

11th April 2023

NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

Meeting: Hunts Grove Parish Council
Date and time: 17th April 2023 at 6.30pm
Venue: Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 13th March 2023.
- b) Review of outstanding actions not already included on the agenda.

4. PUBLIC PARTICIPATION

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

5. TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCIL COUNCILLORS

6. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update from Cllr Meecham
- b) To receive an update on King's Coronation celebration on Sunday 7th May 2023.
- c) To confirm that planning consent received for the storage unit and to agree course of action.4
- d) To receive Active Travel updates including a request to support Standish PC regarding Cycle/Walking link between Stroud and Gloucester.
- e) To receive Naming Project updates.

7. TO RECEIVE COMMUNITY GOVERNANCE REVIEW UPDATES

To respond to the recommendation to increase to 9 councillors (deadline 26th April).

9. DEVELOPMENT SITE UPDATES

- a) To receive an update from Crest Nicholson
- b) To receive an update reference the management company.
- c) To receive an update regarding Phase 1 Adoption Status Update and remedial work required.

10. PLANNING

- a) To consider the revised application S.21/2579/OUT
- b) To consider planning applications received since publication of agenda.

11. POLICY WORKING GROUP

- a) To receive notes of latest Policy Working Group meeting
- b) To agree the date and priorities for the next working group meeting.

12. YOUTH WORKING GROUP

- a) To receive an update from the Youth Working Group.

13. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

14. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period
- b) To receive the independent audit report for 2022/23.
- c) To receive the 2022-23 balance sheet.
- d) To approve the Annual Governance Statement (section 1) for 2022/23
- e) To approve the Annual Accounting Statements (section 2) for 2022/23
- f) To approve the dates of the period for the exercise of public rights as commencing on 5th June until 14th July 2023
- g) To note that Cllr Meecham and Cllr Turner-Wilkes carried out a check of the accounts on 18/01/23.
- h) To note that the Clerk's annual appraisal has been completed.

- i) To consider contributing 50% of the cost for the Clerk to attend the SLCC National Conference 11/12 October.
- j) To approve the schedule of payments.

15.TO RECEIVE THE CLERK REPORT

16.TO RECEIVE VERBAL REPORTS FROM PARISH COUNCILLORS

17.PARKS & OPEN SPACES UPDATE

- a) To receive an update from Cllr Turner-Wilkes
- b) To receive a verbal update on CCTV for the open spaces.

RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED

18.DEVELOPMENT SITE UPDATES

- a) To receive an update on allotments
- b) To receive an update on the community building
- c) To receive updates from PREIM and discuss matters arising
- d) Colethrop Farm Ltd (CFL) updates

19.GROUPS, EVENTS & PROJECTS

20.VILLAGE MAINTENANCE

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

21.HIGHWAYS UPDATE

- a) Haresfield Lane works update
- b) Harrier Way Junction and resurfacing updates
- c) A38 junction works & construction traffic routing
- d) To receive an update on "hedgehog highway" campaign
- e) "20 is plenty" Project, to receive an update from Cllr Turner-Wilkes.

22.WEBSITE & COMMUNICATIONS

- a) To receive the monthly communication report from Cllr Ryder
- b) To receive an update on the Business Directory
- c) To receive an update on the Parish Mailing List

23.CORRESPONDENCE

24.ENERGY FROM WASTE

- a) To receive an update from the Community Liaison Group (CLG) representative.

MINUTES

Meeting: Hunts Grove Parish Council Meeting
Date and time: 13th March 2023 at 6.15pm
Venue: Hunts Grove Primary Academy

Present:

Cllr Mark Ryder (Chair)
Cllr Demelza Turner-Wilkes
Cllr Adam Hampson
Cllr Sandra Meecham
Cllr Kevin Thorne

Also In Attendance:

County Cllr Stephen Davies (left after item 423/23)
Ms L Brailsford, Crest Nicholson representative (via Microsoft Teams)

419/23 APOLOGIES FOR ABSENCE

District Cllr Oxley.

420/23 DECLARATIONS OF INTEREST

There were none.

421/23 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 13th February 2023.
- b) Council reviewed the outstanding actions. **Action: Clerk** to add the storage unit to the next agenda to confirm course of action. **Action: Clerk** to check requirements for registering the defibrillators and regular inspections.

422/23 PUBLIC PARTICIPATION

None present.

