

LONGHOPE PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend a meeting of Longhope Parish Council for the purpose of transacting the following business.

Belinda Holder Clerk to the Council

Agenda for the Annual Meeting of the

LONGHOPE PARISH COUNCIL

To be held on Wednesday 5th of May 2022 at 7 pm

At The Sports Pavilion, Longhope

- 1. Welcome from Chair of Council**
- 2. Election of Chair of Council with signing of “acceptance of office” forms**
- 3. Election of Vice Chair of Council with signing of “acceptance of office” forms**
- 4. Attendance to be recorded**
- 5. Apologies for absence to be recorded**
- 6. Declaration of Interests of any matter on the agenda**
- 7. Public Participation will be invited**
 - Members of the Public are invited to speak and/or ask questions of the Parish Council at this point in the agenda. 15 minutes will be allocated, to be used at the discretion of the Chair of the Council.
 - Council will consider points raised, but neither debate or decision making is permitted within the public forum. Members of the public are not permitted to take part in the meeting once the Public Forum has closed, and the Councils Standing Orders been resumed.
- 7. Report from County Councillor Philip Robinson, if in attendance**
- 8. Report from District Councillors Jones and Brian Robinson, if in attendance**
- 9. Minutes of the previous Parish Council meetings**
 - To approve the accuracy of the minutes of meeting held on 4th April 2022
 - To note the draft minutes of the Parish Assembly held on 11th April 2022
- 10. Minutes of Committee meetings held since 4th April 2022**
 - Planning Committee
- 11. Minutes & updates from Working Groups meetings held since 4th April 2022**
 - Community Working Group
 - Governance Working Group

- Infrastructure Working Group

12. **Updates from Charitable Trusts** representatives
13. **Council to review structure and membership of committees and any delegation of authority to those committees**
14. **Council to review structure and membership of working parties**
15. **Council to review delegation to Clerk of authority to make submission on planning matters where no meeting of the Council is able to be held**
16. **Council to consider if changes are required to standing orders or financial regulations**
17. **Council to consider if any changes are required to the asset register**
18. **Council to review representation on outside organisations and/or working with external bodies**
19. **Council to consider if any changes are required to insurance policy for the coming year**
20. **Council to consider if any changes are required to banking mandate**
21. **Council to consider if any changes are required to its Complaints, Freedom of Information or Data protection policies procedure**
22. **Council to confirm it wishes to renew its subscriptions**
23. **Council to approve the financial reports and payment list as distributed**
24. **Council to approve the AGAR completion (to 31/3/22) and delegate to the Chair of Council to sign the appropriate forms**
25. **Council to agree that its meeting schedule shall remain as 1st Monday of June, July, September, October, November, January, February, March commencing at 7.00pm at the Latchen Rooms**
26. **Council to consider any updates from public meeting held to discuss Playground development**

27. **Council to agree responses to outstanding planning applications**

- P0358/22/FUL Installation of SD6 9m ARE Tower System, 6KW wind turbine on 2.6m x 2.6m x 0.9m deep pad foundation. Land Near High Meadows , Yartleton Lane, May Hill,- <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8KMY5HIGOH00>
- P0441/22/LBC Brook Farm, Monmouth Road, Longhope, Gloucestershire. Listed building consent for minor internal alterations and loft conversion with associated works. <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R9B35UHI0FD00>
- P0342/22/FUL Fenestra , Old Hill, Longhope,. Installation of roof mounted solar pv panels. <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8J3E3HIGO600>

