

Minutes of Broxton & District Parish Council
Annual or First meeting
Monday 22nd May 2023 at 7.30pm.
Held at Brown Knowl Methodist Church.

PRESENT

Chairman David Williams

Derek Bell

Kathryn Borman

Mark Henshall

Simon Poole

Helen Rogers

Carol Shadbolt

Tim Vaughan

Steve Wild

CW&C Cllr Mike Jones

Public - 0

1. Chairman 2023-2024

23/001 Resolved – That David Williams be elected Chairman for 2023-2024, Cllr Williams signed the acceptance of office.

2. Vice-Chairman 2023-2024

It was agreed to defer this appointment until the July meeting.

3. APOLOGIES

Cllr David Houghton – recovering from operation.

4. DECLARATION OF INTERESTS

Cllr Vaughan declared a pecuniary interest in Item 16 as the owner of the neighbouring land and confirmed he would leave the meeting and take no part in the discussion.

5. PUBLIC PARTICIPATION

No matters raised.

6. MINUTES

23/002 Resolved that the Council approve the minutes of the Parish Council meeting held on the 27th March 2023.

7. GENERAL POWER OF COMPETENCE

23/003 Resolved - that the Parish Council hereby confirms it meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

23/004 Resolved - that the Council adopted a General Power of Competence.

8. TRAINING

It was agreed training will take place for all councillors on Monday 26th June, from 7.30pm at Brown Knowl Chapel.

9. PLANNING

i) Planning Register & Applications

Councillors noted the Planning Register as circulated from page 5 of the Minutes.

23/01010/FUL – Improvements to existing access point at Fields Farm – Fields Farm, Whitchurch Road, Broxton, CH3 9JR.

It was agreed the Clerk contact CW&C planning and request an extension to allow additional time for Councillors to consider this application given its complexity and concerns regarding the A41. It was also agreed the Clerk should contact the applicant and request an explanation for the application.

23/005 Resolved - that the Council delegate authority to the Clerk to submit comments in consultation with councillors once further information has been considered.

22/00183/FUL – Conversion of existing smithy to single dwelling, including replacement of existing lean to – Cobweb Cottage, Nantwich Road, Broxton CH3 9JH

23/006 Resolved - that the Council resubmit previously agreed comments:

The Council supports the conversion of the dwelling and asks that strict conditions are put in place to retain the unique appearance and character of the Smithy.

The Council asks that careful consideration is given to the site access due to the speed and nature of the road in that location.

ii) Method of Dealing with Applications

It was agreed to continue to circulate the notification of planning applications by email and for councillors to email the Clerk if the application requires consideration at a Council meeting until the July meeting when the procedure will be reviewed.

10. ACCOUNTS

i. Year End Account

23/007 Resolved - that the Council approve the year end accounts as on page 7 of the minutes, noting the page reference correction identified by the Internal Auditor.

ii. Accounts to Date

23/008 Resolved - that the Council approve the accounts and payments to date as on page 8 of the minutes.

23/009 Resolved - that the Council approve the following payments:

Trudy Ryall-Harvey - Internal Audit 2023-2023 - £30

Ann Wright – Salary March to May 27.5 hrs - £308.00

HMRC – PAYE - £77.00

Ann Wright – Office Expenses & Reimbursement - £50.16

iii. Payroll 2023-2024

23/010 Resolved - that the Council appoint Shire Accountants to undertake payroll duties for 2023-2024.

iv. Subscriptions

23/011 Resolved - that the Council join the Mid-Cheshire Footpath Society (£8).

v. Risk Assessment

It was noted the Risk Assessment recommends a review of assets before the next meeting; it was agreed Cllr Williams would accompany the Clerk to review the assets.

23/012 Resolved - that the Council agree the risk assessment as circulated.

vi. Community Grants

23/013 Resolved - that the Council advertise for community grants to be agreed at the July meeting.

11. Audit

i. Audit Summary

23/014 Resolved that Council approved the audit summary as circulated including the asset register as on page 9 of the Minutes.