423/23 DISTRICT AND COUNTY COUNCIL COUNCILLOR REPORTS

County Councillor Stephen Davies reported on County Council matters; there has been 60% take-up so far for the holiday activity and food programme. £500,000 Government funding for cycle paths has been granted to Gloucestershire County Council.

District Councillor Mark Ryder reported on District Council matters; the Local Plan examination hearings commenced 7th March. The budget for 2023/24 has been agreed with a 2.99% increase. The community governance review recommendations have been published for consultation, deadline 26th April.

424/23 GROUPS, EVENTS & PROJECTS

- a) Council received an update from the Hunts Grove Wombles. The local PCSO brought along some young people to take part in the litter pick. **Action: Clerk** to order additional 5 litter pickers and 10 hoops.
- b) Council received an update on the Easter Community Day, 1st April 2023.
- c) Council received an update on the King's Coronation celebration on Sunday 7th May 2023.
- d) Council received Active Travel updates and agreed to send a letter to support Standish PC's multi-use trail plans that will link in with the Cycle/Walking link between Stroud and Gloucester. It was also agreed to include in the letter of support that Hunts Grove PC is also requesting that the Cycle/Walking link goes through Hunts Grove as there are many options to link the route. **Action: Cllr Thorne / Clerk.**
- e) Council received Naming Project updates, Cllr Thorne and the Clerk are meeting with the school on 14th March. **Action: Cllr Thorne** to plan next steps.

425/23 TO RECEIVE COMMUNITY GOVERNANCE REVIEW UPDATES

Recommendations are now available for public consultation, deadline 26th April. **Action: Clerk** to add to next agenda for debate.

426/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; following on from Cllr Thorne's email regarding various issues, Lucie confirmed that paths will be installed 27th March, the finalisation of the paths will be with Vistry. The public open space (POS) fencing will be moved to the incomplete areas and away from the completed sections. The path to the major POS floods and TetraTech advice that the edging needs replacing. Councillors suggested a channel towards the drainage ditch will alleviate the surface water flooding – Lucie will raise with TetraTech. The blocked end of Lime Tree Avenue is still missing a panel – Lucie will follow-up on the replacement. The Bellway POS path will be moved as one of the final items to be done on the POS. There is tarmac in the drains in Brambling Way and also on the Bovis side of phase 3 which needs removing. The Business Meeting to be arranged for end March or beginning of April.
- b) Council received an update from Cllr Ryder reference the management company discussions. HGPC is meeting with CFL and Siobhan Baillie, MP on 17th March. The legal teams are expected to meet this week prior to the follow-up meeting with Crest on 20th March.
- c) Council received an update from Cllr Ryder and the Clerk regarding Phase 1 Adoption Status and remedial works required. The next meeting with Stroud DC is planned for 27th March. **Action: Clerk** to follow-up by email to Stroud DC requesting an update on the outstanding items such as the SUDS adoption and commuted sums.

427/23 PLANNING

- a) There were no planning applications for consideration.

428/23 POLICY WORKING GROUP

- a) Council received the notes of the latest Policy Working Group and there were no recommendations to approve.
- b) Council discussed priorities for the next working group – scheduled for Friday 31st March at 4.30pm.

429/23 YOUTH WORKING GROUP

- a) Council received a verbal update from the Youth Working Group. Cllr Meecham will prepare a flyer to hand out at the Community Fun Day.

430/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

No update.

431/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 28th February 2023.
- b) Council **resolved** to adopt the revised Code of Conduct as drafted by Stroud DC. **Action: Clerk.**
- c) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
07/03/23	270 Climbing – deposit	£177.00	£0.00	£177.00
09/03/23	Abbey Loos 1 st April 2023	£85.00	£17.00	£102.00
09/03/23	Alpha Colour Printers Ltd	£15.00	£3.00	£18.00
09/03/23	A-tech Installations Ltd	£859.68	£0	£859.68
01/03/23	Cloudy Group Ltd – March 2023	£43.00	£8.60	£51.60
27/02/23	Dale Haines	£230.00	£0	£230.00
05/04/23	HMRC – PAYE Q4	£325.00	£0	£325.00
03/03/23	Major Entertainments Ltd	£1750.00	£350.00	£2100.00
02/03/23	PATA (UK) – Payroll services	£28.15	£0	£28.15
05/04/23	Pension – March 2023	£102.89	£0	£102.89
31/03/23	Salaries & Expenses March 2023	£437.44	£0	£437.44
27/01/23	Simply Magic deposit (PAID)	£50.00	£0	£50.00
27/02/23	Stephens-Scown LLP	£1524.00	£304.80	£1828.80
	TOTALS	£5627.16	£683.40	£6310.56

432/23 COUNCIL RECEIVED THE CLERK’S REPORT

433/23 PARISH COUNCILLOR REPORTS

Councillors reported having difficulty with the Microsoft applications online, a training session will be provided at the next working group.

