

# **Additional Information for the meeting on 14<sup>th</sup> May 2024**

## **ANNUAL PARISH MEETING**

### **1 Village Reports**

#### **1.1 Thorverton Cricket Club - Plans for 2024**

#### **1.2 Thorverton Community Speedwatch Group (TCSWG) Report**

TCSWG is always appreciative of the interest and support given to us by the Parish Council.

TCSWG has been working as a group of volunteers established by the Police in 2017 to monitor and report traffic speeds at 3 sites on roads that approach the village from different directions.

In the last 12 months, despite some poor weather that caused cancellations, we have counted 2261 vehicles travelling into the village during 35 hours of surveys spread throughout the year (an average of 65 vehicles per hour in one direction only). Of the total counted we have reported 166 vehicles to the Police as excessive speeders significantly exceeding 30 mph (31 of those reported were travelling at

40 mph or greater with a maximum speed reported of 53 mph). Following our reports to the Police staged letters are sent by them to reported offenders and visits may be made to repeat offenders. There have been delays in receiving reports from the Police but I understand that the staged letters routine has not been affected. In the period 9 May 2023 to 31 March 2024 TCSWG reported 137 speeders to the Police who, after performing their checks, issued 115 stage 1 letters, 6 stage 2 and 2 stage 3 letters (stages 2 & 3 reflect multiple offenders). Data protection rules prevent TCSWG from storing details of offenders but we can provide dates, car makes and colours of multiple offenders if required, which could be used as a "shame" list. As can be seen from the numbers, the numbers of repeat offenders is pleasingly small.

It is difficult to be precise, but the group feels that traffic speeds and the number of speeders have somewhat reduced in the village but we would like to do more.

I write particularly at this time because TCSWG has not been able to recruit new volunteers to replace those who are no longer able to assist us; as a result we are now a group of only 3 volunteers. Whilst we can continue in the short term we need more volunteers to be able to schedule an effective spread of surveys. With this in mind I ask whether the Parish Council will agree to allow TCSWG to have a

presence at the next Saturday Market by making partial use of the table/stand that I understand is routinely used by the Council.

I look forward to learning the Council's thoughts.

### **1.3 Village Road Warden Report**

Ahead of next Tuesday's AGM, I thought it would be a good idea to give you an update.

So,

- We have a team in place Paul Uglow and Colin Wardle and myself.
- I have successfully completed DCC's online Highway Safety Awareness Course.
- I have attended in person (and passed) DCC's SWQR Unit 2 Signing, Lighting and Guarding Qualification (Chapter 8) qualification.
- I have made online applications to DCC's Highways and Traffic Management Team in both April and May for tools and materials in order that we can commence works.
- Until now due to a lack of budget, DCC's Highways and Traffic Management Team have been unable to provide any tools and

materials, and we have therefore been unable to undertake any works to date.

- I am advised that there was a Road Warden Board Meeting on 3 May 2024, where my application for tools and materials was put forward for approval.
- As of the date of this email, have received no feedback from the Highways and Traffic Management Team about my application.

I hope that this is of assistance.

## **2 Thorverton Parish Council**

Report on 2023-24 from the Chairman.

## **3 Public Questions & Comments**

# ANNUAL COUNCIL MEETING

## 1 Election of Chair

## 2 Apologies

## 3 Election of Vice-Chair & Allocation of Working Party Roles

### Roles agreed in 2023

#### Responsibilities

Focus – Cllr Foster

School– Cllr Price

Social Media – Parish Clerk

Raddon Group – Cllr Foster

Memorial Hall – *Cllr Wills*

Recreation Ground – Cllr Sims

Highways/Footpaths – Cllr Nightingale &  
*Cllr Heaven-Roberts*

Speedwatch – Cllr Sims & Hodge

Allotments – Mr Neville Lane

Snow Warden – Cllr Marshall

#### Working Groups

New Cemetery – Cllr Hodge, Cllr Uglow,  
Mr S Fice, Mr N Bright & Mr M Ayre

Staffing – Cllr Foster, Cllr Price

Planning & s106 Funding

– Cllr Crang, *Cllr Wills*

Grant Giving – Cllr Hodge & Cllr Marshall

Village Leats – Cllr Crang

Barliabins – Cllrs Uglow, Cllr Marshall, Mrs  
Wills & Mr Sanders

## **4 Councillor Administration**

### **4.1 Resignation of Cllr Heaven-Roberts**

### **4.2 Confirmation of Registers of Interests**

### **4.3 Confirmation of Contact Details**

## **5 Review of Council Orders and Policies**

Standing Orders, Financial Regulations etc

## **6 Financial Authorisation**

Bank, Cheque Signatories, Purchase Threshold for 3 Quotes

## **7 Risk Management Policy**

Risk Assessment for the next 12 months – [document link here](#).

