

Toft Parish Council

I hereby give notice that the First and Annual (794th) meeting of Toft Parish Council will be held on Monday 27 June 2022 at 7.00 pm in The People's Hall, Toft

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder



LG Stoehr, Clerk 21/06/22

AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
2. To elect a Vice-Chairman
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meeting on 4 April 2022
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled including seeking representatives from Bennell Farm
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
7. Review of the terms of reference for committees and working groups
8. Receipt of nominations to existing committees and working groups
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies
 - 10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form
11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
14. Review of inventory of land and assets
15. Review and confirmation of arrangements for insurance cover in respect of all insured risks
16. Review of the Council's and/or employees' memberships of other bodies
17. Review of the Council's complaints procedure
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
19. Review of the Council's policy for dealing with the press/media
20. Review of the Council's employment policies and procedures
21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
22. Setting the dates, times and place of ordinary meetings of the full Council
23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
24. Review of banking arrangements and appointment of any bank signatories
25. Member training arrangements

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

26. Apologies for absence and declaration of interests
 - 26.1 To approve written apologies and reasons for absence
 - 26.2 To receive declarations of interests from councillors on items on the agenda
 - 26.3 To receive written requests for dispensations (if any) and to grant any dispensation as appropriate

27. To consider resolutions from the Annual Parish Meeting if any
28. To consider any matters arising from the last or a previous meeting
 - 28.1 (5.5) To set the date for the Annual Meeting of the William Eversden's Charity
 - 28.2 (7.2) To consider report on meeting with Highways and Church representatives regarding the PHFI application for the layby near the Church
 - 28.3 (7.2) To consider update on the speed limit
 - 28.4 LHI scheme 2022-23 – Notification of successful bid – to consider the next steps
29. To consider any correspondence received since the last meeting requiring the Parish Council's attention
 - 29.1 CCC – Transport Strategy Stakeholder Engagement Survey
 - 29.2 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)
30. Finance, Procedure and risk assessment and use of delegated powers
 - 30.1 To consider the finance report and approve the payment of any bills
 - 30.2 Play inspection reports
 - 30.3 To consider any matter which is urgent because of risk or health and safety
 - 30.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2021 and 31 March 2022)
 - 30.5 To consider the exemption certificate and to sign it
 - 30.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 30.7 To approve the Annual Governance Statement by resolution
 - 30.8 To consider the Accounting Statements (Section 2 of the Annual Return)
 - 30.9 To approve the Accounting Statements by resolution
 - 30.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
 - 30.11 To consider the RosPA report on comments on toddler safety following resident's concerns
31. To consider any Planning or Tree works applications or related items received
 - 31.1 Planning applications
 - 31.1.1 22/1743/FUL – Old Farm Business Centre, Church Road – To extend existing car park
 - 31.1.2 22/01754/FUL – 55 High Street – Amended – Erection of a detached dwelling and associated works (Amended Scheme to refused application 21/04100/FUL) – to note response made between meetings using delegated powers – The Parish Council objected to the application
 - 31.1.3 22/02436/LBC – 12 Comberton Road – Change to existing consent 21/05234/LBC (Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site) change the angle/orientation of the glass link roof.
 - 31.1.4 21/05233/NMA1 – 12 Comberton Road – Non-material amendment of planning permission 21/05233/HFUL (Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site) change the angle/orientation of the glass link roof.
 - 31.2 SCDC decisions to note
 - 31.3 Tree works applications
 - 31.3.1 22/0520/TTCA – 18 School Lane
 - 31.3.2 22/0621/TTCA – 16 School Lane
 - 31.3.3 22/0641/TTCA – St Andrew's Parish Church, Church Road
32. Members items and reports for information only unless otherwise stated
 - 32.1 Village Maintenance
 - 32.2 Highways
 - 32.3 Toft People's Hall
 - 32.4 Footpaths
 - 32.5 Defibrillator
 - 32.6 Jubilee
33. Closure of meeting

Clerk report to Toft Parish Council meeting on 27 June 2022

Declaration of acceptance of office – members are requested to attend the meeting early so that they can sign their declaration of acceptance of office in front of the Chairman.