434/23 RECURRING ITEMS TO NOTE

There were no updates to the recurring items.

NEXT MEETINGS

- a) Council noted arrangements for the next Meeting of the Parish Council taking place on Monday 17th April 2023 at 6.15pm.

Meeting closed at 9.15pm.

Task Name	Description	Progress	Assigned To	Created Date	Start Date	Due Date
Defibrillators	Cllr Turner-Wilkes to liaise with the school regarding the installation of the defibrillator. 1A Hunts Grove defib installed 8th March.	Not started	Demelza Turner-Wilkes	11/10/2022		18/10/2022
Litter Bins	Clerk to contact SDC and Glos CC regarding emptying of new litter bins. Done. Clerk also to arrange purchase of 2 litter bins. Done. Awaiting delivery and installation as at 23/01/23. Done.	In progress	Julie Shirley	11/10/2022		18/10/2022
Follow-up RoSPA report defects with Crest		Not started	Demelza Turner-Wilkes	03/01/2023		
Hunts Grove Wood Maintenance	Prepare information to send to Planning Enforcement.	Not started	Adam Hampson	03/01/2023		
Grit Bins update to residents		In progress	Demelza Turner-Wilkes	03/01/2023	23/01/2023	
Business Plan Working Group	Add 2 residents to working group and work on draft business plan.	Not started	Mark Ryder;Demelza Turner-W	23/01/2023		
Grit Bins enquiries	Find out what other local parish councils do to install new grit bins, eg process with Highways etc.	Not started	Demelza Turner-Wilkes	23/01/2023		
Active Travel	Liaise with GCC and SDC	Not started	Kevin Thorne	23/01/2023		
Stakeholder Paper		Not started		14/03/2023		
Defibrillator	Check requirements for inspecting defibs. 1. Register with The Circuit - need Pads expiry date and serial number 2. Visual check on a weekly basis to ensure defib unused and still present.	In progress	Julie Shirley	11/04/2023		

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Planning Report

Date and time: 17th April 2023 at 6.30pm

MATTERS FOR VOTING

Agree comments to submit on the revised application S.21/2579/OUT

COUNCILLOR COMMENTS RECEIVED

The key thing is the same as per the PC's previous input around traffic volumes and the ability of J12 and other roads to accommodate that. The numbers predicted seem low given the number of car parking spaces and there are gaps or issues beyond those in National Highways input. We could again say that we request SDC consider the significant risk of impact from the development on J12 and the local road network, and delay until improvements are made.

Suggest restating our previous position and drawing attention to:

- The National Highways comments do not consider the impact of vehicles traveling across the junction, only using the sliproads to enter or exit the motorway.
- The modeling suggests 240 two way trips in the morning peak with only 84 entering the motorway. The majority of the remainder could be expected to travel across the junction towards Gloucester. The limited capacity at the junction means that these vehicles will contribute to congestion and queuing.
- National Highways also don't appear to consider the impact of vehicles heading towards the development in the morning peak, which would demand road space and reduce flows towards the site. Given the distribution nature of the units and that it is expected that a delivery company would be one tenant this would seem to have potential for not insignificant impact. Locally, the DPD Depot on Marconi Drive has a volume of van departures during the morning peak. ...and the reverse in the evening peak.
- There is very limited waiting capacity for vehicles traveling from the site and using the northbound entry slip. It is therefore likely that any such additional movements would contribute to congestion across the junction.
- The peak journey numbers seem very low considering the 800 staff car parking spaces and the lorry capacity being provided. Only 254 morning peak vehicle movements and 212 evening peak movements are each well less than one tenth of total daily movements. Other documents describe potential additional bus services at shift changeovers suggesting a lack of staggered shift patterns that would evenly spread traffic across the day.
- There are existing queues on the B4008 entering J12 which would exacerbated by vehicle movements from the site.
- The National Highways input says that queues at J12 offslips are not expected to exceed the constraints of the sliproads. This is difficult to credit as queues on the southbound exit slip do already sometimes extend beyond the sliproad, with frequent queue warning and speed advisory signs used on the southbound carriageway. This is before the completion of already authorised development those within existing local plans.

