

**Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
Email: clerk@cloughtonpc.org.uk**

or five minutes after completion of the Annual Parish Assembly if that is later

CLOUGHTON PARISH COUNCIL

14. Correspondence:-

- a) National Park Parish Member Elections on 14/6/22- to agree who (if anyone) is to be nominated. *[NOTE: only one councillor can be nominated]*.
- b) Correspondence received after 8/5/22 & requiring a response before next meeting.

15. Planning Matters:-

- a) Applications Received –
 - 1) NYM/2022/0085 Alterations to attached outbuilding to facilitate use as additional living accommodation at North end house, Hayburn Wyke – to agree comments;
- b) Decisions received to note:- None at preparation of agenda.
- c) To agree comments/note any planning matters/decisions received after 8/5/22.

16. Finance & Regulatory Matters:-

- a) 2021/22 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
- b) 2021/22 Annual Return (*enclosed*) – 1] to receive & note the Annual Internal Audit Report; 2] to complete & approve the Annual Governance Statement (Section 1); 3] to approve the Accounting Statements (Section 2); 4] to approve the Certificate of Exemption.
- c) Insurance – to note this falls due for renewal on 1/6/22 and agree action to be taken. *[NOTE Two quotes have been obtained & Clerk will give details at meeting]*.
- d) Standing Order to pay Clerk's wages – to note this needed adjustment and the existing standing order has been amended to pay £167/month on the 15th day monthly commencing 15th May 2022 (amended sum authorised by Cllrs. Baker and Staveley).
- e) Standing Order to N. Barnes – to approve a new standing order in payment for the current year's grass cutting etc (set up as £425 payable 20th day monthly from 20th May 2022 to 20th December 2022 inclusive).

17. Accounts to certify: R. Carey (internal audit 2021/22) £30; St. Mary's Church Cloughton (contribution to churchyard maintenance 22/23) £234-36; Burniston & Cloughton Village Hall (contribution to ground maintenance) 22/23 £700-00.

18. To agree the date of the next meeting – would normally be 6th June 2022.

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

9th May 2022

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 4th APRIL 2022 AT 7.30PM

Present: Councillor P Couch (Chairman)
Councillor D Baker
Councillor M Brooks
Councillor Mrs D Readman
Councillor Mrs S Staveley

2 members of public (left meeting at various times), Mrs J Marley (Clerk to Council).

Absent: County Councillor D Bastiman, Councillor P Couch.

1/22 **APOLOGIES FOR ABSENCE:** **Accepted** from Cllr. Ford and County Councillor Bastiman (prior commitments).

2/22 **DECLARATIONS OF INTEREST:** None.

3/22 **MINUTES** Having been previously circulated, the minutes of the meeting of 7th March 2022 were **approved** as an accurate record and authorised for signature by the Chairman.

4/22 **PROCEDURAL MATTER** Standing Orders suspended at 7.33pm for the Public Open Forum.

5/22 **PUBLIC OPEN FORUM** Matters raised included the questionnaire from Scarborough Medical Group (Danes Dyke) regarding a possible closure of Cloughton surgery and a suspected problem with the council's website.

6/22 **PROCEDURAL MATTER** Standing Orders were resumed at 7.38pm.

7/22 **MATTERS RAISED IN PUBLIC OPEN FORUM** Chairman to give Clerk a copy of the questionnaire to enable her to object on Council's behalf to closure. Website – no action to be taken (site checked in meeting and no problem found).

8/22 **REPORTS**

- a) **Police:** report (emailed to councillors 4/4/22) was **received & noted**.
- b) **County:** No report to receive.
- c) **Borough:** No report to receive.
- d) **Parish:** Cllr. Brooks reported the Beck Lane traffic mirror needed a slight tweak of position (he and Chairman will sort). Cllr. Baker reported he had attended the Police Liaison meeting held virtually – he continued to complain about the speed of traffic through the village. Cllr. Mrs Readman reported the roundabout in the playground still didn't rotate properly (Clerk to contact Kompan and also ask when the chicane gate was to be installed) and bunting was needed for the Jubilee celebrations (Cllr. Mrs Staveley to speak to a contact at SBC). Cllr. Mrs Staveley reported 1] problems yet again with dog poo on the pavements at the top end of the High Street; 2] some broken panes of safety glass in the 'phone box. She also reported on a meeting of the village hall where youth clubs for two separate age groups would commence later this month
- e) **Clerk:** reported on 'phone conversation with a parishioner who was asking for assistance in locating a hand-made wood and metal seat on the north east corner of Granary Way; Clerk had contacted developers (Mulgrave Properties) and site management company (Allerton PM) on an informal basis to see if there was a solution. The developers had written to confirm they could not help. Council agreed it did not wish to become responsible for such a seat as it was policy that all new and replacement seats were in recycled plastic/man-made timber. Clerk to revert to parishioner.

