

# Thorverton Parish Council

## **Additional Information for the meeting on 9<sup>th</sup> April 2024**

- 1 Public Open Session** - 5 minutes maximum per speaker
- 2 Co-option of New Councillor**
- 3 Declarations of Interest**  
To receive any declarations relating to items on this agenda
- 4 Apologies**  
To consider any apologies for absence
- 5 Minutes To approve the meeting minutes 12th March 2024**

## **6 External Reports**

To receive reports from:

### **6.1 County Cllr Squires**

### **6.2 District Cllr Roberts**

### **6.3 Saturday Market**

## **7 Projects**

### **7.1 Affordable Housing inc. CLT Costs £2,500 and website**

Once the Memorandum of Understanding is signed with the landowners the Technical group advise the following costs:

Topographic Survey        £ 500

Infrastructure Survey       £ 2,000

Infrastructure survey will cover two sites, normally £ 1,500 a site.

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### **7.2 Road Warden inc. £40 spend for delivery of materials**

#### **Email from DCC Highway Services**

I am just processing your request; we won't be able to order any materials until the new financial year as funds for this one have been used. Are you aware that for any orders for any less than a full pallet (52 tubs) there is a delivery charge that is payable by the parish, we would invoice you for the charge of £40.

### **8 Recreation Ground**

#### **8.1 Financial Report for March**

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### **8.2 Memorial Bench request**

**Email 4<sup>th</sup> April 2023**

My late father William John (Jack) Andrews looked after the recreation ground on a voluntary basis for many years. As a memorial to him myself and family felt that a fitting tribute would be to erect a bench at the recreation ground at Thorverton as this is where much of his later years working and enjoying watching the football

We appreciate that we would need permission to do this and as such I am asking if the parish council are the correct body to seek permission from?

## 8.3 Lottery Funding bid

### Email from a Working Group member

Thanks for taking this on. I don't like passing it on to you when it's not properly finished, but I don't think there's much more I can do.

Having said that, I haven't contacted the Lottery people, so I they're not yet expecting this application at all.

In terms of the funding required, others are more familiar than I am with the quotes we have received. I think this is the area that needs some stern management. We have had four quotes I think, which are wildly different. I have entered a total cost that seems in the middle of the quotes we have had, but being new to this you can ask for a full explanation which will be useful.

We are asked to say how many people benefit from the Rec - I haven't estimated that so included the answer "1" to each question, just to allow me to save and continue.

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## **9 Grounds Maintenance**

### **9.1 Contractor Work for the month**

### **9.2 Village Tidy-Up Day Postponed from March due to poor weather**

## **10 Planning & Consultations**

### **10.1 [24/00465/HOUSE](#) Higher Dunsaller 16 Solar panels on two frames**

## Thorverton Parish Council

**10.2 DALC Annual Fees** £390.14 incl Annual Membership survey

### **Email from DALC**

Take part in our Annual Survey 2024

To support Devon's 400+ parishes, it is important that we understand our members, keep abreast of current trends, and identify any areas of support our members may need for the year ahead.

Please can you spare 10 mins to [complete our annual survey](#) and help us capture useful information about your council, and your thoughts on DALC's services.

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## **11 Correspondence**

### **11.1 Allotments Renewals and reletting.**

#### **Email from a resident**

#### **Collection of allotment rents**

The rental year runs from January to the end of December. Allotment rents have generally been requested in December for the coming year, indeed the Parish Council's allotment rules state that rents should be paid by 15 January each year. But for the 2024 rental year no request for rents has yet been made. Some allotment holders are anxious that this might mean that they cannot continue. More significantly perhaps, it is quite possible that one or more allotment plot tenants do not wish to continue, in which case the sooner the Parish Council knows that, the sooner such plots can be allocated to anyone waiting to take on a plot. It will soon be a little late for someone to take on a plot and get it productive this year.



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**Decision on whether three of the plots are in acceptable condition or whether the plot holder should be warned/have their tenancy terminated**

Three plots are in poor state of management. These are pictured below (plots 4, 21 and 22):





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Under the Allotment Rules (published on the Parish Council's website), plots which have not been kept in good condition could be recovered by the Parish Council and then let to new tenants. The Parish Council could, of course, choose to give some warning, thus allowing the present plot holders to bring the plots into good condition by a specified time. However, given the time of year, to do that would probably mean that if the plot holder subsequently failed to bring them into acceptable condition, it would then be too late in the year for a new tenant to make much of the plots this year.

### **12 Annual Parish Meeting**

### **13 Finance**

**13.1 Bank balance Not received at date of agenda.**

**Bank statement required for 28<sup>th</sup> March 2023 to 4<sup>th</sup> April 2024**

## **13.2 AGAR External Audit Exemption for 2023-24**

The Annual Governance and Accountability Review process has 2 audits – internal and external. The internal audit will take place on 8<sup>th</sup> May.