Newly elected members may not act as a councillor on the new Council until they have signed their Declaration of Acceptance of Office

The Chairman has to sign a declaration of acceptance of office every year after the annual election of Chairman.

1. To elect a Chairman and to receive the declaration of acceptance of office
Cllr Yeadon to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues.
2. To elect a Vice-Chairman
Again, please propose and second and vote on the nominations.
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meeting on 4 April 2022
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled including seeking representatives from Bennell Farm
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
Last year the Council resolved that there should be no committees or working groups, but that the Council should continue to operate a system of members' responsibilities.

Members' responsibilities can also be found under some policies such as the Child Protection Policy Chairman's responsibilities.

Delegation to Officers (generally the clerk)

The clerk is the proper officer of the council in law so legally councils can delegate decisions to clerks

As the clerk is a trusted professional officer their objectivity should allow them to act for the council.

Certain functions have already been delegated to the clerk of the council which includes but is not limited to:

- order goods and services as set out in the council's Financial Regulations
- vire money between cost centres within a budget heading approved by the council
- commission emergency works or repairs to maintain the integrity of council's or facilities or assets
- resolve any Health and Safety issues that are deemed potentially harmful
- arrange for interments in the council's burial ground (where applicable)
- grant exclusive rights of burial (where applicable)
- maintain up to date records in the burials register (where applicable)
- handle and respond to requests made under the Freedom of Information Act and the Data Protection Act
- let council owned allotments (where applicable)
- serve notices to cultivate unattended allotments (where applicable)
- serve notice to terminate allotment tenancies on breach of the tenancy conditions (where applicable)
- deal with internal and external audit matters in accordance with council policy
- initiate action to recover outstanding monies owed to the council

- decide on location of seats, litter bins and dog bins in conjunction with the principal authority
- close part or all of council facilities to allow essential maintenance work
- commission fire and other regular essential safety checks on council facilities
- commission annual playground safety inspections

7. Review of the terms of references for committees and working groups

8. Receipt of nominations to existing committees and working groups

The following member responsibilities were agreed last year: The Council may change all or some of these:

Financial monitoring

Footpaths

Communication

PC Policies and Procedures

Play inspection reports

Lot Meadow

Village Maintenance

Highways

Grass cutting

Dog and litter bins

Noticeboards and welcome packs

Police

Planning

Defibrillator

9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them

10. Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements

Cllrs have been provided with copies of all policies.

10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form

SCDC has written as follows:

"I last wrote to you on the 30th September 2021 to tell you that the District Council had agreed to adopt the Local Government Association Model Code of Conduct and Guidance to take effect from May 2022.

As I explained, the adoption of a Code is of course a matter for each Parish/Town council, and for those of you who have adopted the new LGA model code, I attach a revised Register of Interests form which is to be used. For such Town/Parishes Councils, all Parish Councillors, whether newly elected or re-elected need to complete this form entitled "LGA Model Register of Parish Members Financial and other Interests form".

The new 2022 form has slightly different wording in Part 2 to reflect Other Registerable Interests (ORIs) and that these ORIs do not have to be registered for a spouse/civil partner. Therefore the guidance notes section for the 2022 form has also been changed.

If your Town/Parish Council has not adopted the new code, then you can continue to use the existing form which I also attach for your easy reference, entitled "Non LGA Model Register of Parish Members Financial and other Interests form". Any newly elected Town/Parish Councillors should complete this form; any re-elected Parish Councillors do not need to submit a new ROI form unless they consider that they need to update any new interests, particularly disclosable pecuniary interests.

Disclosable Pecuniary Interests are interests which must be notified to the monitoring officer within 28 days of becoming a councillor (or when councillors are re-elected or co-opted members re-appointed) and you must notify the monitoring officer of any Disclosable Pecuniary Interests which have not already been entered into the authority's register.

Please note that it is a criminal offence under the Localism Act 2011 to;

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election or co-option
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the monitoring officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the monitoring officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Finally, Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the Town/Parish Council and to secure that the register is published on the District Council's website. Furthermore, if the Parish/Town has a website then you too must take steps to secure that the register is published on your website.

Please let me know if you have any queries regarding this.”

Rory McKenna
Monitoring Officer

LGA Model Register of Parish Members Financial and Other Interests Form (and non-LGA Model Register form) attached.

