment schedule

## **11. Annual Governance and Accountability Return 2022/23**

### **11.1 Internal Auditors Report**

To consider accepting the attached end of year internal auditors report for the financial year 2022/23-[attached](#)

### **11.2 Annual Governance Statement**

To approve the attached Annual Governance Statement 2022/23 and authorise the Chairman to sign the Annual return - [attached](#)

### **11.3 Accounting Statements**

To approve the attached Accounting Statements for 2022/23 and authorise the Chairman to sign the annual return - to [attached](#)

## **12. Councillor Matters**

An opportunity for Councillors to raise issues on behalf of residents in their ward.

*Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 10<sup>th</sup> July 2023*

## **13. Date of Next Meeting**

To resolve that the next meeting of the Parish Council be held on Wednesday 19<sup>th</sup> July 2023 at 7.30pm in Crosby Parish Hall. Please note the later than normal date.

*Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.*

**STANWIX RURAL PARISH COUNCIL**  
**Draft Minutes of the Annual Meeting, Held on Wednesday 10<sup>th</sup> May 2023**  
**at 7:10 in the Village Hall, Houghton**

**PRESENT**

The Chairman Cllr C Nicholson, Cllr's A Coles, E Leitch, P Nedved, A Robinson, C Savory and N Watson.

**IN ATTENDANCE**

Cumberland Cllr B Wernham. Five members of the public. The Clerk, S Kyle.

**SR 291/05/23 ELECTION OF CHAIRMAN FOR COUNCIL YEAR 2023/24**

**Resolved** to elect Cllr C Nicholson as Chairman for the forthcoming Council year. Cllr Nicholson signed his Declaration of Acceptance of Office for Chairman.

**SR 292/05/23 APPOINTMENT OF VICE-CHAIRMAN**

**Resolved** to appoint Cllr C Savory as Vice-Chairman for the forthcoming Council year.

**SR 293/05/23 DECLARATION OF ACCEPTANCE OF OFFICE**

Further to the uncontested election, all elected and present Cllr's signed their Acceptance of Office forms in the presence of the Clerk.

**SR 294/05/23 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**SR 295/05/23 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 APRIL 2023**

**Resolved** to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

**SR 296/05/23 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

Requests for dispensations were received and granted to Cllrs Coles, Leitch, Nicholson, Robinson and Savory, in respect of precept setting.

A request for dispensation in respect to planning matters relating to application 22/0297 was received and granted to Cllr Robinson.

Declarations of interest were made by Cllr Leitch in respect of planning applications 23/0220, 23/0221 and 23/0627; the applicants being known to her.

A pecuniary declaration of interest was also made by Cllr Nicholson in respect of item 303.4, his spouse being treasurer of Houghton Village Hall.

**SR 297/05/23 PUBLIC PARTICIPATION**

*Public participation commenced at 7.17pm.*

**297.1 Members of the Public**

Resident A, regarding the on-going drainage issue on Houghton Village Green, stated that the Chairman had read extracts from minutes in 1927 and 1928 at the Parish Council meeting of 14<sup>th</sup> December 2022 and at a drainage meeting on 5<sup>th</sup> December 2022. She confirmed that she had requested a copy of notes from, and evidence referred to, at this meeting. She

continued that, after reviewing the evidence she had been provided with, she disputed the Chairman's reading of said minutes and questioned if this had been in haste to summarise or intended to mislead. The Chairman expressed great offence with regard to the unwarranted accusation and requested it be retracted immediately. Resident A refused to retract her statement.

Discussion continued and Resident A asked if the Parish Council had ever been made aware of the historic information. Resident B stated he had been a Parish Councillor previously and had participated in both researching archive documents and subsequent discussion of the findings at Parish Council meetings.

Resident A requested more concrete evidence be provided in evidence of the Council's position, stating that in her opinion none to date was conclusive. The Chairman stated that the converse was also the case.

Resident C, also regarding the on-going drainage issue on Houghton Village Green, expressed disappointment at the lack of collaboration and queried why she had not been informed that the camera survey was taking place. She was reminded that she had been informed on an earlier occasion that due to weather and the contractor's schedule, the survey had been conducted at the contractor's discretion. She further expressed disappointment in the length of time the matter was taking and that she believed the Council did not see the matter as urgent. The Chairman advised she may contact the camera contractor directly.