It was agreed the Clerk would circulate the explanation of high reserves by email.

ii. Internal Audit Report and Comments

23/015 Resolved that Council accept the Internal Audit report, page 10 of the minutes.

iii. Annual Governance Statement

23/016 Resolved that Council answer Yes to questions 1 to 8, question 9 N/A and approved the Annual Governance Statement, page 11 of the minutes.

iv. Accounting Statement

23/017 Resolved that Council agree the accounting statement as on page 12 of the minutes book.

0v. Exemption Certification

23/018 Resolved that Council confirm it has met the requirements of the exemption statement, page 13 of the minutes and approve its being signed.

12. MEETING DATES 2023-2024

23/019 Resolved that the Council agree the following meeting dates for 2023-2024.

31st July 2023 25th September 2023 27th November 2023 29th January 2024 25th March 2024
20th May 2024.

13. FIRE ENGINE HOUSE

The Council agreed that a report should be produced which explained the process for selling the Fire Engine House as it was noted there is a procedure which would need to be followed including the calling of a Parish or Meeting of electors. In addition, the Report will touch upon the pros and cons of any sale and Councillors were asked to submit any views to the Clerk by email in advance of the July meeting.

14. TRAFFIC CALMING OF A534

It was noted this matter had been considered previously and the Highways had undertaken speed assessment of the road and had highlighted that speeds were higher for traffic travelling away from the Broxton roundabout. It was agreed the Clerk should contact Highways to confirm what funding they would put towards the installation of interactive signs which were estimated to cost between £12 and £15k each.

23/020 Resolved that the Council formally write to Cheshire Police and request a speed camera be installed on the A534 to reduce speeding at the junction of Sherrington Lane.

15. NEIGHBOURHOOD PLAN REVIEW

It was noted that the Broxton & District Neighbourhood Plan Review had been made in November 2016 and as such is almost 8 years old and was therefore overdue for a review noting the Plan itself had recommended it was reviewed every 5 years. In addition, it was suggested the Council should also look to develop a Design Code which would identify features which should be taken into account when planning applications are developed/submitted. It was understood that there is funding and support available to undertake the Review and Design Code development.

The Clerk will seek volunteers from the community who wish to be involved along with Cllr Shadbolt and other interested Councillors.

17. NATIONAL TRUST EVENT

It was noted that it had been planned to hold a community event with the National Trust but this had not taken place due to other commitments including the election, as such it was suggested that National Trust be contacted and discussion take place regarding providing residents with information about the management of the Hill and some form of family funday event, noting these may be 2 separate events. It was agreed Cllrs Borman, Vaughan and Williams would take a lead on this project.

18. FOOTPATH PROJECT

It was reported that it had been hoped a walk of the two proposed routes would have taken place before the meeting but that this had not happened, the Clerk had contacted the PROW officer to take part in the walk but had been advised he was due to leave CW&C, other officers at CW&C and the Mid-Cheshire Footpath Society had been contacted. It was agreed the date for the walk would be circulated as soon as possible after the meeting.

19. ANNUAL REPORT

23/021 Resolved that the Council agree the Annual Report as circulated be printed and distributed to every home in the Parish Council area and would cover the cost of delivery where required.

16. PLANTING & BROWN KNOWL HEDGE

Cllr Vaughan left then meeting and took no part in the following discussion.

An apology was noted to Cllr Vaughan for the planting of the hedge across his gateway.

Councillors noted the notes of the meeting with Highways Officers on Wednesday 17th May, page 14 of the Minutes. Cllr Poole and the Clerk will work on the licence submission which will include the Hedge.

It was reported a meeting was scheduled with CW&C streetscene team regarding wildflower seeding of the verge at the junction of Sherrington Lane and Broomhill Lane and advice would be sought on how to prevent vehicles parking on the verge once seeded noting access is required to maintain the hedge.