11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies & arrangements for reporting back
Last year's arrangements:
Toft People's Hall -
Climate Change Working Group –
CVC Governors meeting –
Cambridge Approaches/East West Rail –
SCDC Community Champions –
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
The Council is not eligible until 80% of seats are filled at an election.
14. Review of inventory of land and assets
Community land CB378985 (Lot Meadow)
Recreation ground CB298407
15. Review and confirmation of arrangements for insurance cover in respect of all insured risks
16. Review of the Council's and/or employees' memberships of other bodies

17. Review of the Council's complaints procedure
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
19. Review of the Council's policy for dealing with the press/media
20. Review of the Council's employment policies and procedures
21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
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 Andy Tall has written:
 "I met with Donald O'Shea, Assistant Engineer for the Project Delivery team at Cambridgeshire CC today, along with John Quenby, to discuss solutions to parking on the verge outside of St. Andrews Church.
 Donald has taken measurements and plenty of photos and will work up some design solutions and, working with CCC's contractors, some approximate costs.
 Realistically, this will take several weeks so we should not expect any response until the end of May.
 The initial assessment indicates that this will be a significant project requiring capital investment that will run into the "tens of thousands" of pounds but there is, of course, no commitment to proceed any further than this survey stage."
 - 28.3 (7.2) To consider update on the speed limit
 "Following the concerns raised by residents at the last PC meeting around the current 50mph speed limit on the B1046 between Toft and Comberton, and their request to reduce it to 40 mph if possible, I had an informal conversation with someone at CCC Highways this morning to understand the feasibility, and likelihood of success, of such an application, especially in light of the recent reduction of the speed limit between Comberton and Barton.

The recommendation was to make the application as part of the **next** LHI, which will start later this year, with a view of decisions being made in April/March 2023 for delivery of the solution in 2023/24.

To support that application, it was suggested that the PC should commission a speed survey. There are no suitable posts for the MVAS along this route so additional equipment would need to be hired; costs tbc but would be in the region of £500 (starting price) for a week's hire of the equipment required.

But note that the data could also support a case for **not** reducing the speed limit, without also reducing the design of the road. This is because one of the considerations when deciding speed limit adjustments is the 85th percentile speed - the speed at which 85% of free flowing traffic will be travelling at or below along a road. If there is a significant delta between the 85th percentile speed and the proposed new speed limit then the argument is that driver behaviour won't change with new speed limits alone, as people will continue to drive at speeds suitable for the road design. Consequently, lowering the speed limit alone has no impact and requires complementary measures for the road design as well (and therefore a higher cost)."

28.4 LHI scheme 2022-23 – Notification of successful bid – to consider the next steps

Andy Tall has written:

"I am delighted that the LHI application to reduce the speed limit on School Lane to 20 mph, and have a second MVAS in the village, was one of the 16 successful bids in S. Cambs (out of 42 applications). Note however that rising costs of labour and materials, not budgeted for at the time of the panel sessions, means that there may need to be adjustments to the final project costs."

Extract from CCC Panel outcome:

School Lane – Reduction to 20 mph and include MVAS

Optimum solution – Signs/lines – 20 mph zone and MVAS unit

Total estimated project cost - £9607.37

Applicant contribution - £2000.00

% Applicant contribution – 21%

CCC - £7607.37

Proposed CCC funding allocation - £7607.37

Project lifecycle process attached.

29. Correspondence

29.1 CCC – Transport Strategy Stakeholder Engagement Survey

"The Transport Strategy team at Cambridgeshire County Council is developing three transport strategies that will set the County Council's transport policy approach for the districts of Fenland and Huntingdonshire, and for active travel across the whole county. We would welcome key stakeholder input in to the following draft strategies:

- Draft Fenland Transport Strategy
- Draft Huntingdonshire Transport Strategy
- Draft Cambridgeshire's Active Travel Strategy

The stakeholder engagement survey is now live, and will close on Sunday 19th June. We welcome your response for any combination of the three strategies dependent on your interest and you will be able to select which ones you'd like to fill out at the start of the survey.

