



# MINUTES OF THE PARISH COUNCIL MEETING

Wednesday 2nd September 2020, 7pm, Remote meeting via Zoom

Present: Councillors June James (Chairman), Paul Gaskell, John Ashworth, Gareth Wilson, Pauline Hedges, Chris Alliston; Clerk Susan Turner. Guest PC Andy Reid

- 1 **WELCOME AND APOLOGIES** – Apologies Nick Walker.  
Thanks to Paul Gaskell for hosting the meeting.
- 2 **POLICING UPDATE** Thanks to PC Reid for attending the meeting and giving his report.  
For next meeting he will provide a written list of all crimes to date this year and outcomes.
- 4 **MINUTES OF PREVIOUS MEETING** of 8th July agreed and to be signed.
- 5 **DECLARATIONS OF INTEREST** in items on the Agenda – none.
- 6 **HIGHWAYS & TRAFFIC**
  - 6.1 **A30 Speed limit reduction – Gateways & Signs** Email from Martin Wiltshire (Hants Safer Roads) of 20th July: 'At present I am unable to advise on a date for implementing the speed limit change along the A30. Work is progressing to conclude this as quickly as possible and I will update you with more information as soon as I am able to. When this matter has been determined, as part of the design of the speed limit signing along the A30, it is proposed to give consideration to including the Nately Scures and Water End place names on the speed limit signs along with other measures to form gateway type features appropriate for the location. I will share these designs with you when they are prepared.'  
NOTED No further action can be taken re Gateway features until HCC designs received.
  - 6.2 **Traffic calming buildouts** Driver failed to see the buildout by the Clubroom, knocking over the posts (9th August before 5pm). This is the third time in the past three years. Posts intact, a reflector broken. Parish Lengthsman has righted; also strimmed around all traffic calming buildouts and added extra reflectors to all posts. Awaiting new signage.  
NOTED Visibility often poor at this location with trees shading from the railway; in the afternoon may be driving directly into the sun. Also that drivers who don't see the buildout posts may not see cyclists etc and are driving too fast for the road conditions. Further measures / signage to be considered. Clerk to contact HCC.
  - 6.3 **Lengthsman tasks – since last meeting**  
21st July **Kingsbridge** Strim triangle and bridge shoulders.  
14th August – **Green** Pull ragwort, bag and remove. Weed-pull pond fringes (thistles) and put to compost in corner  
21st August **Newnham Road** Right traffic calming posts  
25th August **Green** Strim path around pond to give an 'edge' to pond vegetation.  
**Traffic buildouts** – Cut back vegetation overhanging, strim around, add new reflectors.  
**Tasks pending** – Old School road. Clear vegetation from 30mph 'gateway'. Straighten 'Old School Road' sign at A30 Junction. A30 bus shelters x 4 – Sweep out, strim around.  
Maintenance check & report.
  - 6.4 **A30 bus shelters** Noted that bus shelter by Crown Lane in need of repair.
- 7 **WATER END & Y KNOT**
  - 7.1 **Lyde** (31st August) Tree / hedge cutting debris in the Lyde from Andwell-side. Some washed under the A30 to Water End. Question raised as to if from land in Newnham Parish or from Priory Farm. To monitor.
  - 7.2 **Fires at Priory Farm** – Smoke affecting Water End. Particularly from 11th August to date, fires reported almost daily, continuing overnight. At times acrid smoke. Mapledurwell & Up Nately Parish Council have been advised. Noted that owner previously reported for bonfires on the south side of the Greywell Road in quarry. **APPENDIX I**  
NOTED BDBC Environmental Health and Environment Agency have been contacted.

For signature .....