Meeting closed at 20.50hrs

**The next meeting of the Parish Council is scheduled for
Monday 31st July 2023, 7.30pm
at
Brown Knowl Methodist Chapel.**

Ann Wright
23/05/23

Broxton & District Parish Council Planning Register 2023-2024

| Date Received | Comments Deadline | Application Reference | Description | Location | Comments Submitted | Status |
|---------------|-------------------|-----------------------|--|--|---|----------|
| 16 03 22 | 04 04 22 | 22/00183/FUL | Cobweb Cottage, Nantwich Road, Broxton, CH3 9JH | 2 storey side & single storey rear extension & division of existing house into 2 dwellings, erection of detached garages & conversion of existing Smithy with replacement lean-to. | The Council supports the conversion of the dwelling into two dwellings and asks that strict conditions are put in place to retain the unique appearance and character of the Smithy. The Council asks that careful consideration is given to the site access due to the speed and nature of the road in that location. | |
| 20 07 22 | 10 08 22 | 22/02237/FUL | Land at Withy Bank, Old Coach Road, Broxton, CH3 9JL | Erection of agricultural shed & access | Objection: No justification of need, other agricultural buildings currently not in use in close proximity. Unsafe access, visibility and speed. | |
| 20 01 23 | 08 02 23 | 22/04671/FUL | Broxton Old Hall, Old Coach Road, Broxton, CH3 9HS. | Retention of existing treehouse and outbuilding. | No objection. | |
| 14 02 23 | 07 03 23 | 23/00295/FUL | Withy Bank, Old Coach Road, Broxton, CH3 9JL. | Conversion of steel portal framed barn into 3-bedroom residential dwelling with associated curtilage. | No objection. | |
| 20 02 23 | 13 03 23 | 23/00290/S73 | Phillips Park, Salters Lane, Broxton, CH3 9JH. | Demolition of existing 3-bedroom dwelling & erection of new 5-bedroom dwelling – Variation condition 2 of 21/00187/FUL. | Objection page 220 of Minutes Book. | Approved |
| 27 03 23 | 19 04 23 | 23/00888/FUL | Greenbank Sherrington Lane Broxton CH3 9JU | Single storey side and rear extension and garage conversion | No objection. | Approved |

| | | | |
|--|---------------------------------------|------------------------|---------------------|
| AGR – Agricultural application | CAT – Conservation area tree | FUL – Full application | COU – Change of use |
| LBC – Listed building consent | LDC – Lawful development certificate | OHL – Overhead lines | OUT – Outline |
| S106 – Planning obligation / condition | S73 – Amendment of planning condition | | |

| | | | | | | |
|----------|----------|--------------|---|---|--|--|
| 10 05 23 | 01 06 23 | 23/01010/FUL | Fields Farm, Whitchurch Road, Broxton, CH3 9JR. | Improvements to an existing access point at Fields Farm. | | |
|----------|----------|--------------|---|---|--|--|

Appeals

Ann Wright
BPC Planning Register
15 05 2023

Broxton & District Parish Council Receipts & Payments - Year End

STATEMENT OF ACCOUNTS 2022 - 2023

RECEIPTS

| Date | | From whom | Particulars | Precept | Grants | Interest | VAT | Misc | Total |
|----------|--|----------------------|-------------------------------|----------|--------|----------|--------|--------|-----------|
| 08 04 22 | | CW&C | Precept | 5921.00 | | | | | 5921.00 |
| 01 06 22 | | HMRC | Vat Refund 2021-2022 | | | | 201.07 | | 201.07 |
| 23 12 22 | | JDM Construction Ltd | 2022 Fire Engine House Rental | | | | | 240.00 | 240.00 |
| | | | | 5,921.00 | 0.00 | 0.00 | 201.07 | £0.00 | £6,362.07 |