You can access the survey here: [CCC Transport Strategy Stakeholder Engagement Survey](#)

We understand some parish councils will not meet until after the deadline and will accept late responses for parish councils this will affect. Please do let us know if you plan to send a late response.

Please note, this is a discreet stakeholder exercise to allow input from key stakeholders at this stage of the drafting process so comments and ideas can be considered in a final review of the draft strategies. Formal public consultation will take place later in the year

when the opportunity for a formal consultation response will be possible for the wider public.

If you have any questions please do get in touch at transport.plan@cambridgeshire.gov.uk.”

Kind regards,
Transport Strategy Team

29.2 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)

**Environmental Impact Assessment
Public Consultation 16 May to 11 July**

“Following three public consultations and extensive technical work to determine a preferred Cambourne to Cambridge (C2C) Public Transport and Active Travel route, we’re now in the process of undertaking an Environmental Impact Assessment (EIA).

An EIA is required as part of a portfolio of evidence to be submitted to the Department for Transport in the application to build the scheme. It includes information from a host of surveys and assessments looking at, for example, ecology, landscape and cultural heritage, along with feedback from stakeholders to help inform design, including residents and landowners, as well as organisations such as Natural England and the Environment Agency.

During consultation, starting today, we’re seeking your views on how we can best manage and mitigate impacts of the scheme on the landscape and environment.

Visit our consultation page for more information and to have your say
www.greatercambridge.org.uk/c2c-eia

To request a printed copy, a print copy in large print, Braille, in another language or on audio tape, please call 01223 699906.

We’re also running webinars and public events, and coming to community meetings, including local parish council meetings, to share and discuss proposals. Find out more online - www.greatercambridge.org.uk/c2c-eia

Consultation closes at midday on Monday 11 July 2022.

About the scheme

The Cambourne to Cambridge (C2C) project is a new public transport route from the Greater Cambridge Partnership (GCP), proposed to link Cambourne to Cambridge via the new Bourn Airfield development, a new Travel Hub at Scotland Farm, Hardwick and West Cambridge campus. The project is one of four corridor schemes which, together with measures to free up the congested city centre, a network of cycling and walking Greenways, and other infrastructure improvements, aim to create more sustainable, accessible and reliable ways to travel in and around Cambridge.

All the latest updates and planning documentation for the C2C scheme can be viewed at the project web pages www.greatercambridge.org.uk/CambournetoCambridge.

More about the Making Connections, aiming to free up the congested city centre and improve public transport – www.greatercambridge.org.uk/making-connections-2021

More about Greenways - <https://www.greatercambridge.org.uk/transport/transport-projects/greenways>”

30. Finance, Procedure and risk assessment and use of delegated powers

The Clerk used delegated powers to respond between meetings to the planning application for 55 High Street as detailed below under item 31.1.2.

- 30.1 To consider the finance report and approve the payment of any bills
Attached. Late invoices will be brought to the meeting.
- 30.2 Play inspection reports
- 30.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.
- 30.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2021 and 31 March 2022)
- 30.5 To consider the exemption certificate and to sign it
- 30.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return) – attached.
- 30.7 To approve the Annual Governance Statement by resolution
- 30.8 To consider the Accounting Statements (Section 2 of the Annual Return) – attached.
- 30.9 To approve the Accounting Statements by resolution
- 30.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 30.11 To consider the RoSPA report on comments on toddler safety following resident's concerns

RoSPA report: states

“The opening in the barrier is wider than 500 mm (when measured horizontally at any point), but there is no guardrail. Finding Photos Tasks: No reasonably practicable action is identified. The unit met the requirements of the 2008 standard, but does not meet the requirements of the 2017 standard. Description: 6 Risk score: Risk level: Low The standards were changed in 2017 to require openings not to exceed 500 mm. The unit complied with previous standards at the time of manufacture.”

31.1 Planning Applications received

* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on

<http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 31.1.1 22/1743/FUL – Old Farm Business Centre, Church Road – To extend existing car park
- 31.1.2 22/01754/FUL – 55 High Street – Amended – Erection of a detached dwelling and associated works (Amended Scheme to refused application 21/04100/FUL) – to note response made between meetings using delegated powers – the Parish Council objected to the application with the following response:

“Toft Parish Council objects to the application for the following reasons.