28. Council to confirm its preferred agenda layout

29. Council to consider s137 grant request from Forest Edge Newsletter in the sum of £200

30. Meeting to be closed

**Draft minutes for meeting of Longhope Parish Council
held at the Latchen Room
On Monday 4th April 2022
At 7.00 pm**

1. **Welcome from Chair of Council**
2. **Attendance recorded** Parish Councillors' Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens, Cllr Dean White and 9 members of the public
3. **Apologies received** recorded from County Councillor Philip Robinson District Councillors Jones and Robinson did not attend
4. **Minutes of previous meeting held on 7th March 2022 were approved**
5. **Declaration of interests of any matters on the agenda** recorded
6. **Public participation** –Members of the Public were invited to speak to and/or ask questions of the Parish Council.
May Hill society – replacement of damaged or lost reflective road markers near the phone box – Glos highways to be asked to replace – Cllr White to follow up
Member of the public spoke in appreciation for the staggered barrier changes and asked if this was the beginning of changes in the Village
Also highlighted the problem of parking over drop kerbs. Cllr Nicholas said the problem has been noted. County Cllr Robinson has also been informed. It was noted that it was a police enforcement matter
7. **Verbal Report from County Councillor Robinson** -not available
8. **Verbal report from District Councillors Jones and Robinson** – not available
9. **Updates from Charitable Trusts representatives for information purposes only** –
Draft annual accounts for Rose Barton and The May Hill trusts have been prepared for ratification at the relevant meetings
10. **Planning Committee matters**
 - a. P0133/21/DISCON 8/3/22 – no comments
P1829/21/FUL 15/3/22 – Council has already submitted comments-Council considered if any further comments should be submitted following verbal comments made by planning officer and decided not to submit any further comments
P0328/22/FUL 22/3/22 Huntley Hill Cottage– It was felt that there was very little detail in the plans and Council expressed concerns with regard to the sewage treatment plant discharging in to the brook – CLERK TO SUBMIT
 - b. Cllr Gough distributed a summary of planning applications received since 7/21
 - c. **Cllr Nicholas gave information re School Lane development P1105/21/FUL - FDDC refused permission**
an appeal is being lodged by Natural England with ecology/technical submissions re – BATS
The Parish Council did not object or support but raised concerns (Residents have raised issue on Facebook)
FDDC has not asked Council for comments on appeal
Council submitted comments in July 21
Clerk to contact planning officer to ask if the PC will be asked to comment during the Appeal process
 - d. **Concerns raised by member of the public re Works, noise and burning at “Versarien” Site** – response has been submitted by Cllr Gough

and Council was given a verbal synopsis of the information relating to the pouring of the concrete on site and the current lighting was due to the construction phase. Burning on the site was attributed to a private landowner and was not connected to the construction on the site

11. **Infrastructure Working Group updates:**

- a Highways and Transport issues (Cllr White)
 - Text message received from a resident which was disseminated to Council relating to posts erected since 22/3/22 on bridleway. Glos Highways have received a complaint and an update is due by 5/4/22
 - Barriers on Barrel Lane- some have been replaced on tight bend but not all have been replaced- Cllr White to follow up
 - Cllr Bick offered to put polite notices on cars that are parking over the drop kerbs on behalf of the Council- Council agreed to see if this helps the situation before further enforcement
- b Tree clearance work and broken signs by Glos Highways update- Cllr Bick reported that the broken sign has been removed for repair
Trees have been cleared
- c PROWS and Footpaths (Cllr Bick)-
Footpath through staggered railings between The Willows and Latchen update- Work completed and Cllr Bick has thanked County Councillor and the Officers for the works done.
Cllr Barker has reported that Footpath 44 is in poor repair behind the Church/over the brook -PROW officer is going to come and look at it.
Hopes Hill footpath to Little London bus shelter was being cleared last Friday
- d Church road Street light that was switched off due to Bats - update
Wording and photographs have been forwarded to street light team by Cllr Nicholas
It was suggested that the ecology report for the planning application in School Lane may be useful to support the request for it to be switched on
- e Council did not discuss the British Legion plan to relocate the war memorial currently located on the A4136 and any funding implications -noting that the British Legion did not attend the meeting
- f Allotments (Cllr Nicholas)- Waiting list reported as zero
Distributed updated allotment tenancy agreements for approval.
Clerk has raised the point of the income to be received in the correct financial year and wording will be changed to "on or after 1st April"
Bonfires will be allowed on the allotments if tenants are considerate to their neighbours
Fair use clause with regard to water pipes
Council considered non-resident clause which would affect 1 tenant with 2 plots – Council agreed non-resident clause would apply for new tenants
Plots kept in good condition but one (6b) has not been maintained and is causing nuisance- Council agreed to give a gentle request
Pronouns updated
Cllr Nicholas will administer the allotments