Resident D, after noting dissatisfaction with the length of time allocated to public participation, expressed renewed complaints regarding the boulders on Houghton Village Green and requested Council opinion on their continued use. The Chairman noted the matter had been closed some months ago. Resident D reiterated his previously expressed belief that the boulders were dangerous.

Resident D also noted concerns over an area of grass on the Village Green; it was confirmed this was a wildlife initiative and would be mown once the flowers had ended their growth cycle.

Resident D finally requested consent for the laying of kerbstones on Houghton Village Green and a water pipe. He was advised to put the request in writing with a properly drawn plan so that it can be considered fully by the Council.

### **297.2 Cumberland Cllrs**

Cllr Wernham recounted an occasion of censorship forty years ago and a recent local incident regarding the censorship of a film at a Carlisle community centre. He requested opinion on whether the Parish Council supported such arbitrary censorship. The Chairman stated that, in his view, it did not, and invited Cllr Wernham to make representations specific to the parish or regarding Cumberland Council. Cllr Wernham then spoke briefly on the structure of Cumberland Council.

*Public participation ended at 7.48pm.*

## **SR 298/05/23 PLANNING MATTERS**

**298.1 Resolved** to ratify responses to planning applications submitted outwith the meeting:

**22/0297 Land to the east of Lansdowne Close/Lansdowne Court, Carlisle** - Erection Of 101no. Dwellings with Associated Parking, Landscaping, Drainage and Surface Water Attenuation, Public Open Space and Access

Concerns over the planning portal were noted with Cllr Wernham being asked to confirm if he had taken up complaints about the system from Cllr Robinson. He responded affirmatively.

**23/0021 Rickerby Retreat, Rickerby, Carlisle, CA3 9AA** - Erection of Car Port with Roof Mounted Solar Array Installation

*Cllr Wernham and five members of the public left the meeting at 7.53pm.*

**023/0220 & 23/0221 Old School Cottage, Rickerby, Carlisle, CA3 9AA** - Widening of Existing Doorway Together with Fixed Lights Either Side, Rearrangement of Existing Parking Bays & Erection Of 1m High Fence & Gates

**298.2 Resolved** to consider planning applications received:

**23/0267 Avalon, Rickerby, Carlisle, CA3 9AA** - Demolition of Existing Porch & Garage; Erection of Two Storey Extension to Provide Office & Extended Hallway on Ground Floor with Galleried Landing, Extended Bedroom and En-Suite Above; Revision of Previously Approved Annexe (21/0310) joined to Main Dwelling Via Single Storey Car Port Link to Provide Garaging & Games Room on Ground Floor With 2no. Bedrooms (1no. En-Suite) Above

**Resolved** that a draft response be compiled and submitted for ratification at the next meeting.

**298.3 Resolved** to note permission notices received:

**23/0057 Ganavan, Park Broom, Carlisle, CA6 4QH** - Raising of Roof Height Over Section of Loft Area to Create 1no. Bedroom & Bathroom; Erection of Side Facing Dormer; Removal of Existing 4no. Flue Chimney and Erection of Replacement Single Flue Chimney

**23/0165 Rose Cottage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX** - Erection of Two Storey Side & Rear Extension with Front Porch to Provide Entrance Hall with W.C., Extended Kitchen/Living Area, Utility Room and W.C. To Ground Floor with New Stairs to Gallery Landing, 3no. Bedrooms, And Dormer Windows Above; Erection of Detached Garage/Workshop with Solar Panels to Roof

**298.4 Resolved** to note updates with ongoing planning applications:

**19/0452 - L/A Croft House Brunstock**

The Parish Council had been informed by the resident that Cumberland Council had inherited liability of the above matter from Carlisle City Council and a settlement has now been reached. The matter will therefore be removed from the Parish Council agenda as a standing item.

## **SR 299/05/23 ADMINISTRATIVE MATTERS**

### **299.1 Programme of Meetings**

**Resolved** to adopt the proposed calendar of meetings for the forthcoming Council year as circulated alongside the agenda. Meetings will take place on the second Wednesday of each month, except for July (third Wednesday) and August (no meeting). Apologies were provided by some members in respect of various meetings; it is suggested that the February meeting will potentially be postponed but each meeting will be reviewed at the time.