The external audit is optional and costs £210 + VAT.

### **Instructions from the external auditor - PKF Littlejohn**

Authorities claiming exemption

In order to claim exemption from a limited assurance review an authority must meet certain specified criteria and submit to us an approved exemption certificate.

The exemption criteria are met if the smaller authority can declare that:

- Its gross income and gross expenditure are both below £25k; and
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account has been issued by its external auditor in the prior year; and
- the reporting year is not one of the authority's first three years of existence.

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Please note: The only information we need for authorities claiming exemption is the approved exemption certificate from the relevant AGAR Form 1 or Form 2 and updates to contact details (where relevant).

### **The internal audit will cover:**

#### **Check list for internal audit purposes – 31<sup>st</sup> March 2024**

1. (A & J) Receipts & Payments or Income & Expenditure sheets, correctly completed.
2. (B) Internet bank payment schedules and/or cheque book stubs relating to expenditure with appropriate invoices/approvals noted. Credit/debit card, if so, what is the monthly limit? What controls are in place?
3. (B) VAT return and when submitted
4. Internal Control Policy and date last revised.
5. (C) General/financial and Open spaces risk assessments; date last reviewed.

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6. (D) Copy of budget 2023/2024 and date approved by Council; minute reference
7. (D) Minutes of precept setting for 2023/2024 year). Budget reports submitted during the year. Yes/No
8. (E) Expected income fully recorded with appropriate receipts. Grants received should be included in income.
9. (F) Petty cash supported by receipts.
10. (G) P60 record for staff including yourself. Do you have a Contract of employment? Yes/No
11. (H) Insurance schedule + fixed asset register. Asset register policy stating how fixed assets are valued.
12. (I) Bank statements for the year + reconciliations
13. Bank reconciliation for 31st March 2024 (end of year)
14. Authorisation of bank payments. Please advise who authorises the banking/payments of invoices. Yourself? Councillors? How many?
15. Loan register if Council has an outstanding loan.
16. Previous year's annual return + current year's annual return accounting statements.

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17. Standing Orders & Financial Regulations + date last reviewed
  18. Reserves Policy – do you have a reserves policy in place? Yes/no. If no, are you considering one as best practice.
  19. Evidence of compliance with the Smaller Authorities Code (if applicable) Website, including evidence of compliance with public rights and publication requirements of the AGAR, both 30<sup>th</sup> June and 30<sup>th</sup> September.
  20. Privacy policy and statement.
  21. Is Council responsible for any charities? If so, is the new compliance in place?
- Please note that I would like copies of all the items highlighted **in yellow**, emailed to me as soon as is practicable after the end of the year. Once I have read the updated Practitioners Guide due out sometime in March, there may well be other items to add to this list.

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## 13.3 Payments:

<b>13.3.1 G Foster</b>	CLT Website (inv185) & hosting May-Oct (inv186)	£	<b>527.94</b>
<b>13.3.2 BRN Fitch</b>	Grounds Maintenance for March (inv BF20240044)	£	<b>216.04</b>
<b>13.3.3 GX Accountancy</b>	Payroll services quarter to 5 Apr	£	<b>54.00</b>
<b>13.3.4 DALC</b>	Annual service charge and affiliations (inv 5743)	£	<b>390.14</b>
<b>13.3.5 Strutt &amp; Parker</b>	Allotment field rent (½ year)	£	<b>90.00</b>
<b>13.3.6 HMRC</b>	PAYE for clerk January - March 2024	£	<b>428.49</b>
<b>13.3.7 CLT Network</b>	Annual membership (inv 3547)	£	<b>90.00</b>
<b>13.3.8 J P Roberts - clerk pay, (March)</b>		£	470.39
	Reimbursement for MDDC Play Area Inspection	£	100.80
	Reimbursement for Compost for Rec (B&M rcpt)	£	11.98
	Reimbursement for Postage stamps (ThrvPO rcpt)	£	32.00
		£	<b>615.17</b>
<b>13.3.9 J P Roberts – clerk pay</b>			
	<b>(Feb – not paid at March meeting due to lack of cheques)</b>		
	Clerk pay, (Feb, incl. backpay)	£	755.19
	Reimbursement for Green Waste Bin Permit	£	65.00
	Reimbursement for Timber for play item repairs	£	16.42
	Reimbursement for Printer Cartridges	£	27.00
		£	<b>863.61</b>

## Thorverton Parish Council

### **14 Business at the Chairman's Discretion**

**Items for Information Only No decision making during this item.**

### **15 Next Meeting Tuesday 14th May 2024 – Annual Council Meeting**