12. **Community Working Group updates**

- a Disability and Accessibility (Cllr Bick/Cllr Barker) - none
- d Latchen Room update (Cllr Brobyn) – distributed via email
- e Jubilee Working Party update following public meeting

School is preparing posters for a flag to be made
 Cllr Nicholas is preparing a poster for events
 Recreation Ground Management Committee is waiting for a grant to fund its events
 Beacon has been purchased by Parish Council and gas supply to be arranged
 Email from May Hill Society /residents has been replied to
 Longhope Manor manager has asked if a grant was available for entertainment –
 Grant application could be submitted to Rose Barton Trust for consideration
 Jubilee mugs – information distributed as per emails noting that there is approx. £430 balance in Jubilee fund – Council agreed to purchase mugs to be distributed to school age children working with the primary school /local events with a limit of 150 (£3 per mug) .

- g Community engagement and communication working party - none
- h Council considered the effects of the Ukrainian crisis and whether to adopt a proposal received from a resident to initiate a Parish fund -raising effort
 It was noted that some families in the Village have applied to host refugees
 It was suggested that local residents find a property to be given to host a family. It was stated that organisations can rent property to host Ukrainian families
 RFO pointed out the limitations of s137 grants from Parish Councils
 It was suggested that the Recreation Ground Management Committee may be a more suitable vehicle for supporting the refugees in terms of charitable status
 Cllr Barker gave information on the far-reaching support needed which may be where the community can help. It was suggested that the PC could act as facilitators to link those willing to help with the host families
 It was suggested that a welcome event could be organised in the village
 It was suggested that other organisations could work together
 The Parish Council agreed to lobby County Council /District Council to use Townsend House and any other property in the locality - Cllr Nicholas will draft and distribute to Councillors
 Guidance from NALC /GAPTC as distributed encouraging Parish Councils to sign condemnation of actions in Ukraine by Russian Federation- Council agreed for Cllr Nicholas to action as Chair of Council

13. RECREATION PROJECTS

- a Playground equipment project –
Council agreed to re-visit the decision of delaying the project –Council agreed to suspend standing orders. The following points were raised during the discussion
 still felt that there was no financial security
 that the repayments could be afforded within the budget set for 22/23
 stated that a resident has offered fundraising which could be used to support this project
 felt that this council would be making a financial burden for future years
 a wish for the public to be consulted before a decision was made
 suggested a public meeting be held
 it was confirmed that £3k per year would be the annual repayment figure and it was stated that whilst it would be the PC legal commitment for the Public Works Loan in the sum of £25k but some fundraising could be undertaken to reduce the commitment on the precept on an annual basis
 Life expectancy of equipment was confirmed as being covered by a 25-year warranty
 It was confirmed that the costings for the project included fencing

an indication of the increase of costs due to inflation whilst waiting for fundraising or savings
that at the beginning of discussions of the project, a referendum was going to be carried out.