### **299.2 Review of Policies and Procedures**

**Resolved** to agree the review undertaken by the Clerk of the Council's Standing Orders; Financial Regulations, complaints procedure; procedures and practices in respect of freedom of information, General Data Protection Regulations; and policy for dealing with the press/media, with no amendments suggested.

### **299.3 Appointment of Representatives to Outside Bodies and Appointment of Working Groups/Committees**

A report outlining the proposed abandonment of the above system, except for the Finance/Risk working group and planning working group, had been circulated alongside the agenda.

**Resolved** to largely abandon the previous working group structure. Also resolved to appoint:

- Finance Risk Working Group: Chairman, Vice-Chairman, and one/two Cllr's on an ad-hoc rota basis per meeting.
- Planning Working Group: Cllr's Nicholson, Robinson, and Watson (Cllrs Coles and Nedved in reserve)

It was also noted that any matters relating to flooding (EA) will be forwarded to Cllr Leitch.

### **SR 300/05/23 VILLAGE MATTERS**

#### **300.1 Houghton Village Green Drainage (1 – 8 The Green)**

Discussion was held regarding the above, including noting that at least two members of the Council had been approached by residents outside of a meeting. It was also noted that the approach for a camera survey had been made the day following the December meeting, therefore the matter had not been delayed through any action of the Parish Council.

**Resolved** to seek written legal opinion regarding the matter. Any legal helpline available through the Parish Council insurance will be initially sought, although expenditure may be incurred at a local solicitor to progress the matter.

### **SR 301/05/23 CLERK'S REPORT**

#### *Goalposts*

The new goalposts pegs have been ordered and nets will be installed as soon as possible.

#### *Rickerby Park Trading Application*

The Clerk had written to the licensing authority to request that litter be kept under control, particularly in the neighbouring village of Linstock. Cllr Leitch noted her ongoing personal objection regarding the suitability of the venture, which she explained faces the Cenotaph.

### **SR 302/05/23 HIGHWAYS MATTERS**

### 302.1 Speed Indication Device

Data had been circulated prior to the meeting indicating a range of information obtained from the device. Relevant parts of this data will be shared with Cumbria Police.

**Resolved** to rotate the device on a quarterly basis and to continue with summary reporting of data at future meetings.

### SR 303/05/23 FINANCE MATTERS

#### 303.1 Payments

**Resolved** that the following payments be approved:

Payee	Details	TOTAL
Sarah Kyle	May Salary & Reimbursements	£1474.95
HMRC	May PAYE	£227.95
HMRC	May Pension	£105.30
Houghton Village Hall	Grant (2022/23)	£2,597.94
CALC	Subscription	£519.25
SLCC	Subscription	£222.00
BHIB	Insurance	£927.00
Play Inspection Company	Inspection	£210.00
Cluaran Landscapes	Grounds maintenance	£246.00
Houghton In Bloom	Grant	£116.52

#### 303.2 Bank Reconciliation

Balances at bank as of 30<sup>th</sup> April 2023:

Cash Account	£1,005.15
Unity Bank (current a/c)	£2,282.00
Unity Bank (savings a/c)	£89,148.05
Income to 30/04/23	£46,508.05
Expenditure to 30/04/23	£2,627.33

#### 303.3 Receipts

**Resolved** to note the receipts of £45,500 precept from Cumberland Council.

#### 303.4 Grant Scheme 2023/24

**Resolved** to award grants following the receipt of two applications received and scrutiny by the Finance/Risk working group:

- Houghton in Bloom, £600.00 towards annual planting costs
- Houghton Village Hall, £426.68, towards LED lighting

*Cllr Nicholson left the room during discussion of the latter and took no part in the decision-making process.*

Also resolved to open the second round of grant funding in due course, for consideration at the October meeting.

#### 303.5 Bank Mandate

**Resolved** to defer the item until the July meeting.



### **303.6 Internet Banking**

**Resolved** to reconfirm approval for the Clerk to authorise internet banking payments; also to confirm approval for the direct debit for ICO and pension payments to continue.