9/22 **MATTERS FROM MARCH MEETING**

- a) Playground (Beck Lane gate) [*Minute 123/21a refers*] Cllr. Couch reported that regardless of the cost extending the wetpour area or creating a limestone path to join the area near Beck Lane gate to the tarmac near the back of the church hall would effectively encourage people to use the playground as a short cut to the High Street. Council **agreed** it did not want people to use the playground as a short cut and no changes are to be made to the area surrounding the gate into Beck Lane.

- b) Replacing noticeboard [*Minute 123/21d) refers*] – Chairman and Clerk had looked at Reading Room wall and found an area where the noticeboard could be wall-mounted. Clerk to obtain amended price and report to next meeting.
- c) Defib provision/location [*Minute 123/21e) refers*] – Cllr. Mrs Staveley reported a parishioner who wished to remain anonymous had gifted £2,660 to the Parish Council for the purpose of providing a defibrillator and training. Council asked that Cllr. Mrs Staveley passed its thanks for this generous gift to the parishioner. A decision on the type & source of the defib to be purchased was deferred to next meeting.
- d) Online meeting with Police, Fire and Crime Commissioner, 26/5/2022 6.30pm-7.45pm [*Minute 123/21e) refers*] – Council **agreed** there were no questions it wished to ask.
- e) Salary backpay [*Minute 126/21a) refers*] – **noted** online banking payments of £28-37 to J Marley and £7-20 to HMRC were authorised by Cllrs. Baker and Staveley and debited from Council's bank account on 16/3/22.

10/22 **CORRESPONDENCE**

- a) A letter from the Duchy notifying rent increase from £35pa to £50pa effective 1/4/20 for Quiet Area was **received and noted**. It was further **agreed** to make a payment of £30+VAT to cover the backdated increase in rent when an invoice for same was received.
- b) Correspondence received after 29/3/22 & requiring a response before next meeting – none.

11/22 **PLANNING MATTERS**

- a) **Applications Received:-** None.
- b) **Decisions received –** None.
- c) **Planning matters received after 29/3/22:-**
 - 1] NYM/2021/0966 Remove timber garage, construct replacement double garage, erect shed/greenhouse and install package treatment plant in adjacent field, 2 Hayburn Beck Cottages, Staintondale Road – **granted**.

12/22 **ACCOUNTS TO CERTIFY** – Having been previously notified/agreed, the following were approved for payment via online banking (Cllrs. Baker and Staveley to do the online authorisation within 24 hours):-

YLCA	2022/23 membership sub	£308.00
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13/22 **DATE OF PARISH ASSEMBLY & NEXT COUNCIL MEETING**

The date could be 9th or 16th May (depending on the outcome of the parish council elections). **Agreed** Clerk to arrange date and let councillors know.

There being no further business, the Chairman declared the meeting closed at 8.39pm.

CLOUGHTON PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2022

(Previous) Year Ended 31 March 2021	<u>RECEIPTS</u>	(Current) Year Ended 31 March 2022
£		£
3,100.00	Precept	3,150.00
5,123.74	Agency Services: SBC	5,159.61
195.99	Agency Services: NYCC	195.99
2,100.00	Rent of Parish Property	2,100.00
0.00	Capital Grants (West Lane kerbing, DJB Locality grant £1,925, playground £5,000)	6,925.00
67.30	Interest	3.25
669.87	VAT recovered	12,093.40
<u>11,256.90</u>	Total	<u>29,627.25</u>

<u>PAYMENTS</u>		
£		£
10.16	Printing/stationery	2.32
0.00	Hall hire	0.00
740.57	Insurance	714.02
333.00	Subscriptions	340.00
125.00	Website	144.00
2,112.38	Clerk's salary & allowances	2,091.97
44.80	HMRC Tax/Ni	110.60
189.72	Pension contributions (see note on page 3)	189.72
141.00	Training	32.44
0.00	Election fees	0.00
72.00	Bank charges	72.00
330.00	Audit (internal only)	30.00
0.00	Reading Rooms Repairs/Maintenance	341.67
220.00	Christmas lights (more sets)	0.00
0.00	Traffic safety mirror for exiting Beck Lane	221.95
1290.00	Legal fees (new 30yr. lease for playground)	0.00
0.00	New village playground	58,712.91
	Agency Services:-	
0.00	Public seats	0.00
195.99	Roadside verges (part-funded by NYCC)	195.99
226.17	Churchyard	227.75
4,937.84	Parks (£5,033.50) & Verges (£774.01)	5,807.51
70.00	Bus shelter	2,380.00
614.37	VAT	12,147.79
<u>11,653.00</u>	Total	<u>83,762.64</u>