Councillors then discussed any feedback that had been received from residents/Facebook

It was asked if the Councillors can make decisions on behalf of the public or if Council need to ask the public before making any decisions

It was asked if it was the best fiscal decision to take the loan now

It was confirmed the PC was taking responsible for the play equipment on the recreation ground and not the Recreation Management Group Committee (Charity)
It was proposed/seconded that a separate meeting is held to consult on the project and funding streams- **agreed**

Open Meeting to be held Wednesday 13th April, feedback from residents to Councillors would be welcome and then an extra-ordinary meeting will be held to make a decision -**standing orders reinstated**

Council agreed to suspend standing orders to allow the meeting to continue past 2 hours

- b accessibility works at Recreation Ground update- Recreation Management Group Committee (charity) to take ownership of this project
- 14. **Governance Working Group Councillors update**
 - a Litter cleaning and emptying of parish council litter bins Cllr East - Council noted the "6 month rule" and **agreed to suspend standing orders as this was discussed at a recent meeting**
Councillor East has been emptying litter bins on a voluntary basis but the District Council has now informed the Council that this system is no longer acceptable. It was noted that the street cleaning grant is received for this work and a contractor has agreed to do this and take this waste to the pavilion blue bin – Smiths empty this and is currently paid for by the PC but is due to be transferred to the Recreation Management Group Committee (charity)
RFO advised on the correct tendering process
Council agreed to accept the previously received quotation- Clerk to inform contractor
Council agreed to make a contribution to the Recreation Group Management Committee (charity) for Smiths costs- in the sum of the balance of street cleaning grant
 - b Tree survey quotations update– Cllr Nicholas -cfwd
It was asked if the May Hill tree partners are listed within the project
- 15. **Council received report from RFO on the following matters**
Financial reports and payment list approved
Expenses £30.10
HMRC £13.70
Smiths of Gloucester £97.50 (annual fee), £32.10, £37.02
Salary as per PATA 814.31 WFH £26.00
Additional payment for GAPTC for Good Councillors Guide £21.70
£30.99 for battery charger for VAS
VAT returns approved in the sum of £2316.10 2020/21 and £3771.01 2021/22
RFO highlighted that the following should be omitted
Line 1 -no VAT registration number on invoice

Line 8/9 not identified on bank statements and invoice not to pc
Bank mandate changes update-Cllr Gough, Cllr White and Cllr Bick now on mandate and have access to electronic banking system. Clerk is on the mandate but has not received access to electronic banking system

Council approved the payment of the Chairman's allowance in the sum of £250-
The Chairman will make a personal donation to the Church as the PC does not have the power to support a donation to the Church

Council approved appointment of internal independent auditor – Shirley Fowler
AGAR forms for completion by 30th June 2022- following approval at May Meeting

16. Council noted GAPTC training as distributed via email

17. Council noted the date of its next meeting as **Parish Assembly**
11th April 7pm at Latchen Rooms (agenda distributed by Chair) - Clerk to put on the website

and May 4th at Pavilion for AGM

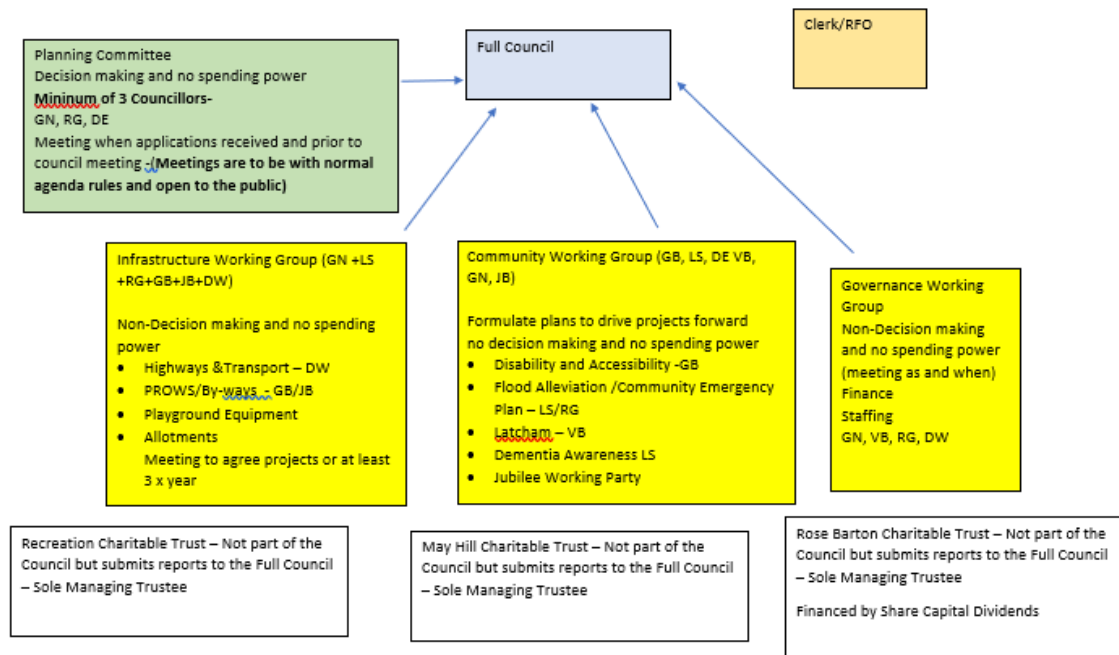
18. Any other business for information sharing purposes only