PAYMENTS

| Date | CHEQ | Page | To whom paid | Particulars | Staff Costs | Admin | Training | Grants | Projects | Misc | VAT | Total |
|----------|------|------|------------------------------|--|-------------|----------|----------|--------|----------|--------|--------|----------|
| 08 04 22 | BACs | 161 | Alison's Country Kitchen | Meeting Refreshments | | | | | | 60.00 | | 60.00 |
| 18 05 22 | BACs | 161 | Shires Accountants (PQR) | Payroll Services 4th Quarter | | 39.00 | | | | | 7.80 | 46.80 |
| 01 06 22 | BACs | 161 | BHIB Councils Insurance | Insurance 2022-2023 | | 491.27 | | | | | | 491.27 |
| 01 06 22 | BACs | 185 | Community Heartbeat Trust | Replacement pads | | 96.00 | | | | | 19.20 | 115.20 |
| 01 06 22 | BACs | 185 | BHIB Councils Insurance | Additional premium for Fire Engine House | | 15.67 | | | | | | 15.67 |
| 20 07 22 | BACs | 184 | HMRC | PAYE/NI | 97.20 | | | | | | | 97.20 |
| 21 07 22 | BACs | 185 | A. Wright | REIM: Annual Report Printing | | 132.70 | | | | | | 132.70 |
| 25 07 22 | DD | 197 | ICO | Data registration | | 35.00 | | | | | | 35.00 |
| 26 07 22 | BACs | 185 | A. Wright | Salary | 389.30 | | | | | | | 389.30 |
| 26 07 22 | BACs | 185 | Mid-Cheshire Foopath Society | Membership | | 8.00 | | | | | | 8.00 |
| 26 07 22 | BACs | 185 | Shires Accountants (PQR) | Payroll Services 1st Quarter | | 33.00 | | | | | 6.60 | 39.60 |
| 04 08 22 | BACs | 197 | A. Wright | Admin & Office Expenses | | 69.05 | | | | | | 69.05 |
| 07 09 22 | BACs | 197 | Cloud Next | Webhosting 1 year | | 49.99 | | | | | 9.99 | 59.98 |
| 27 09 22 | BACs | 197 | HMRC | PAYE/NI | 56.80 | | | | | | | 56.80 |
| 27 09 22 | BACs | 197 | A. Wright | Admin & Office Expenses | | 64.41 | | | | | | 64.41 |
| 27 09 22 | BACs | 197 | A. Wright | Salary | 226.70 | | | | | | | 226.70 |
| 27 09 22 | BACs | 197 | G. Nicol | Reim. Microsoft Subscription | | 49.99 | | | | | 10.00 | 59.99 |
| 28 10 22 | BACs | 203 | Community Heartbeat Trust | Emergency Phone Line | | 60.00 | | | | | 12.00 | 72.00 |
| 28 10 22 | BACs | 203 | Shires Accountants (PQR) | Payroll Services 2nd Quarter | | 33.00 | | | | | 6.60 | 39.60 |
| 29 11 22 | BACs | 203 | A. Wright | Admin & Office Expenses | | 102.35 | | | | | 20.47 | 122.82 |
| 29 11 22 | BACs | 203 | A. Wright | Admin & Office Expenses | | 56.47 | | | | | | 56.47 |
| 29 11 22 | BACs | 203 | A. Wright | Salary | 162.40 | | | | | | | 162.40 |
| 29 11 22 | BACs | 203 | HMRC | PAYE/NI | 40.60 | | | | | | | 40.60 |
| 29 11 22 | BACs | 203 | Royal British Legion | Poppy Wreath | | 100.00 | | | | | | 100.00 |
| 09 12 22 | BACs | 203 | Bickerton Village Hall | Warm Spaces Donation | | | | 100.00 | | | | 100.00 |
| 16 12 22 | BACs | 204 | Rebecca Dakin Ltd | Clearing Fire Engine House Vegetation | | | | | | 90.00 | | 90.00 |
| 30 12 22 | BACs | 203 | Shires Accountants (PQR) | Payroll Services 3rd & 4th Quarter | | 91.00 | | | | | 18.20 | 109.20 |
| 03 02 23 | BACs | 213 | A. Wright | Salary | 154.10 | | | | | | | 154.10 |
| 03 02 23 | BACs | 213 | A. Wright | Admin & Office Expenses | | 36.00 | | | | | | 36.00 |
| 03 02 23 | BACs | 213 | HMRC | PAYE/NI | 38.40 | | | | | | | 38.40 |
| 28 03 23 | BACs | 221 | A. Wright | Salary | 288.30 | | | | | | | 288.30 |
| 28 03 23 | BACs | 221 | A. Wright | Admin & Office Expenses | | 131.58 | | | | | | 131.58 |
| 28 03 23 | BACs | 221 | HMRC | PAYE/NI | 72.20 | | | | | | | 72.20 |
| | | | | | 1,526.00 | 1,694.48 | 0.00 | 100.00 | 0.00 | 150.00 | 110.86 | 3,581.34 |

3,581.34

Current Account

TOTAL

Less unmade payments .