CLOUGHTON PARISH COUNCIL

RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2022

(Last) Year Ended <u>31 March 2021</u>	SUMMARY	(Current) Year Ended <u>31 March 2022</u>
£		£
67,947.95	Balance brought forward 1 April	67,551.85
<u>11,256.90</u>	ADD total receipts	<u>29,627.25</u>
79,204.85		97,179.10
<u>11,653.00</u>	LESS total payments	<u>83,762.64</u>
<u><u>67,551.85</u></u>	Balance carried forward	<u><u>13,416.46</u></u>

These cumulative funds are represented by:

2,646.91	Unity Trust current a/c	8,031.76
<u>0.00</u>	LESS cheques unpresented at 31 March	<u>0.00</u>
2,646.91		8,031.76
<u>64,904.94</u>	Unity Trust instant access a/c	<u>5,384.70</u>
<u><u>67,551.85</u></u>	Total	<u><u>13,416.46</u></u>

The above statement represents fairly the financial position of the authority as at 31 March 2022 and reflects its receipts and payments during the year.

Approved by Council: _____

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(Chairman)

.....

(Responsible Financial Officer)

CLOUGHTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2022

ASSETS

The noticeboard has been removed since it was damaged beyond repair during winter gales and has not yet been replaced.

At 31 March 2022 the following assets were held:

	Valuation		Valuation
	£		£
Reading Rooms (revalued 2019)	312,000.00	Union Jack	52.00
Playground equipment	58,750.00	Trophies (8)	166.00
Office equipment	100.00	Christmas Lights	890.00
Public seats (12) [revalued 2019]	4,800.00		
(The basis of valuation of these assets is acquisition cost)			£376,758.00

RESERVES

Reserves are allocated as follows:-

- Parish property repair reserve £1,500
- Election reserve £1,000
- Contingency reserve £2,000
- Unitary impact reserve £2,500
- General reserve £6,416

PENSIONS

A pension scheme is set up with The People's Pension. Contributions are a percentage of gross salary:- Council 3.75% and Clerk 5%. In the year of account, employees contributions totalled £105-36 and employer's contributions totalled £84-36.

DEBTS OUTSTANDING

At the year end no monies were owing to the Parish Council.

TENANCIES

During the year the following tenancies were held:-

Council as Landlord:

Tenant	Property	Rent	Repairing/Non Repairing
Burniston & Cloughton Playgroup	Reading Rooms	£2,100 pa from 1/9/17	Repairing

Council as Tenant:

Landlord	Property	Rent p.a	Repairing/Non Repairing
Duchy of Lancaster	Bus Shelter	£50	Repairing
Duchy of Lancaster	Quiet Area	£35	Repairing
Duchy of Lancaster	Playground	£50	Repairing

CLOUGHTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2022 (continued)

S. 137 PAYMENTS

Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £8-32 per elector, as at 1 April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for spending under s137 of the Local Government Act 1972 (as amended) for this Council in the year of account was £5,071-23.

No payments were made in the year of account.

AGENCY WORK

During the year the Council undertook the following agency work on behalf of other authorities:

Principal Authority	Nature of Work	£
Scarborough Borough Council	Parks, playing fields, open spaces	5,033.50
	Highway verges	774.01
	Bus/public shelters	2,380.00
	Churchyards	227.75
	Seats	0.00
North Yorkshire County Council	Highway verges	195.99

MISCELLANEOUS

No expenditure has been incurred, or income received, under any of the following headings:

- Borrowing
- Advertising and publicity

Leases – No leases were ceased or entered into.

Annual Internal Audit Report 2021/22

CLOUGHTON PARISH COUNCIL

<https://cloughtonpc.org.uk/>

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.			not held.
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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

20/04/2022

Name of person who carried out the internal audit

R. A. Carey

Signature of person who carried out the internal audit

R.A. Carey

Date

20/04/2022

*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:

CLOUGHTON 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 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
			✓

*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:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://cloughtonpc.org.uk/>

Section 2 – Accounting Statements 2021/22 for

CLOUGHTON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	67,948	67,552	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	3,100	3,150	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	8,157	26,477	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 ** re-stated, JPAG 21/22 para 2.16 refers	** 2,192	2,192	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 ** re-stated due to Box 4 change	** 9,461	81,571	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	67,552	13,416	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	67,552	13,416	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	328,243	376,758	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

J Macey

Date

12/04/2022

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

as recorded in minute reference:

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