## **8 Dates and Times of Meetings**

7pm Tues 14<sup>th</sup> May 2024

7pm Tues 11<sup>th</sup> June 2024

7pm Tues 9<sup>th</sup> July 2024

7pm Tues 10<sup>th</sup> Sept 2024

7pm Tues 8<sup>th</sup> Oct 2024

7pm Tues 12<sup>th</sup> Nov 2024

7pm Tues 10<sup>th</sup> Dec 2024

7pm Tues 14<sup>th</sup> Jan 2025

7pm Tues 11<sup>th</sup> Feb 2025

7pm Tues 11<sup>th</sup> March 2025

7pm Tues 8<sup>th</sup> April 2025

6:30pm Tues 13<sup>th</sup> May 2025

## **9 Public Open Session**

15 minutes for members of the public to raise any issue of concern

## **10 Declarations of Interest**

To receive any declarations relating to items on this agenda.

## **11 Minutes**

To approve the meeting minutes of [9<sup>th</sup> April 2024](#).

## **12 External Reports - To receive reports from:**

**12.1** County Councillor

**12.2** District Councillor

**12.3** Saturday Market

### **April's Saturday Market Report:**

Projects :

1. One parishioner urge the council "get on with them" as many of the projects had been open for some time.
2. Affordable Housing project ~ fact finding from some residents who could not attend the open meeting. Positive feedback from multiple Thorverton residents. Information given on the now live website for up to date information ( [thorvertonclt.co.uk](http://thorvertonclt.co.uk) )
3. Please can we have 20mph thought the village request.
4. Please could i tell them what the large red agricultural vehicles going back and forward through the village are doing and for how long ~ I could not answer this question so refer it to council.
5. Local resident came forward to tell the council that he has been informed that the BT pole will be replaced near his home and was concerned for the piece of land and plant damage and wanted the PC to know. He also volunteered to help if needed to help look after this land known locally as Dorothy,s Triangle.



6. Cricket Club would send a representative to the annual parish meeting to present there present plans for the club.
7. Abbotsford – parishioner issue.

### **13 Bullens Close - Pothole outside no. 22**

Extract from parishioner email

...Also when the Pot Hole Wardens are having a check around the village can they look at the turning spot in Bullens Close (outside no 22 in the middle of the road)

Many thanks

# Thorverton Parish Council

## **14 Affordable Housing**

### **14.1 Registration with the Financial Conduct Authority**

Thorverton Community Land Trust has to register with the FCA and this will cost £120. Advice received:

I'll now send everything off to the FCA and `cc you in to my email to them. The deadline for a response from them is 29 May 2024. The FCA usually take all of this time to respond but I will let you know if they get back to us sooner with any updates or questions.

There is also the final matter of the fee to the FCA. This is for £120 and can be made by BACS or cheque. Payment instructions are detailed below:

#### Cheque Payments:

Make a cheque out to the Financial Conduct Authority. Write the full incorporation name of your CLT on the back of the cheque and post to:

Mutuals Team

Financial Conduct Authority

12 Endeavour Square

London

E20 1JN

# Thorverton Parish Council

## **15 Handyman**

To discuss the work for the next month

## **16 Planning and Consultations**

### **16.1 24/00503/LBC**

**Higher Dunsaller** 23 windows 3 int & 1 ext door replacement

### **16.2 24/00150/FULL**

**Lynch Farm** Roof to cover yard

# Thorverton Parish Council

## 17 Accounts and Annual Governance and Accountability Return (AGAR)

### 17.1 Accounts for 2023-2024

Annual Accounts -- THORVERTON PARISH COUNCIL -- 2023-24									
Bank Statements	Current Acct	Reserve Acct	Other	Cheques b/f or uncashed	Total		Income & Expenditure	Total	
Opening balances 1st April 2023	£ 16,821.08	£ 36,794.48			£ 53,615.56		Opening balances 1st April 2023	£	53,615.56
							Payments	£	14,462.48
							Receipts	£	22,884.39
Closing Balances 31st March 2024	£ 24,748.60	£ 37,288.87		£ -	£ 62,037.47		Closing Balances 31st March 2024	£	62,037.47
							Imbalance	£	-
<b>Allocated Reserves at 01-Apr-23</b>							<b>Allocated Reserves at 31-Mch-24</b>		
New Cemetery Funding	£ 27,422.00						New Cemetery Funding	£	28,562.00
Arch Dig Funds (for intrprttn board)	£ 2,310.00						Arch Dig Funds (for intrprttn board)	£	2,310.00
Night Landing Site Funding	£ 1,068.00						Night Landing Site Funding	£	1,068.00
Covid Funding	£ 487.85						Covid Funding	£	995.00
Play Equipment Funding	£ 7,000.00						Play Equipment Funding	£	9,732.00
Tool Store Funding	£ 2,700.00						Tool Store Funding	£	2,700.00
Allotment Deposits	£ 475.00						Allotment Deposits	£	475.00
Affordable Housing	£ -						Affordable Housing	£	2,006.08
<b>Total</b>	<b>£ 41,462.85</b>						<b>Total</b>	<b>£</b>	<b>47,848.08</b>
<b>General Reserve</b>							<b>General Reserve</b>		
Bank Balance - Ringfenced Resrvs	£ 12,152.71						Bank Balance - Ringfenced Resrvs	£	14,189.39

