



# MINUTES OF THE PARISH COUNCIL MEETING

Wednesday 28th April 2021, 8.15pm, Remote meeting via Zoom

Present: Parish Councillors June James (Chairman), John Ashworth, Paul Gaskell, Pauline Hedges; Clerk Susan Turner. No members of the public present.

- 1 WELCOME AND APOLOGIES** Thanks to Pauline Hedges for hosting the meeting. Apologies Chris Alliston, Gareth Wilson, Nick Walker.
- 2 MINUTES OF PREVIOUS MEETING** of 10th March – agreed and to be signed.
- 3 DECLARATIONS OF INTEREST** in items on the Agenda – none.
- 4 PARISH ELECTIONS** – All current Parish Councillors re-elected unopposed. **APPENDIX I**
- 5 FINANCE**
- 5.1 2020/21 Accounts**
- i. Final payments 2021/22
- |                   |                    |      |                      |
|-------------------|--------------------|------|----------------------|
| (38) OHAH         | Voucher (re Green) | BACS | £100.00              |
| (39) Boston Seeds | Bulbs re Green     | BACS | £285.00              |
| (40) Clerk        | Allowable expenses | BACS | £216.00              |
| (41) Clerk        | Salary March 2021  | BACS | £309.25 (old rate)   |
| (42) Roy Wood     | Moles March 2021   | BACS | £50.00               |
| (LM) PGGM         | PGGM March 2021    | SO   | £1,300.00 (old rate) |
- ii. Accounts 2020/21 Year End
- APPROVED unanimously Year End accounts as circulated 10th April. **APPENDIX II**
- 5.2 2020/21 Audit – AGAR Part 3 forms for approval APPENDIX III**
- i. Governance Statements (Section 1)
- AGREED unanimously, all governance statement complied with.
- ii. Accounting Statements (Section 2) as circulated 10th April.
- APPROVED unanimously as circulated 10th April.
- ACTION Forms to be signed by Clerk and Chairman.  
Clerk to take to Internal Audit.
- 6 NEXT MEETINGS**
- 6.1 Parish Council AGM** – Wednesday 12th May, 7pm.  
Relevant legislation:  
'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enable all local authority meetings to be held remotely, including allowing remote access by members of the public. The Regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.'  
'Local Government Act 1972 c. 70 SCHEDULE 12 Part II (Parish Councils)  
7(2) In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office.'
- 6.2 Further Parish Council meetings** Wednesdays 7pm  
7 July, 1 September, 3 November.

*Meeting closed at 8.45pm with thanks to all present*

For signature ..... Date .....

# NOTICE OF UNCONTESTED ELECTION

Basingstoke & Deane

## Election of Parish Councillors for Newnham on Thursday 6 May 2021

I, Rebecca Emmett being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Newnham.

Name of Candidate	Home Address	Description (if any)
ALLISTON Chris	5 St Johns Cottages, Newnham Road, Hook, Hants, RG27 9NQ	
ASHWORTH John Spencer	Oakfield Farmhouse, Nately Scures, Hook, RG27 9JR	Resident
GASKELL Paul	Rose Cottage, The Barracks, Newnham, Hook, Hants, RG27 9NW	
HEDGES Pauline Mary	52 Water End Park, Old Basing, Basingstoke, Hants, RG24 7BB	
JAMES June	Hawkridge, Tylney Lane, Newnham, RG27 9AJ	
WILSON Gareth David	6 Kingsbridge End, Newnham, Hook, Hampshire, RG27 9QQ	