Working Group Meeting 31st March 2023

MANCO Community Centre, Sports Provisions

Top 10 wish list for community centre

1. Renewable energy – see the Eastington Community Centre, built in 1989 and has completely renewable energy. The orientation of the building was important to maximise solar energy and the angles of the roof etc – see more here <http://www.ohmg.org.uk/green-energy/> Having renewable energy on our community building would future-proof it and reduce future running costs
2. Minimum 2 separate hireable rooms plus office to maximise our rental capacity.
3. Changing Places facility - <https://www.changing-places.org/> - there are some legal requirements to include a changing places facility in public buildings, whilst the community centre may not meet the criteria of “large” and be legally required to provide this facility we should aim for best practice and ensure equality for all potential users of the building.
4. Storage – there’s never enough storage in community buildings. Indoor and outdoor
5. Provision for expansion potential in the floorplan
6. Provision for additions at later stage, i.e the parish council raising money to make additions.
7. Start negotiations with - Could we split back to a pavilion and community centre
8. Parish Council office.

THIS LIST WILL CONTINUE TO BE GENERATED

Pitch Options – Suggestions from Councillors

- Drop in posts to make pitches smaller
- The building cant support the pitches
- Support diversity and local community
- Cricket interest
- Rugby interest
- Could the parish council look to take funds to add it on ourselves.
- Crest to present with running costs

MANCO Legal Meeting

- Two legals met just before the last SDC meeting (Thursday 16th March)
 - Crest suggested changes required to each deed.
 - HGPC asked for the question of where in docs the requirement to change deeds
- Our legal team were more helpful than last time
- Crest legal in the end did seem more supportive
- Mark Foyle suggested a 3 year plan.
- Holding account in case a resident takes legal action against the MANCO
- Julie asked NALC after the meeting

- GPC – we need to have two thirds but if that drops after an election, we can continue to the next election. But we don't necessarily need to have GPC as this is what a PC is all about.
- Next meeting with Crest but not SDC.
- Once we have minutes the council need to respond by return.

Microsoft Apps online

All the online versions of the Office apps are available to councillors – the easiest way to access them is via Microsoft Teams. Go to the Teams icon within Teams and select a channel, eg Full Council Meetings. Click on the Files tab. From here you can view and edit any of the files or you can click on New to create a new file. Excel / Word etc will open for you when you select a file.

The tablets do not allow for the option of clicking NEW.

But you can create in 365 and then save and add via teams.

Annual Parish Meeting – 15th May 6pm

Last year the annual parish meeting was popular – Mark did a very good powerpoint presentation. I have teabags, sugar and coffee for refreshments but I forget where we got the hot water from.

Sandra to bring the tea urn. Arrange food.

AGM Meeting itself some options below. TBC with Julie.

- Start with a breakdown of what has occurred in the last 12 months.
- 20 mins
- 10 mins question
- 10 mins Sportily
- 10 mins Glen

Youth Grant

We've been awarded £4190 from the Office of the Police & Crime Commissioner. Half of the grant was to provide 2 youth activities (zorbing and trampolines) at the Fun Day but too late to include those on 1st April now, so perhaps we could do something at the King's Coronation instead. The other half was for a scoping exercise for a youth expert to identify what options we have for youth provision in Hunts Grove.

- Suggestion - Trampolines for the Kings Coronation.