NSI bank accounts change of signatories -Cllrs Bick, Gough and White as agreed at meeting held on 6th December 21

19. Close of meeting 22.06

LONGHOPE PC COMMITTEE, WORKING PARTY AND LEAD COUNCILLOR ROLES

Agreed by Council – 4th & 11th October and 6th December 2021



Financial report for year ended 31/3/22 Cash book

<u>DETAILS</u>	<u>vat invoice</u>	<u>DATE</u>	<u>CHQ NO</u>	<u>payments</u>	<u>receipts</u>	<u>BALANCE</u>
opening current account balance						1045.08
HMRC	no vat	12/04/2021	BP	-789.20		255.88
longhope pc	no vat	19/04/2021	trs		2000.00	2255.88
4 seasons work ltd (bus shelter)	620	20/04/2021	fpo	-420.00		1835.88
g nicholas/wh smiths/condolence bk	249490	21/04/2021	fpo	-46.07		1789.81
GAPTC	no vat	21/04/2021	fpo	-438.14		1351.67
smiths	c340287	21/04/2021	fpo	-114.24		1237.43
s fowler indep audit	no vat	21/04/2021	1805	-70.00		1167.43
I barrett	no vat	28/04/2021	bp	-405.36		762.07
p sims	no vat	28/04/2021	bp	-215.00		547.07
longhope pc	no vat	13/05/2021	trs		18000.00	18547.07
I barrett	no vat	28/05/2021	bp	-186.72		18360.35
p sims	no vat	28/05/2021	bp	-198.80		18161.55
kompan		23/06/2021	fpo	0.00		18161.55
kompan	233944	23/06/2021	fpo	-17828.94		332.61
p sims	no vat	28/06/2021	fpo	-198.80		133.81
p sims	no vat	01/07/2021	fpo	-16.00		117.81
p sims	no vat	28/07/2021	fpo	-238.80		-120.99
longhope pc	no vat	28/07/2021	trs		1000.00	879.01
PATA	no vat	03/08/2021	FPO	-39.65		839.36
SMITHS	c349165	03/08/2021	FPO	-29.70		809.66
WATERPLUS	no vat	03/08/2021	FPO	-44.35		765.31
HMRC	no vat	03/08/2021	FPO	-405.80		359.51
merlin waste dog bin	no vat	19/08/2021	DEP	160.00		519.51
p sims	no vat	31/08/2021	fpo	-200.00		319.51
r s crighton (locum clerk)	no vat	31/08/2021	fpo	-226.08		93.43
smiths	c346096	31/08/2021	fpo	-20.64		72.79
smiths inv 352287	352287	31/08/2021	fpo	-7.44		65.35
toolite (equipment for street c)	66460	31/08/2021	fpo	-33.08		32.27
longhope pc	no vat	02/09/2021	trs		500.00	532.27
p sims	no vat	02/09/2021	fpo	-38.80		493.47
g nicholas hale &co concrete	s1041376	13/09/2021	fpo	-17.76		475.71
b holder	no vat	13/09/2021	fpo	-167.50		308.21
smiths of glos	c357437	13/09/2021	fpo	-34.62		273.59
longhope pc	no vat	02/09/2021	trns		1000.00	1273.59
b holder	no vat	27/09/2021	fpo	-795.43		478.16
b holder	no vat	27/09/2021	fpo	-26.00		452.16
pcc newent	no vat	28/09/2021	fpo	-200.00		252.16
p sims	no vat	27/09/2021	fpo	-228.07		24.09
longhope pc	no vat	08/10/2021	trans		2000.00	2024.09
allotment - frew	receipt	15/10/2021	receipt		28.00	2052.09
allotment - acland	receipt	15/10/2021	receipt		15.00	2067.09
g nicholas - staples/archive storage	59761198	11/10/2021	fpo	-38.02		2029.07
came and co insurance	no vat	11/10/2021	fpo	-1172.93		856.14
HMRC	no vat	11/10/2021	fpo	-38.60		817.54
waterplus	no vat	11/10/2021	fpo	-69.51		748.03
b holder expenses	no vat	11/10/2021	fpo	-49.10		698.93
pata payroll	no vat	11/10/2021	fpo	-31.75		667.18
pkf littlejohn	sb20213576	11/10/2021	fpo	-336.00		331.18
deposit account	no vat	27/10/2021	DEP		637.32	968.50