The Parish Council wishes to submit its previous comments as shown below with the additional comment that whilst the new application is lower than the previous application it is still higher than the adjacent buildings.

The access to the proposed new building is very tight. It is particularly tight at the corner of the existing building and could be hazardous for pedestrians. The PC relies on the planning authority to decide whether it is too tight for access for emergency vehicles etc. However there has been evidenced challenges from neighbours as to ownership of all

the land that is included within the proposal, that is neighbours are saying that the applicant does not own all the land that is impacted by the proposal.

The new property would probably be backfilling on a section that is already a backfilled site.

There is no design and access statement included or materials of construction detailed. There are no details about how the surface water would be managed.

In terms of the building itself, the proposed building is a two storey structure when most of the adjoining buildings are single storey. It is a bulky design meaning that the full height (or close to) of the building extends to its full width making its very dominant. The design is out of character compared to adjacent buildings in its shape and materials of construction. The building will be close to and very visible from a number of adjacent residences, and will be very dominant from these residences and their gardens. The combination of all these factors mean that the location is not suitable for the building. With this building the density of building in this area will be too high thereby affecting privacy and light.

The public footpath that runs along the road will be more hazardous

Ignoring the land ownership issues, the access proposals include widening the road with a wide splay onto the main road which will mean to loss of hedges and grassed areas. It will make the access very stark and unattractive and out of character with its location. It is difficult to see how a 2m footpath could be laid beside the driveway which will affect the safety of pedestrians.

The village suffers a lot of flooding with the B1046 and Brookside often closing due to flooding. Furthermore, the foul drains in Brookside overflow and discharge sewerage regularly after significant rain. This proposal will increase the amount of surface water and sewerage that the system needs to deal with and will inevitably make the situation worse as land is built upon and the driveway widened. The application does not give enough details as to how this additional surface water and sewerage would be dealt with."

- 31.1.3 22/02436/LBC – 12 Comberton Road – Change to existing consent 21/05234/LBC (Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site) change the angle/orientation of the glass link roof
- 31.1.4 21/05233/NMA1 – 12 Comberton Road – Non-material amendment of planning permission 21/05233/HFUL (Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site) change the angle/orientation of the glass link roof
- 31.2 SCDC Decision Notices
 - 31.2.1 21/00968/HFUL – 72 West Street – Two storey extension to garage to form home office – Permission refused by SCDC.
 - 31.2.2 20/04328/S73 – Old Farm Business Centre, Church Road – Removal of Condition 7 (Work operation hours) of planning permission s/1986/99/F (Conversion and extension of barns to form offices with associated parking) – Permission refused by SCDC.
 - 31.2.3 20/04175/S73 – Old Farm Business Centre, Church Road – Removal of Condition 10 (Hours of operation) of planning permission S/1323/10 (Change of use of grain store into offices (Class B1) together with associated parking (time limit for implementation)) to

remove these limitations as they would significantly restrict the ability to operate the business – Permission refused by SCDC.

31.3 Tree works

Tree works applications are now available to view on the SCDC portal.

31.3.1 22/0520/TTCA – 18 School Lane

31.3.2 22/0621/TTCA – 16 School Lane

31.3.3 22/0641/TTCA – St Andrew's Parish Church, Church Road

32. Members' items and reports for information only

32.1 Village Maintenance

32.2 Highways

32.3 Toft People's Hall

32.4 Footpaths

Tricia Ellis-Evans will be sending a report before the meeting.

32.5 Defibrillator

Tricia Ellis-Evans will be sending a report before the meeting.

32.6 Jubilee report

Tricia Ellis-Evans will be sending a report before the meeting.

33. Closure of meeting



Register of Parish Members' Financial and other Interests

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name _____

Parish Council _____

Signature _____

Date _____

If you require any assistance as to how to complete this document, please contact the Monitoring Office at Monitoring.Officer@scambs.gov.uk

Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.