### **SR 304/05/23 COUNCILLOR MATTERS**

**Cllr Leitch** reported praise for the Linstock play area equipment from visitors to the area.

**Cllr Watson** requested an update regarding progress with Brunstock Pond. It was confirmed that the contractor has planned works on 18<sup>th</sup> May and 25<sup>th</sup> May. Cllr Watson was requested to attend on-site if available.

**Cllr Nicholson** noted a complaint regarding grass cutting in Linstock. He also reported a complaint regarding the road surface in Tarraby caused by ongoing construction works.

**Cllr Nedved** reported on the availability of Great Big Green Week grants available from Cumberland Council, with up to £300 being available to help organisations arrange events taking place during 10th-18th June.

### **SR 305/05/23 DATE OF NEXT MEETING**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 14<sup>th</sup> June at 7.30pm in Linstock WI Hall.

### **Exclusion of Press & Public - Part B Item**

The following item is considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 is necessary.

#### **SR 306/05/23 Staff Arrangements**

*The Clerk left the meeting for this item.*

A paper outlining recommendation of the Finance/Risk Working Group had been circulated alongside the agenda to members.

#### **Resolved:**

- A new post of Assistant Clerk be created, to be employed for 20 hours per month on scale 7 – 17.
- The existing post of Clerk/Responsible Financial Officer be reduced from 96 hours per month to 65 hours per month and re-graded to salary scales 18 – 28.
- The Clerk to be moved incrementally to point 24 with effect from 1 June 2023.