HMRC	no vat	27/10/2021	fpo	-4.40		964.10
b holder	no vat	27/10/2021	fpo	-751.83		212.27
p sims	no vat	27/10/2021	fpo	-212.27		0.00
deposit account	no vat	02/11/2021	trans		3000.00	3000.00
greenfields garden	51661	03/11/2021	fpo	-2718.00		282.00
HMRC	no vat	03/11/2021	fpo	-4.40		277.60
b holder expenses	no vat	03/11/2021	fpo	-53.10		224.50
microshade	14868	03/11/2021	fpo	-147.99		76.51
deposit account	no vat	25/11/2021	trans		931.21	1007.72
HMRC	no vat	25/11/2021	fpo	-4.40		1003.32
b holder	no vat	25/11/2021	fpo	-725.83		277.49
p sims	no vat	25/11/2021	fpo	-212.27		65.22
b holder wfh	no vat	25/11/2021	fpo	-26.00		39.22
smiths of glos	c363972	25/11/2021	fpo	-7.44		31.78
smiths of glos	c360692	25/11/2021	fpo	-30.78		1.00
deposit account	no vat	10/12/2021	trans		116.39	117.39
deposit account	no vat	22/12/2021	trans		934.18	1051.57
b holder expenses	no vat	22/12/2021	fpo	-23.20		1028.37
b holder salary/wfh	no vat	22/12/2021	fpo	-751.83		276.54
smiths of glos	367429	22/12/2021	fpo	-40.74		235.80
WATERPLUS	no vat	22/12/2021		-53.45		182.35
pata payroll	no vat	22/12/2021	fpo	-47.55		134.80
p sims	no vat	22/12/2021	fpo	-134.80		0.00
b holder	no vat	31/01/2022		-751.83		-751.83
b holder expenses	no vat	31/01/2021		-44.50		-796.33
Handyman holiday cover	no vat	31/01/2021		-80.00		-876.33
deposit account	no vat	31/01/2021			876.33	0.00
deposit account	no vat	07/02/2022		0.00	40.00	40.00
deposit account	no vat	14/02/2022		0.00	5000.00	5040.00
grant to recreation charity	no vat	14/02/2022		-5000.00		40.00
21CC group ltd- beacon	41352	28/02/2022		-588.00	0.00	-548.00
b holdeer salary/wfh	no vat	28/02/2022		-751.83	0.00	-1299.83
deposit account	no vat	28/02/2022		0.00	1299.83	0.00
b holdeer salary/wfh	no vat	02/03/2022		-840.31		-840.31
ico		02/03/2022		-40.00		-880.31
HMRC	no vat	25/03/2022		-13.70		-894.01
wayleave	receipt	02/03/2022		0.00	109.94	-784.07
deposit account	no vat	07/03/2022		0.00	96.68	-687.39
deposit account	no vat	08/03/2022			350.00	-337.39
up & under landscape maintenance	no vat	08/03/2022		-350.00		-687.39
smiths of glos	370535	08/03/2022		-97.50		-784.89
smiths of glos	373829	08/03/2022		-32.10		-816.99
smiths of glos	377149	08/03/2022		-37.02		-854.01
deposit account	no vat	21/03/2022			840.31	-13.70
allotment 1b/2b	receipt	28/03/2022			71.00	57.30
allotment 4b 5a	receipt	28/03/2022			28.00	85.30
allotments 7A	receipt	28/03/2022			15.00	100.30
pata payroll	payment	31/03/2022		-28.85		71.45
allotment 8a	receipt	31/03/2022			14.00	85.45
allotment 2a	receipt	31/03/2022			15.00	100.45