## APPENDIX II.II

NEWNHAM PARISH COUNCIL - EXPENDITURE 2020/21 - 31 March																
Date	Supplier	Description	Cheque No	No	Fin / Admin	Salary	Expenses	Returned funds	Villager	GREEN	Maintenance	Community	Projects	VAT	Total	
28/04/20	Clerk	Salary April 2020	SO	1		£309.25									£309.25	
28/05/20	Clerk	Salary May 2020	SO	2		£309.25									£309.25	
28/05/20	The Villager	Villager 2019-20	769	3					£659.50						£659.50	
28/05/20	Assert Property Serv	4 CANCELLED														
28/05/20	St for HALC/NACL	HALC (incl NALC) subs	771	5	£272.03										£272.03	
28/05/20	Roy Wood	Moles Dec2019-May2020	772	6						£300.00					£300.00	
28/05/20	PGGM	Green May & June cuts	774	7	CANCELLED											
28/05/20	ST forBHM	Insurance plus P Online	775	8	£375.86										£375.86	
03/06/20	PGGM	Green May cut	776	9						£130.00				£26.00	£156.00	
08/06/20	C Herdman	SSEN grant for PPE	777	10								£2,000.00			£2,000.00	
28/06/20	Clerk	Salary June 2020	SO	11		£309.25									£309.25	
07/07/20	PGGM	July cut - dispose green waste	778	12						£117.08				£23.42	£140.50	
07/07/20	Roy Wood	Moles June-July2020	779	13						£100.00					£100.00	
28/07/20	Clerk	Salary July 2020	SO	14		£309.25									£309.25	
28/08/20	Clerk	Salary August 2020	SO	15		£309.25									£309.25	
01/09/20	Roy Wood	Moles Aug-Sept2020	779	16						£100.00					£100.00	
21/09/20	PGGM	Disposal waste Green	781	17						£116.25				£23.25	£139.50	
28/09/20	Clerk	Salary Sept 2020	SO	18		£309.25									£309.25	
28/10/20	Clerk	Salary October2020	SO	19		£309.25									£309.25	
10/02/21	ST for AB tools	Refelctors for TC posts	BACs	20									£70.83	£14.17	£85.00	
10/02/21	ST FOR HWT	Green wildlife plan	BACs	21						£100.00					£100.00	
10/02/21	ST for Amacoam	Hi viz jackets 3x5	BACs	22								£29.97		£6.00	£35.97	
10/02/21	ST for Helping hands	Litter pickers x 12	BACs	23								£178.88		£35.78	£214.66	
10/02/21	Peter Brown	Internatl audit	BACs	24	£50.00										£50.00	
10/02/21	PKF Littlejohn	External Audit	BACs	25	£200.00									£40.00	£240.00	
28/11/20	Clerk	Salary November 2020	SO	26		£309.25									£309.25	
28/12/20	Clerk	Salary December 2020	SO	27		£309.25									£309.25	
28/01/20	Clerk	Salary Jan 2021	SO	28		£309.25									£309.25	
10/02/21	Clerk	Salary increase £50.75 x12	BACs	29		£609.00									£609.00	
10/02/21	PGGM 778	Bus shelter materials 788	BACs	30							£52.00			£10.40	£62.40	
28/05/20	Assert Property Serv	Bus shelter - new shingles	BACs	31							£70.00			£14.00	£84.00	
10/02/21	Roy Wood	Moles Oct to JAN 2021	BACs	32						£200.00					£200.00	
10/02/21	ST-LandReg	Deeds OppeGdn, Woodlands	BACs	33	£12.00										£12.00	
10/02/21	PGGM	Digger & skip Kingsbridge	BACs	34									£461.00	£92.20	£553.20	
28/02/21	Roy Wood	Moles Feb 2021	BACs	35						£50.00					£50.00	
28/01/20	Clerk	Salary Feb 2021	SO	36		£309.25									£309.25	
28/02/21	PGGM	Ditching Tilney Lane	BACs	37						£688.00				£137.60	£825.60	
11/03/21	JJ for Old House	Voucher - appreciation	BACs	38						£100.00					£100.00	
11/03/21	ST for Boston Seeds	Bulbs for Green-CllrStill-Grant	BACs	39									£237.49	£47.51	£285.00	
11/03/21	Clerk	Allowable expenses	BACs	40			£216.00								£216.00	
11/03/20	Clerk	Salary March 2021	BACs	41		£309.25									£309.25	
29/03/00	Roy Wood	Moles March 2021	BACs	42						£50.00					£50.00	
	<b>Totals:</b>					<b>£909.89</b>	<b>£4,320.00</b>	<b>£216.00</b>	<b>£0.00</b>	<b>£659.50</b>	<b>£2,051.33</b>	<b>£122.00</b>	<b>£2,208.85</b>	<b>£769.32</b>	<b>£470.33</b>	<b>£11,727.22</b>

## APPENDIX II.III

## Newnham Parish Council

## 2020 - 2021 Significant Variations: AUDIT SHEET

Difference between current and previous year greater than both 10% and £100 in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