Q1 Employment Office Trade Profession or Vocation

1.1 Are you employed – whether full or part-time?

(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 _____

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 _____

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

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1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4_____

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2_____

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner	

you live with	
---------------	--

Q2 Sponsorship	
<p>2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member? (This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)</p> <p>If No, please go to Q2.2</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>2.2 Has any person, or body, made a payment to you for your election expenses?</p> <p>If No, please go to Question 2.3</p> <p>If Yes, please provide details</p>	
<p>2.3 Have you received any payment or financial benefit from a trade union?</p> <p>If No, please go to Q3</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Q3 Contracts

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2_____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
-----	--

Your Civil Partner, spouse or partner you live with	
---	--

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4._____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
-----	--

Your Civil Partner, spouse or partner	
--	--

you live with	
Q4 Land Licences and Corporate Tenancies	
<p>4.1 Do you hold any beneficial interest in land within the Parish Council's area? (A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).</p> <p>If No, please state here and go to Q4.2_____</p> <p>If Yes, please give the address or a brief description of the land:</p> <p>Does the information provided relate to:</p>	
You	
Your Civil Partner, spouse or partner you live with	
<p>4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area? (A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)</p> <p>If No, please state here and go to Q4.3_____</p> <p>If Yes, please give details of the licence (the address or a brief description of the land)</p> <p>Does the information provided relate to:</p>	
You	

Your Civil Partner, spouse or partner you live with	
<p>4.3 Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord? (Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)</p> <p>If No, please state here and go to Q5 _____</p> <p>If Yes, please provide the address(es) or other descriptions(s) of any land interest:</p> <p>Does the information provided relate to:</p>	
You	
Your Civil Partner, spouse or partner you live with	

Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. _____

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Part 2

Other registerable interests

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

These declarations only apply to you and not to your partner.

Unpaid Directorships:	
You	
Membership of outside bodies appointed by the Council Bodies of which I am a member or are in a position of general control or management and to which I am nominated or appointed by the Council:	
You	
Membership of outside bodies Bodies of which I am a member or am in a position of general control or management: (i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):	
You	

Name: _____ Signature: _____ Date: _____

Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice](#) is available at this link and can be found on South Cambridgeshire District Council website's Customer Privacy Notice section.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact Democratic.Services@scambs.gov.uk

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

Monitoring.Officer@scambs.gov.uk

A copy should also be retained by the parish clerk.

Guidance notes

Please refer overleaf to guidance notes on how to complete this form.

Guidance notes for the Register of Members' Disclosable Pecuniary Interests and Other Registerable Interests

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (N.B. DCLG guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer, though if in doubt they can speak with the Monitoring Officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at Monitoring.Officer@scambs.gov.uk for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Council of any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/or disqualification as a South Cambridgeshire District Councillor for up to five years.

1. Employment Office Trade Profession or Vocation

- 1.1 You should declare the name of you/your spouse, partner's employer
- 1.2 If you/your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you/your spouse, partner carry out or should declare for income tax purposes. This includes a taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.
- 1.4 You should include the name of any firm of which you/your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, any body which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not included any voluntary or unpaid post please remember that 'gain' could include other rewards e.g. bonus payments or share dividends, expenses payments etc.

2. Sponsorship (Note: this section only applies to you)

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)

2.3 You should include any payment made to you by a trade union.

3. Contracts

You should describe all contracts, of which you/ your spouse, partner are aware, which are not fully discharged, and which are:

3.1 contracts between the Parish Council and yourself/ your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and

3.2 contracts between a firm in which you/ your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

4. Land Licences and Corporate Tenancies

4.1 You should declare any land in the Parish area in which you/your spouse, partner have a beneficial interest (that is, in which you/ your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you/your spouse, partner live in the Parish you should declare your home as owner, lessee, or tenant. You should also declare any property from which you/your spouse, partner receive rent, or of which you are the mortgagee.

4.2 You should declare land in the Parish which you/your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.

4.3 You should list any tenancies of property of which you/your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you/your spouse, partner are a partner or a company of which you/your spouse, partner are a Director or in which you/your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

5 Securities

If you/ your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your/your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

Part 2 – Other Registerable Interests

These are not Disclosable Pecuniary Interests.

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

(a) Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your local authority;

(b) Details of any body of which you are a member or in a position of general control or management and which –

- exercises functions of a public nature

- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an ‘other registerable interest’. Failure to register these interests is not covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?
-

Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

Do local campaigning or Facebook groups need to be registered?