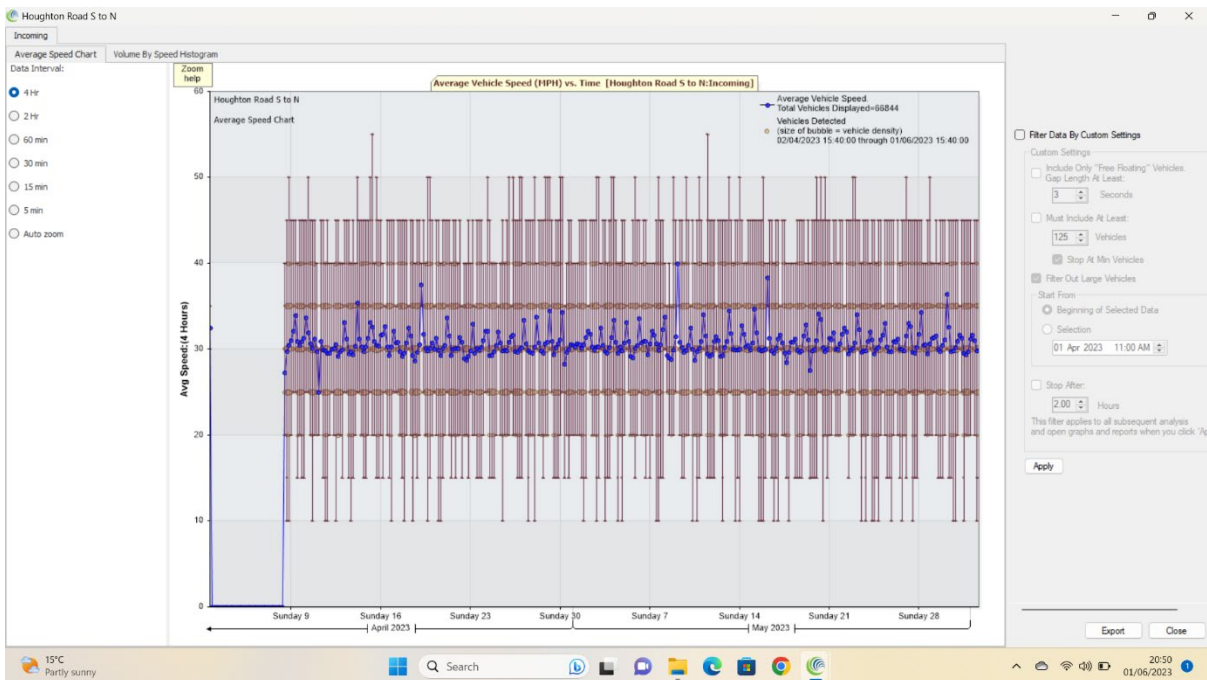
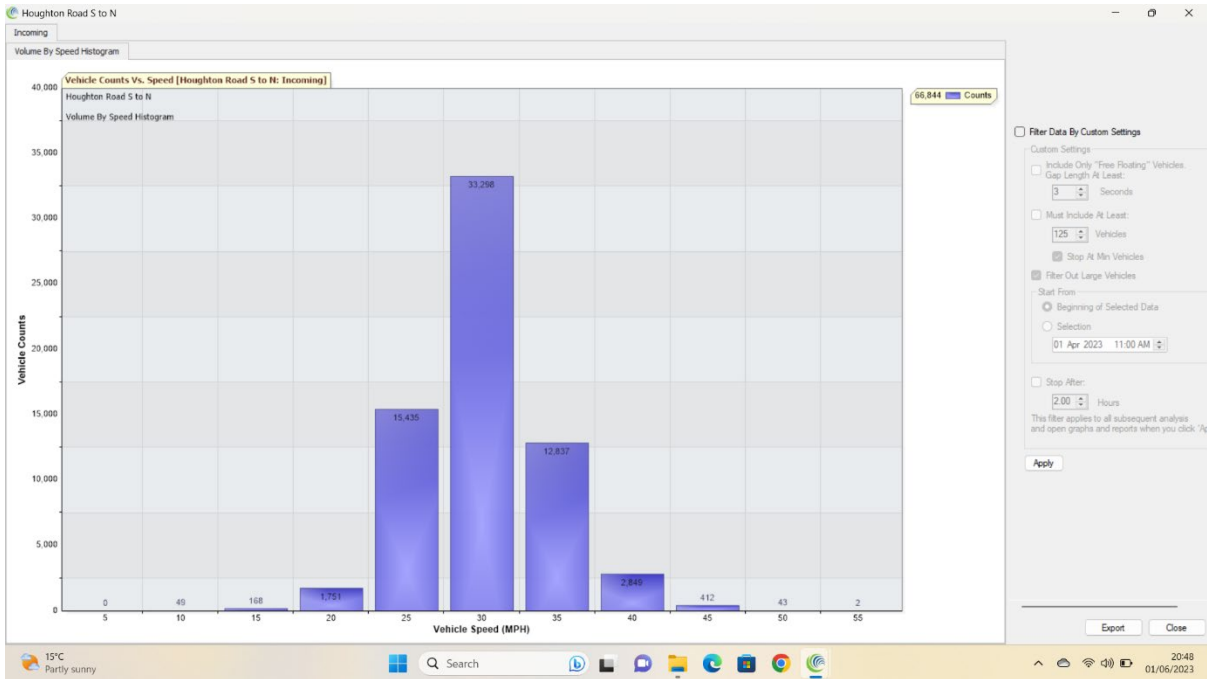
There being no further business the Chairman closed the meeting at 8.50pm.

# PTSC 906 SPEED SIGN ON HOUGHTON ROAD: REPORT JUNE 2023

The speed sign continues to have the effect of reducing traffic speeds though there are clearly some cases of vehicles speeding against the sign.

Month	Monthly Weekday Figures		Monthly Weekend Figures		All (mph)
	No. Vehicles	Av. Speed mph	No. Vehicles	Av Speed mph	85%ile speed
April *	20414	27.2	7593	27.6	32.5
May	30218	27.3	8003	27.7	32.4

\* Started on 08/04/2023



Both above displays are for April and May combined.