Easter Event

- 11am start to set up
- Stuart, Alan, Kev, Tracey
- Adam, Dem to be called.
- Parish Council Gazebo
 - Bee Squared seeds to give out
 - Activity Tent

ACTIONS

- Letter with an official request that the parish council will take the community building.
 - Mark to message Julie – can we do without a vote.
- SDC Planners – Meeting with them to cover sports provision
 - Mark to make initial contact
 - Could we pick and choose sport England guidelines
 - Updated sport needs assessment
 - Wiggle room in the S106, is it difficult to change the S106.
- Julie to scope options with alternative solicitors, could Julie ask Geoffrey to recommend someone
- Await MANCO meeting minutes and then look at a return and booking the next meeting
- Check Julie has booked the AGM hall.
- Check Julie is an agenda in place for the AGM
- Sandra to generated HG AGM 15th May 6:00pm
- Invite Lucie, Fran, CLF (allotment survey) to AGM
- Points to Mark from councillors on the areas that we are working on.
- Sandra to do a poster for the AGM

HUNTS GROVE PC BANK RECONCILIATION 2022-23

BANK BALANCES 31 MARCH 2023	
Unity Trust Bank - Current	£76,262.34
Unity Trust Bank - Savings	£0.00
TOTAL MONIES IN BANK	£76,262.34
LESS OUTSTANDING PAYMENTS	
Alpha Colour Printers	18.00
TOTAL OUTSTANDING PAYMENTS	£18.00
TRUE BALANCE AT 31/03/23	£76,244.34
Opening Balance at 01/04/22	£34,973.53
Receipts year to date	£81,291.92
Sub-total	£116,265.45
Expenditure year to date	£40,021.11
TRUE BALANCE AT 31/03/23	£76,244.34

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2022-23				
	£	£	£	
INCOME	Budget	Received 31/03/23	Balance	Notes
Precept	53000	53000	0.00	
VAT reclaim	0	302.97	0.00	
Event Grants	0	3208.94	0.00	
Other Grants	0	7736.00	0.00	Defibs & Noticeboards
CIL	0	17044.01	0.00	Move to Earmarked Funds
TOTALS	53000	81291.92		
EXPENDITURE	Budget	Spend as at 31/03/23	Balance	Notes
Staff costs	10000.00	6850.78	3149.22	WFH Allowance moved to Gen Admin
General Admin/expenses	1500.00	2535.87	-1035.87	
Subscriptions	1000.00	0.00	1000.00	
Insurance	500.00	742.60	-242.60	
Donations	1000.00	0.00	1000.00	
Training	500.00	25.00	475.00	
Newsletter/Website	1500.00	423.41	1076.59	
IT	3000.00	3102.20	-102.20	
New equipment	3750.00	12080.09	-8330.09	Defibs & Noticeboards
Community Events	1000.00	6590.51	-5590.51	From Earmarked Funds
Professional fees	10000.00	3532.50	6467.50	
Earmarked Reserves contribution	20000.00	0.00	20000.00	
TOTALS	53750.00	35882.96	17867.04	
EARMARKED RESERVES	£			
Community events	7533.94	Plus budget less total spent to date=	943.43	
<small>(£3325 c/f plus in-year grants minus expenditure this year to date)</small>				
CIL	17044.01			

Annual Internal Audit Report 2022/23

HUNTS GROVE PARISH COUNCIL

www.huntsgrove-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			N/A
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 (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

27/3/2023

Name of person who carried out the internal audit

JENIFER MARSHALL AUDITOR

Signature of person who carried out the internal audit

J Marshall

Date

11/4/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



HUNTS GROVE PARISH COUNCIL
Internal auditor's report for the year ended 31 March 2023
Name of Auditor: Jeni Marshall

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	Yes	To add the date of adoption and minute number to the front cover of the Standing Orders	Standing Orders tailored to Council. On website Minute number 52/21 Adopted 12 July 2021

	b) reviewed using the most recent version? c) minuted?	No Yes	To adopt the 2022 version at the next annual meeting Annual Governance Statement Assertion 1	
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Yes Yes Yes	To add the date of adoption and minute number to front cover of the Financial Regulations. Annual Governance Statement Assertion 1	Financial Regulations tailored to Council Adopted 09/08/21 to most recent NALC version Minute Reference 62/21(b) On Website
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Yes Yes		Grants Policy approved 09/08/21 Minute Reference 66/21(e)
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Annual Governance Statement Assertion 2 & 3	Very few large purchases. Noticeboard 3 quotes 328/22 defibrillators 3 quotes were provided with grant application to CLG, the grant provider specified to purchase the lowest cost. Evidence of quotes supplied by email.
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Annual Governance Statement Assertion 3	Adopted 09/08/21 Minute Reference 66/21(c)