bank reconciliations	01 April 2021	to	31/03/2022			
bank account	description	o/bal	income	expendi- ture	closing balance	bank statement
lloyds treasurers 02125731	current	1045.08	38918.19	39862.82	100.45	✓
NS&I 1		4416.81			4416.81	
NS&I 2		2814.78			2814.78	
lloyds business inst 07812478	savings	15941.62	40733.29	38622.25	18052.66	✓
totals		24218.29	79651.48	78485.07	25384.70	

Reserves as at 31/3/22

	£	
special projects NS&I	7232	
play equipment	10500	
general	2653	
contingency	5000	
Bank balances at 31/3/22	<u>25385</u>	

Budget against actual at year end

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>
budget to date			
PRECEPT	24000	24000	
recreation ground grants	0	5000	
allotment income	0	200	
grant for play equipment	0	10500	
wayleave	110	110	
bank interest received	4926	2	
street cleaning grant	1218	1218	
INCOME	30254	41029	0
Admin EXPENSES	630	396	234
Chair of Council expenses	250	0	250
Professional /Audit fees	350	744	-394
Employment costs	11000	9012	1988
Payroll admin	200	148	52
Data services	460	123	337
Newsletters /website	300	0	300
Subscriptions	510	478	32
Training	1000	0	1000
Insurance	1000	1173	-173
Allotment expenses	-496	167	-663
137 grants	500	200	300
Other grants	400	5000	-4600
Maintenance	1000	122	878
Waste collection	860	378	482
Playground inspection	250	0	250
Grass cutting	136	0	136
May hill trees	1000	0	1000
Tree inspection	500	350	150
Youth facilities	2000	0	2000
Elections	1000	0	1000
Play equipment capital	4330	17122	-12792
Rec ground path	674	0	674
VAT waiting to be received		3770	3770
Contingency	2400	680	1720
Total expenditure	30254	39863	
BALANCE			-9610

AGAR forms to be approved and signed

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Longhope 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’ 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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/YY

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

longhopepc@gmail.com

FOR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Longhope Parish council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	17,133	24,218	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	24,000	24,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,920	17,029	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	14,289	9,012	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	23,545	30,850	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	24,218	25,385	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	24,218	25,385	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	24,123	24,123	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No	N/A The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Smaller authority name: **Longhope parish council**
NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

NOTICE	NOTES
1. Date of announcement____27th April 2022_(a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 2022, these documents will be available on reasonable notice by application to: (b) Clerk – B Holder @longhopepc@gmail.com commencing on (c) __28th June 2022 _____ and ending on (d) __9th August 2022 _____ 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com) 5. This announcement is made by (e) B Holder	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Longhope Parish Council**__

County Area (local councils and parish meetings only):

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 28th June 2022

and ending on **_9th august 2022_**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: ____BHolder

Role: RFO