£13,496.33

£13,496.33

0.00

£13,496.33

Year to date Balance

Balance Brought forward

Balance

£2,780.73

£10,715.60

£13,496.33

Broxton & District Parish Council Receipts & Payments - Year End

STATEMENT OF ACCOUNTS 2023 - 2024

RECEIPTS

| Date | | From whom | Particulars | Precept | Grants | Interest | VAT | Misc | Total |
|----------|--|-----------|----------------------------|----------|--------|----------|--------|-------|-----------|
| 20 04 23 | | CW&C | Precept & Coronation Grant | 6318.00 | 200.00 | | | | 6518.00 |
| 26 04 23 | | HMRC | 2022-2023 Vat Rebate | | | | 110.87 | | 110.87 |
| | | | | | | | | | 0.00 |
| | | | | 6,318.00 | 0.00 | 0.00 | 110.87 | £0.00 | £6,628.87 |

PAYMENTS

| Date | CHEQ | Page | To whom paid | Particulars | Staff Costs | Admin | Training | Grants | Projects | Misc | VAT | Total |
|----------|------|------|--------------------|---------------------------|-------------|--------|----------|--------|----------|------|-------|--------|
| 21 04 23 | Bacs | 221 | T. Wright | Election Leaflet delivery | | 50.00 | | | | | | 50.00 |
| 21 04 23 | Bacs | | Brown Knowl Chapel | Room Hire 2022-2023 | | 150.00 | | | | | | 150.00 |
| 12 05 23 | Bacs | 165 | Broxton Gates Ltd | Wood for garden areas | | | | | 304.00 | | 60.80 | 364.80 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | 0.00 | 200.00 | 0.00 | 0.00 | 304.00 | 0.00 | 60.80 | 564.80 |

564.80

TREASURERS ACCOUNT 30-91-92 00674201
BROXTON & DISTRICT PARISH COUNCIL

£ 19,560.40 Current balance

Current Account

TOTAL

Less unmade payments .

£19,560.40

£19,560.40

0.00

£19,560.40

Year to date Balance

Balance Brought forward

Balance

£6,064.07

£13,496.33

£19,560.40

Register of Assets 2022/2023

| Asset | Purchase Date | Cost | Insured | Register value 2022 |
|---|--------------------------|----------------|------------------|---------------------|
| (1) Fire Engine House Old Coach Road CH3 9HY | | | 9445.00 | 22,500 |
| (1) Bus Shelter Sherrington Lane CH3 9JU | | | * | 1540.80 |
| (3) Noticeboards Sherrington Lane CH3 9JU Duckington SY14 8LQ Harthill Green CH3 9LF | 29/06/2016 | 1141.17 | * | 1141.17 |
| (2) Benches Sherrington Lane CH3 9JU Duckington SY14 8LQ | 18/08/2016 01/01/2018 | 675.50 1.00 | * * | 675.50 1.00 |
| (1) Defibrillator Sherrington Lane CH3 9JU | 16/12/2017 | 2285.00 | 2285.00 (TBC) | 2285.00 |
| (1) Acer Laptop | 14/01/2017 | 199.17 | 0 | 199.17 |
| Samsung A20 Mobile phone | 01/12/2020 | 121.67 | TBC | 121.67 |
| | | | TOTAL | £13352.43 |

* Street Furniture incurred £3973.00

Annual Internal Audit Report 2022/23

Broxton & District Parish Council

<https://broxtonparishcouncil.org.uk>

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. | ✓ | | |
| 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") | ✓ | | |
| 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. | Yes | No | Not applicable |