Chris Savory (05/06/2023)

<b>Schedule of Payments to be Authorised 14 June 2023</b>			
<b>Payee</b>	<b>Details</b>	<b>Method</b>	<b>Gross Amount</b>
Sarah Kyle	June Salary & Reimbursements	BACS	£1,595.26
HMRC	June PAYE	BACS	£264.24
NEST	June Pension	DD	£110.86
Houghton In Bloom	Grant	BACS	£600.00
Lakeland Landscapes	Pond Works (50% of balance due)	BACS	£6,364.40
Gordon Consultancy	Accounts Audit	BACS	£114.00
			<b>£9,048.76</b>
<b>Bank Reconciliation</b>			
Cash Book	Balance at 01.04.2022		£48,554.48
	Receipts to 31.05.2023		£46,508.05
			£95,062.53
	Expenditure to 31.05.2023		£9,874.24
	Cash book balance 31.05.2023		<b>£85,188.29</b>
Represented by:	Cash Account (CBS)		£1,005.15
	Current A/C (Unity)		£2,776.34
	Savings A/C (Unity)		£82,148.05
			£85,929.54
	<i>less outstanding expenditure:</i>		£741.25
	<b>Balance at bank 31.05.23</b>		<b>£85,188.29</b>

# Annual Governance and Accountability Return 2022/23 Form 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 that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** 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 on the authority website/webpage **before 1 July 2023**.
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) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - 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 2022/23

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 limited assurance review and is able to give an opinion, 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 the authority website/webpage:

Before 1 July 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 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.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

Stanwix Rural Parish Council

www.stanwixrural.co.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.	✓		
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. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
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 <i>(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)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

DD/MM/YYYY DD/MM/YYYY 16/05/2023

ROBERT MILES GORDON INTERNAL AUDITOR

Signature of person who carried out the internal audit

[Redacted Signature]

Date 16/05/2023

**\*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).**

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Stanwix Rural 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>
			✓	

**\*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:

10/05/2023

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.stanwixrural.co.uk OR PUBLICLY AVAILABLE WEBSITE/PAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### Stanwix Rural Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	59,073	61,265	<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	46,500	46,500	<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	7,194	8,517	<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	17,813	20,733	<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	33,689	46,995	<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	61,265	48,554	<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	61,265	48,554	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	93,919	106,837	<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	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

06/04/2023

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

10/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



**Smaller authorities audit guidance**

**Bank reconciliation**

	£	£			
Balance per bank statement at 31 March 2023		48,554.48			
Add: outstanding receipts	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				-
Less: outstanding payments	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				-
Balance per cashbook at 31 March 2023		<u>48,554.48</u>			

**Outstanding receipts**

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

**Outstanding payments**

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

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:

- 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?	Explanation Required? Is > 15% Is > £100,000	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN
1 Balances Brought Forward	61,265	69,073	46,500	0	NO	NO	Explanation of 15% variance from FY opening balance not required - Balance brought forward does not agree
2 Precept or Rates and Levies	46,500	46,500		0	NO	NO	
3 Total Other Receipts	8,517	7,194	1,323	15.53%	YES	NO	£406.52 more bank interest due to increased interest rates. £3480 less in grant monies received for direct payment to village halls. £4700 increased grant monies for play area refurbishments. £500 increased grant monies for purchase of speed indication equipment. £8.05 less in play day income received due to VAT reclaimed due to previous year expenditure. £850.00 less in play day income received due to a change in payment arrangements. £6.00 increased charge back to Clerk's other council for contribution towards expenses
4 Staff Costs	20,733	17,813	2,920	14.08%	NO	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	NO	
6 All Other Payments	46,995	33,689	13,306	28.31%	YES	NO	£130.27 less on insurance due to 3 year binding agreement. £13410.26 more on equipment costs due to new purchases of play area equipment, SLD and goal posts. £3739.93 installation costs extra for this play equipment. £961.42 more on projects expenditure including pond and play day schemes. £97.92 more on maintenance due to increased tree pruning primarily. £967.52 less on administrative costs. £153.00 less training undertaken. £1810 less on grass cutting due to contractor illness. £2754.07 more VAT reclaimed due to previous expenditure and timing of claims. £3480.00 less grants paid out after not being received for direct payment to village halls (see income). £1116.99 less grants paid out
7 Balances Carried Forward	48,554	61,265	-12,711	-26.18%	YES	NO	
8 Total Cash and Short Term Investments	48,554	61,265	-12,711	-26.18%	YES	NO	
9 Total Fixed Assets plus Other Long Term Investments and Assets	106,837	93,919	12,918	12.09%	NO	NO	
10 Total Borrowings	0	0	0	0.00%	NO	NO	
Excessive Reserves Ratio		1.04418	1.31753				