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

What about membership of a political party or trade union?

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and

Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

Sensitive Information

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

What is sensitive information?

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you.

For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

What happens if the monitoring officer does not agree that the information is sensitive?

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

What happens if the information stops being sensitive?

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

I haven't received a direct threat, but I am concerned about registering my home address.

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the Localism Act 2011 allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The Committee on Standards in Public Life's review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-22

Summary of previous month

Balance brought forward		<u>68,592.53</u>
Adjustments		
LGS SERVICES	ADMIN SUPPORT JAN AMMEND.	54.96
TOFT PCC	CALENDAR AMMEND.	-0.55
Expenditure approved at previous / between meetings		
UNITY TRUST	SERVICE CHARGE	-18.00
SALARIES	May-22	-161.05
BUCHANS	GRASSCUTTING	-604.20
MADINGLEY MULCH	PLAY BARK	-195.40
CAPALC	AFFILIATION FEE	-297.78
Credits		
NATIONWIDE	INTEREST	18.23
<i>Total Adjustments</i>		<u>-1203.79</u>
Balance revised after adjustments		<u>£67,388.74</u>

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	13,329.40	14852.41	-1523.01
Natwest Current Account	17,576.42	17576.42	
Nationwide BS	36,482.92	36482.92	
Total	<u>67,388.74</u>	<u>68,911.75</u>	<u>-1,523.01</u>

Expenditure for approval	£
SALARIES	373.65
SCDC	ELECTION FEE 105.00
PARISH ONLINE	ONLINE MAPPING 45.00
PLAYSAFETY LTD	ROSPA INSPECTION 96.60
COMMUNITY HEARTBEAT	DEFIBRILATOR PADS 60.00
LGS SERVICES	ADMIN SUPPORT - APRIL 2022 446.42
LGS SERVICES	ADMIN SUPPORT - MAY 2022 510.71
	<u>1637.38</u>
	<u>Balance C/F</u>
	<u>65751.36</u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
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 2022**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
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', is an explanation available for publication?		
Section 2	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?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

TOFT PARISH COUNCIL
ENTER NAME OF AUTHORITY

certifies that during the financial year 2021/22, 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 2021/22:

20631

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

16831

ENTER 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 2018
- In relation to the preceding financial year (2020/21), 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 you are able to confirm that the above statements apply and that 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 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

Telephone number

CLERK@TPC.TOFT.ORG.UK ENTER GENERIC EMAIL ADDRESS

01954 210241 NUMBER

*Published web address

https://tpc.toft.org.uk/ ENTER 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 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

TOFT PARISH COUNCIL
ENTER NAME OF AUTHORITY

https://tpc.toft.org.uk/
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2020/21 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2021/22

We acknowledge as the members of:

TOFT PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	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

Other 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

<https://tpc.toft.org.uk/> ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

TOFT PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	71179	73213	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	15000	15000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	3326	1831	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	1738	1739	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	14554	18892	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	73213	69413.43	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	73213	69413	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	43658	403709	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

27/10/2022

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

TOFT PARISH COUNCIL CASH BOOK RECONCILIATION
 FY ending 2022

Reconciliation from cash book

Balance b/f	<u>73212.88</u>	C/F	
Receipts	16831.45	Unity Trust Bank	15623.71
Payments (inc o/s at bank)	-20630.90	Natwest Current	17576.42
		Nationwide BS	36482.92
		O/S	0.00
<u>Balance c/f</u>	<u>69413.43</u>	Charity funds	-269.62
			<u>69413.43</u>
B/F Bank & cash	73212.88	Payments	20630.90
Receipts	16831.45	C/F	69413.43
	<u>90044.33</u>		<u>90044.33</u>