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

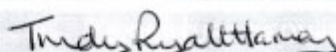
Date(s) internal audit undertaken

09/05/2023

Name of person who carried out the internal audit

Trudy Ryall-Harvey

Signature of person who carried out the internal audit



Date

09/05/2023

*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).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Broxton & District 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. | ✓ | | 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. |
| | | | ✓ |

*For any statement to which the response is 'no', an explanation must be published

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

22/05/2023

and recorded as minute reference:

23/016

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

Chairman

[Signature]

Clerk

[Signature]

Information required by the Transparency Code (not part of the Annual Governance Statement)

| | | |
|---|-----|----|
| The authority website/webpage is up to date and the information required by the Transparency Code has been published. | Yes | No |
| | ✓ | |

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

AVAILABLE WEBSITE/WEBPAGE ADDRESS

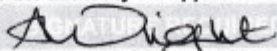
Section 2 – Accounting Statements 2022/23 for

Broxton & District Parish Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 9,720 | 10,716 | 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 | 5,520 | 5,921 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 369 | 441 | 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 | 2,680 | 1,526 | 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 | 2,213 | 2,055 | 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 | 10,716 | 13,497 | 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 | 10,716 | 13,496 | 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 | 13,352 | 13,352 | 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) | | ✓ | |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ |

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



Date

15/05/2023

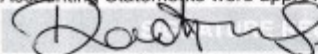
I confirm that these Accounting Statements were approved by this authority on this date:

22/05/2023

as recorded in minute reference:

23/017

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



Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

Broxton & District Parish Council

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: £6,362 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: £3,581 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

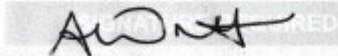
If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date



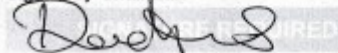
22/05/2023

I confirm that this Certificate of Exemption was approved by this authority on this date:

22/05/2023

Signed by Chairman

Date



22/05/2023

as recorded in minute reference:

23/018 REFERENCE

Generic email address of Authority

clerk@broxtonparishcouncil.org.uk GENERIC EMAIL ADDRESS

Telephone number

01948861035 NUMBER

*Published web address

https://broxtonparishcouncil.org.uk/ AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Notes of informal meeting with CW&C Highways Officers – Brown Knowl

Wednesday 17th May 2023.

Present:

CW&C Highways – Stuart Bateman (Principle Engineer), John Barnes.

Broxton & District Parish Council –Simon Poole, Tim Vaughan, Ann Wright (Acting Clerk).

Purpose of Meeting: To discuss hedge and planting schemes for Brown Knowl.

The Highways officer stated that permission had not be granted for the hedge and although there had been discussions it had been stated that a licence would need to be applied for. Mr Bateman stated that he may not have granted permission for the hedge given the proximity to the telegraph pole and wires. He is willing to consider its approval as part of the roadside licence (section 115E) for planting of the verge area as a whole.

Any permission will state the Parish Council will be required to remove the hedge if at any point in the future it is in the way for works to the telegraph pole. The Parish Council will also need to commit to the future maintenance of the hedge.

It was agreed to carryout consultation with properties neighbouring and opposite the site to ensure residents support the scheme.

It was noted the cost of a licence application is £100.

The following information including of the hedge should be submitted to Highways:

- List of plants/trees to be planted inc. expected heights.
- Maintenance schedule inc. removal of fallen fruit.
- Size and location of planters
- Location of trees

A list of plants which Highways would normally be permitted were circulated noting the majority of plants we wish to plant were not listed as they are edible.

It was noted the proposed fruit trees are dwarf root stocks and can easily be managed to prevent overhanging of footways etc.

Vehicle Access

It was stated vehicular access was required into the field behind the green/phone kiosk. The Highways officer confirmed there is gate in situ which had been there for some time and although there is fence behind it. Highways would not take action to prevent this access and any planting would need to allow that access to continue.

Broomhill Lane Verge

Further planting schemes were discussed for this area. It was agreed to contact CW&C streetscene to discuss implementation of wildflower seeding.

Cllr Poole to consider whether to undertake tree planting in this area, if tree planting does take place a further licence will be required.

Ann Wright
17/05/2023