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Yes	Annual Governance Statement Assertion 3	Council meets the criteria Adopted 08/11/21 Minute reference 125/21(d) 8 November 2021
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	Yes N/A	Annual Governance Statement Assertion 1 & 3	There Is a separate column on payments and receipt spreadsheet for 2022-23 General Power of Competence adopted.
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	No	Direct debits approved with other payments on a monthly basis Annual Governance Statement Assertion 1	
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/A	Annual Governance Statement Assertion 1	No Petty Cash held

2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	All expenditure requested to view is supported by VAT invoices
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	Yes Yes	Annual Governance Statement Assertion 1	VAT126 last claimed April 2022 Claim form seen VAT is reclaimed annually

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Yes Yes	Annual Governance Statement Assertion 5	Council has adequate insurance in place – current certificate covers up to September 2023. Cover reviewed by email on the 20 th of September due to cancelation of September meeting.
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Yes	Annual Governance Statement Assertion 5	Adopted 23/09/21 Minute Reference 87/21 On Website
3.3	Asset register a) reviewed	Yes		Seen as an attachment in an email

	regularly? (Objective H) b) published on website? (Objective L)	No	Recommend to publish on Council website Annual Governance Statement Assertion 5	
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	N/A N/A N/A	Annual Governance Statement Assertion 5	Hunts Grove have few assets which are mainly office assets, notice boards (2 new) and catering equipment at present which are duly accounted for in the asset register. They do not own any play areas at present
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	Yes Yes No	Report the internal audit at the next Council meeting. Annual Governance Statement Assertion 2	Evidence seen of Internal Controls carried out on the 18/01/23. Not seen on the agenda to report in February 2023
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	Bank reconciliations are reported monthly to Council for approval along with any payments to be approved.
3.7	Review of a) investments? b) bank mandates (signatories on	N/A Yes		No Investments Unity Trust Account set up in August 2021

	bank accounts)? (Objective B/C)		Annual Governance Statement Assertion 1	
3.8	If bank cards in use, are proper procedures in place? (Objective B)	Yes	Recommend adding maximum monthly spend to Financial Regulations as this has not been minuted. Annual Governance Statement Assertion 1	Council approved application for multi pay debit card 08/08/22. Minute number 303/22
3.9	Are a) physical records secure? b) electronic records backed up?	Yes Yes	Annual Governance Statement Assertion 5	a) Physical records secure at Clerk's home address b) Microsoft 365 via Cloudy IT (DataSafe Cloud)

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	Yes Yes Yes	Annual Governance Statement Assertion 1	Council considered a draft budget at the meeting 08/11/21 Minuted reference 125/21. The budget was approved at the meeting 13/12/21 Minutes Reference 142/21
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if	Yes		Hunts Grove is a relatively new Parish Council and are negotiating to take over phase 1 maintenance with a sum from the developer of £200-300k

	any? b) Were the general reserves reasonable? (Objective D)	Yes	Annual Governance Statement Assertion 1	As above
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		The precept was minuted at the meeting on the 13/12/21 Minute Reference 142/21(b)
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	Yes Yes	Annual Governance Statement Assertion 1	Budget verses spend is presented monthly to the Council. Example Minute number 298/22
4.5	Are any significant variances from budget reported?	N/A	Annual Governance Statement Assertion 2	No significant variances seen to date

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Contract of employment viewed
5.2	Do salaries paid	Yes		Salary agreed with contract

	agree with those approved by Council? (Objective G)		Annual Governance Statement Assertion 1	Salary agreed in contract 30/09/21
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	Yes Yes		Copies of P32 viewed Payroll is outsourced to PATA
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Annual Governance Statement Assertion 1	Reported and approved and Council meetings Example 08/08/2022 Minute number 298/22
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	Yes Yes	Annual Governance Statement Assertion 3	Council has registered with the NEST (National Employment Pension Scheme) pension scheme 13/02/23 Minute number 417/23(a)
5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment	Yes N/A		Declaration of confirmation viewed

registration with Pension Regulator been reviewed (required every 3 years)		Annual Governance Statement Assertion 3	
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	N/A	Annual Governance Statement Assertion 1	None recorded
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	Yes	Annual Governance Statement Assertion 1	Minute No. 210/22 (e&f) Meeting Date 11/04/22
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a	N/A		

	turnover of less than £25,000) (Objective K)		Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	Minute Reference 211/22(e) 11 th April 2022 On website
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	Minute Reference 211(f) 11 th April 2022 On website
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	On website
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Annual Governance Statement Assertion 4	Minute Reference 211/22 (g) 11 April 2022 On website
6.8	Previous internal audit report reviewed by council	Yes	Minutes read 'b) Council received the independent audit report for 2021/22.' There is no information as to if any actions were required.	Minute Reference 193/22 14 March 2022

	and action taken where recommended?		Annual Governance Statement Assertion 7	
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Minute Reference 298/22 8 August 2022