Item	Previous Yr Parish C 2019/2020	Previous Yr Lengthsman (HCC) 19/20	Previous Year 2019/20 Total	Current Yr Parish C 2020/2021	Current Yr Lengthsman (HCC) 20/21	Current Year 2020/21 Total	Difference	Diff %
1 Balance Brought Forward	£2,077.96		£2,077.96	£5,779.37		£5,779.37	£3,701.41	178.13%
2 Annual Precept	£9,862.00		£9,862.00	£10,845.00		£10,845.00	£983.00	9.97%
3 Total Other Receipts	£5,797.81	£16,900.00	£22,697.81	£3,209.71	£19,500.00	£22,709.71	£11.90	0.05%
4 Staff Costs	£3,711.00		£3,711.00	£4,320.00		£4,320.00	£609.00	16.41%
5 Loan interest/capital repayments	£0.00		£0.00	£0.00		£0.00	£0.00	NA
6 Total other payments (excl salaries)	£8,247.40	£16,900.00	£25,147.40	£7,407.22	£19,500.00	£26,907.22	£1,759.82	7.00%
7 Balance carried forward	£5,779.37		£5,779.37	£8,106.86		£8,106.86	£2,327.49	40.27%
8 Cash & short term investments	£5,779.37		£5,779.37	£8,106.86		£8,106.86	£2,327.49	40.27%
9 Fixed assets & long term assets	£0.00		£13,188.00	£0.00		£13,966.85	£778.85	5.91%
10 Total borrowings	£0.00		£0.00	£0.00		£0.00	£0.00	0
11 Trust funds	NA		NA	NA		NA	NA	NA

## Box 4 Staff Costs

Explanation for variation of £609.00 16.41%

Clerk's salary increase as agreed Parish Council meeting of July 2019

June James, Chairman .....Date .....

Susan Turner, RFO .....Date .....

LENGTHSMAN INCOME FROM HCC 2020-21						
Date	Supplier		Description	LM		
24/04/20	HCC		L/M 2019/20 x 13	£13,000.00		£13,000.00
24/04/20	HCC		Admin 2019/20 x 13	£1,300.00		£1,300.00
19/05/20	HCC		L/M 2019/20 x 2	£2,000.00		£2,000.00
19/05/20	HCC		Admin 2019/20 x 2	£200.00		£200.00
						£16,500.00
LENGTHSMAN VAT RECLAIM 2020-21						
						£3,000.00
LENGTHSMAN EXPENDITURE 2020-21						
Date	Supplier		Description	LM	LM VAT	LM total
25/04/20	PGGM	SO	L/M April	£1,250.00	£250.00	£1,500.00
27/05/20	PGGM	SO	L/M May	£1,250.00	£250.00	£1,500.00
13/06/20	PGGM	SO	L/M June	£1,250.00	£250.00	£1,500.00
13/07/20	PGGM	SO	L/M July	£1,250.00	£250.00	£1,500.00
28/08/20	PGGM	SO	L/M Aug	£1,250.00	£250.00	£1,500.00
28/09/20	PGGM	SO	L/M Sept	£1,250.00	£250.00	£1,500.00
28/10/20	PGGM	SO	L/M Oct	£1,250.00	£250.00	£1,500.00
28/11/20	PGGM	SO	L/M Nov	£1,250.00	£250.00	£1,500.00
28/12/20	PGGM	SO	L/M Dec	£1,250.00	£250.00	£1,500.00
28/01/20	PGGM	SO	L/M Jan	£1,250.00	£250.00	£1,500.00
28/02/20	PGGM	SO	L/M Feb	£1,250.00	£250.00	£1,500.00
28/03/20	PGGM	SO	L/M March 2020	£1,250.00	£250.00	£1,500.00
			LM EXPENDITURE 2020-21	£15,000.00	£3,000.00	£15,000.00
30/07/18	Susan Turner	BACS	L/M admin	£1,300.00	£0.00	£1,300.00
30/07/18	Newnham PC	transfer	L/M contribution external aud	£200.00	£0.00	£200.00
			LM EXPENDITURE ADMIN 2020-21	£1,500.00	£0.00	£1,500.00
			TOTAL LM EXPENDITURE 2020-21	£16,500.00	£3,000.00	£19,500.00

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

## NEWNHAM 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 2021, that:

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

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

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

28/04/2021

and recorded as minute reference:

5.2.i MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.newnham-pc.info> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

NEWNHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	2,078	5,779	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	9,862	10,845	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	22,698	22,710	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,711	4,320	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	25,147	26,907	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	5,779	8,107	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	5,779	8,107	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	13,188	13,967	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>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>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2021 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

 RED

Date 10/04/2021

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

28/04/2021

as recorded in minute reference:

5.2.ii MINUTE REFERENCE

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

SIGNATURE REQUIRED