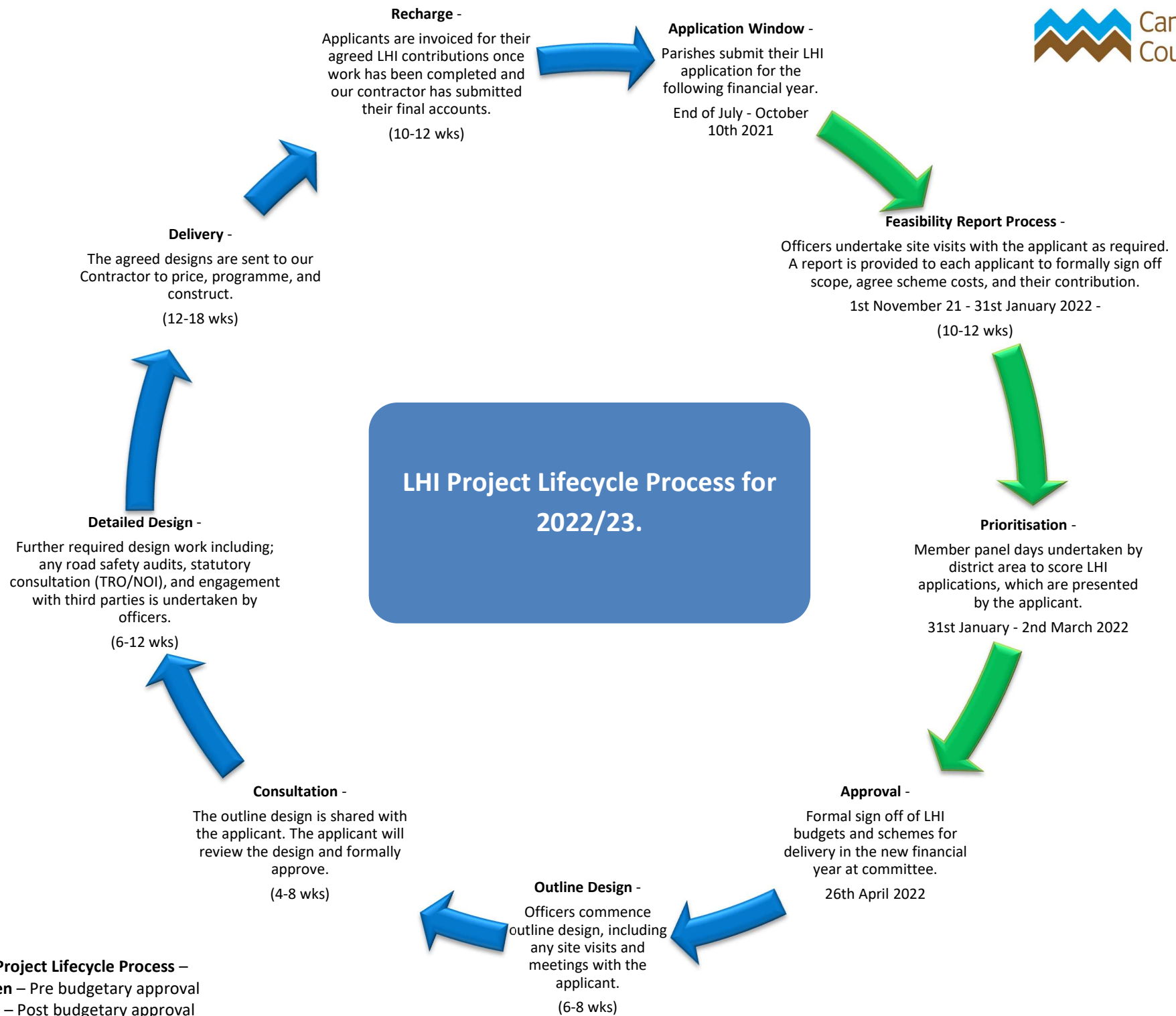
* The Current Account contains the funds of the William Eversdens Charity (PC Sole Trustee). The Charity Accounts are not included in the Council's Year End Accounts.

WILLIAM EVERSDENS CHARITY CASH BOOK RECONCILIATION
 FY ending 2019

Reconciliation from cash book

Balance b/f	344.42		
Receipts	50.00		
Payments (inc o/s at bank)	-124.80		
<u>Balance c/f</u>	<u>269.62</u>		
B/F Bank & cash	344.42	Payments	124.80
Receipts	50.00	C/F	269.62
	<u>394.42</u>		<u>394.42</u>

LG BDR
27/04/22



LHI Project Lifecycle Process –
Green – Pre budgetary approval
Blue – Post budgetary approval