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?		Recommend that a GDPR Policy is put in place for staff and councillors Annual Governance Statement Assertion 3	General Privacy Policy adopted September 2021. Minute Reference 87/21(d) On website
7.2	Is the Council a Managing Trustee?	N/A	Annual Governance Statement Assertion 9	
7.3	Do trustees meet at least once a year and publish separate accounts?	N/A	Annual Governance Statement Assertion 9	

	(Objective O)			
7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	Viewed on home page of website
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	Minute Reference 397/23(d) 9 January 2023
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	N/A	Annual Governance Statement Assertion 3	

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory	Yes Yes		Declarations of interest are on every agenda / minutes Published on website in draft form within one month

	for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	Yes		Viewed during Teams call
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	Yes	Annual Governance Statement Assertion 3	Link to Stroud District Council website
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	On website 3 clear days of meeting date. 3 Notice boards now in place.
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	On website

HUNTS GROVE PARISH COUNCIL**BALANCE SHEET**

	Year ended 31 March 2023	Year ended 31 March 2022
Receipts		
Precept	£53,000.00	£24,160.00
Grants	£10,944.94	£3,490.00
CIL	£17,044.01	£0.00
VAT Reclaim / Other	£302.97	£0.00
	<u>£81,291.92</u>	<u>£27,650.00</u>
Payments		
VAT	£4,138.15	£302.97
Staff costs	£6,850.78	£6,085.56
General Admin	£2,535.87	£2,558.88
Subscriptions	£0.00	£896.77
Events	£6,590.51	£520.00
Insurance	£742.60	£476.44
Donations	£0.00	£0.00
IT	£3,102.20	
Training	£25.00	£310.00
Newsletter/Website	£423.41	£589.91
New equipment	£12,080.09	£254.71
Professional Fees	£3,532.50	£0.00
	<u>£40,021.11</u>	<u>£11,995.24</u>
Excess Receipts/(Payments)	<u>£41,270.81</u>	<u>£15,654.76</u>

Balance Sheet as at 31 March 2022

Opening Reserves	£34,973.53	£19,318.77
Excess Receipts	<u>£41,270.81</u>	<u>£15,654.76</u>
	<u>£76,244.34</u>	<u>£34,973.53</u>
Represented by:		
Bank Balances		
Unity Trust Current Account	£76,244.34	£34,973.53
Unity Trust Savings Account	£0.00	
Unpresented debits	<u>£18.00</u>	<u>0</u>
	<u>£76,262.34</u>	<u>£34,973.53</u>

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

HUNTS GROVE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

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

www.huntsgrove-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

HUNTS GROVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	19,319	34,974	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	24,160	53,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,490	28,292	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	6,086	6,851	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	5,910	6,851	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	34,974	76,244	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	34,974	76,244	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	0	7,945	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 17th April 2023 at 6.30pm

SUMMARY

To provide Council with the list of accounts for payment.

MATTERS FOR VOTING

To approve the payment schedule.

1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
11/04/23	S. Meecham – Fun Day expenses	£263.38	£40.62	£304.00
08/02/23	Abbey Loos (balance 07-05-23)	£247.50	£49.50	£297.00
01/04/23	GAPTC subs	£567.74	£0	£567.74
03/03/23	Major Entertainment (balance)	£1634.80	£0	£1634.80
30/04/23	Staff Costs (Net Salary, Pension, Expenses)	£661.23	£0	£661.23
06/04/23	Megabounce	£242.68	£48.54	£291.21
01/04/23	CloudyIT	£43.00	£8.60	£51.60
	TOTALS	£3660.33	£147.26	£3807.58

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 17th April 2023 at 6.30pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

Harrier Way resurfacing

OTHER MATTERS

Harrier Way bins will be emptied on Wednesdays by SDC.

Still waiting to hear from Gloucester City Council regarding the new bin we've requested for Marconi Drive.

Bee-Squared map added to website and posted on Facebook.