  

Prepared by	Approved by Thorverton Parish Council
.....	Signed .....
Jim Roberts	CLlr Andrew Foster, Chairman
Clerk & Responsible Financial Officer	
Thorverton Parish Council	
Date 10th May 2024	Date .....
	Minute ref .....

## **17.2 AGAR Internal Audit**

# Thorverton Parish Council

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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

# Thorverton Parish Council

## **Internal Audit Report**

# Thorverton Parish Council

Internal Audit Report for Thorverton Parish Council dated 2<sup>nd</sup> May 2024

The internal audit was carried out on the 30<sup>th</sup> April 2024 examining all pertinent documents after checking the website of Thorverton Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- 1) There are some policies which require reviewing annually according to your Standing Orders. These include the Internal Control Policy, all Risk Assessments, the Financial Regulations and the Standing Orders.
- 2) Councillors are still using personal email addresses for Council business. The Practitioners Guide for Governance and Accountability advises against this practice very strongly. All councillors should have a Council email address and I would hope this is put into place very soon.

These findings are attached to the Internal Audit report and should be published on the council website.

*Penny Clapham*

Penny Clapham PSLCC  
BA (Hons) Community Governance.



# Thorverton Parish Council

## 17.3 AGAR Governance

	Agreed		<i>'Yes' means that this authority:</i>
	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>

# Thorverton Parish Council

## 17.4 AGAR Accounting

### Section 2 – Accounting Statements 2023/24 for

THORVERTON PARISH COUNCIL			
	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	55,182	53,615	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	17,426	17,763	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	3,396	5,121	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	7,222	5,780	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	15,167	8,683	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	53,615	62,036	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	53,616	62,037	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	69,987	69,987	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

# Thorverton Parish Council

## 17.5 Notice of Public Rights

### THORVERTON PARISH COUNCIL

#### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

#### NOTICE

1. Date of announcement **15<sup>th</sup> June 2024**

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

**Jim Roberts**  
**Clerk to Thorverton Parish Council**  
**10 The Glebe**  
**Thorverton EX5 5LS**

commencing on **Monday 17<sup>th</sup> June 2024**

and ending on **Friday 27<sup>th</sup> July 2024**

# Thorverton Parish Council

## 18 Finance

**18.1 Bank balance** £ 61,311.80 (5<sup>th</sup> April 2024)

**18.2 Payments** To consider the following payments:

**18.2.1 Thorverton Memorial Hall** Room hire 2024-25 inv 0265      £    **312.00**

**18.2.2 G Foster** CLT Website development (inv188)      £    **800.00**

**18.2.3 Geoff Pook** Professional services re TAHG & CLT      £    **614.00**

**18.2.4 Financial Conduct Authority** CLT registration fee      £    **120.00**

**18.2.5 Arthur J Gallagher Insurance Brokers Ltd** Annual insurance      £    **831.77**

**18.2.6 P Clapham** AGAR Internal Audit      £    **114.50**

**18.2.7 J P Roberts** Clerk pay for April      £    456.89

**Reimbursements** Printer Ink Cartridges      £    45.98      £    **502.87**

## 19 Business at the Chairman's Discretion

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

**20 Next Meeting** Tuesday 11<sup>th</sup> June 2024

# Thorverton Parish Council

## **THORVERTON RECREATION GROUND TRUST** **ANNUAL GENERAL MEETING**

### **1 Annual Report - From the Chairman**

### **2 Annual Financial Report**

April 2023	£ 596.45	Nov 2023	£ 25.73
May 2023	£ 31.58	Dec 2023	£ nil
June 2023	£ nil	Jan 2024	£ nil
July 2023	£ 26.00	Feb 2024	£ nil
Aug 2023	£ nil	March 2024	£ nil
Sept 2023	£ nil		
Oct 2023	£ nil	Total	£ 679.76

### **3 April 2024 Financial Report**

### **4 Work for 2024-25 - including National Lottery Bid**

Email from the clerk 10<sup>th</sup> May refers.