- 7.3 Water End ditching** (Progress report) Email of 13th August from Highways Engineer: 'We have ordered some 'small works' and are waiting for a date. These are to clear debris from the ditches, rodding a small pipe in the verge (ditching works pushed the soil in), clearing out a few gullies that have debris in their sumps, clearing the small ditch behind the bus stop and installing verge marker posts adjacent to the recently installed headwall.
- NOTED Awaiting ditching work to be done before bus shelter area can be tidied following the felling / cutting back of the Willow trees.
- 7.4 Y-Knot** Mary and Clive have retired from the The Y Knot after six years. The pub owners will be looking for new tenants.
- 8 NEWNHAM GREEN**
- 8.1 Mowing** With thanks to Manor Farm their first mowing of early August. All Green other than triangle by pond.
- 8.2 Wildlife management** Request submitted to Hampshire & Isle of Wight Wildlife Trust for site visit and to compile a project report, wildlife enhancement plan, and planting schedule for sections of the Green, the verges, and pond margins. Also for the pond hoping the *Crassula* can be managed sufficiently to increase the plant diversity.
- 8.3 Pond Willow**
- TO RECORD Thanks to Lord Malmesbury for arranging removal of the the fallen Willow. Newnham Green Farm confirmed they are happy that sufficient large wood has been cut and removed.
- 8.4 Hampshire & Isle of Wight Amphibian & Reptile Group** (HIWARG) Pete West from HIWARG placed carpet tiles around the Green (as from 8th July) as 'refugia' for newts and to try to monitor their movement. To be removed early October. Re tackling the *Crassula* he has confirmed that: 'I can offer advice, support and volunteers from HIWARG.'
- 8.5 Wayleave** Lord Malmesbury has agreed to a Wayleave request to move the telegraph pole by Manor Farm Cottage further on to the Green. Parish Council agreed no objection, but requested consideration and safeguarding of the nearest Horse Chestnut. **APPENDIX II.**
- 9 PLANNING & TREES**
- 9.1 Parish planning applications for discussion**
- 20/01974/FUL Chapel House Newnham Road Newnham RG27 9AE Change of use of agricultural access to residential curtilage. Erection of 1.0 metre high brick wall to frontage to replace metal railings. Renovation and alterations to chapel building.
- Parish Council Response – No objection. The agricultural right of access over the land is noted, the Parish Council requests no permitted development rights. Also to ensure any alterations respect the original fabric and character of the chapel building.*
- 20/01798/FUL Land Adjacent To Tithe Barn, Ridge Lane, Newnham. Erection of a dwellinghouse partly on the site of a tennis court; formation of access driveway following demolition of car port attached to stables at Tithe Barn Cottage.
- Parish Council Response – No objection. Concern expressed re setting of grade II listed Tithe Barn and also to avoid any negative impact on the rural setting of Newnham FP3. If considered for approval, the Parish Council requests additional tree and native planting and commitment to meaningful gain for biodiversity.*
- 9.2 Parish planning applications pending** Parish Council responded to new-build applications for Land at Blackstocks Lane. Objections from BDBC Biodiversity and Landscape. If case officer minded to approve will automatically go to Development Control Committee due to number of objections. Mapledurwell & Up Nately Parish Council submitted similar response to application for eight houses in Andwell Lane. Newnham Parish Council was consulted as neighbour and agreed its support for M&UN response.
- 9.3** See **APPENDIX III** for all current applications relating to the Parish.
- 9.4 Hook Local Gap** Awaiting decision on application to Hart for two new houses in the Gap.
- 9.5 Old Basing – MSA J6 (MOTO)** WSP Technical justifies Highways England's 'no objection subject to conditions' response. Winslade continues to object – their consultant of the opinion that outstanding issues remain to be addressed.

For signature .....

**9.6 BDBC Local Plan****i Major site applications** – NOTED...

1. Manydown considered by DC 8th July. Approval subject to conditions. 17/00818/OUT Approximately 3,200 homes (up to a maximum of 3,520).
2. Basingstoke Golf Course considered by DC 22nd July. Approval subject to conditions. 19/00971/OUT Up to 1,000 homes plus traveller site.

**ii Local Plan Update – Issues & Options consultation** Scheduled for public consultation end September. Current draft includes: 'need for 884 new homes a year up to 2038 would lead to a requirement of around 6,000 to 7,000 more new homes'.

**9.7 White Paper** – NOTED...

Brief received from Locality suggesting potential impact on Planning procedure: Local Plans may no longer allocate specific sites for development, nor (largely) include development management policies – eg policies that seek to improve the vitality of the high street. Local Plans may include more design detail. Neighbourhood Plans may no longer allocate specific sites for development nor (largely) include development management policies. Neighbourhood Plans may continue to use detailed design guidance and codes. Public consultation will remain at the Local / Neighbourhood plan stage, but not at the planning application stage.

**10 FINANCE****10.1 Payments**Regular payments since last meeting

Clerk	Salary July 2020	SO	£309.25 (old rate)
PGGM	PGGM LM July 2020	SO	£1,300.00 (old rate)
Clerk	Salary August 2020	SO	£309.25 (old rate)
PGGM	PGGM LM August 2020	SO	£1,300.00 (old rate)

Cheques signed between meetings

Roy Wood	Moles – Aug-Sept 2020	780	£100.00.
----------	-----------------------	-----	----------

**10.2 Accounts to date 2020/21** **APPENDIX IV**

At halfway through the year bank balance of c8k, up +£2K from beginning of year. Second half-Precept to be received in September. So up on budget but largely because no 'project' funding spent yet this year.

Noted that Councillor Still has limited devolved budget available for 2020/21 due to much allocated to charities relating to Covid.

**10.3 Audit** –Internal Audit scheduled with Peter Brown 21st September. Submission to External Audit for 30th September. **APPENDIX V & VI****11 BARRACKS UPDATE****11.1 Perimeter fencing** Kingsbridge End / Barracks / Old School Road junction. Enforcement investigation relating to new access in perimeter fencing contrary to condition of original Kingsbridge end planning application.

AGREED The Parish Council look into planting native hedging on the to screen the fencing. To be planted and maintained by the Parish Lengthsman. (To note the Woodland Trust have offered free native hedging to community groups – though seems the offer is presently not available.) Clerk to seek permission of landowner.

**12 FURTHER REPORTS****12.1 Clubroom** Chris Alliston reported on the installation of the Clubroom Solar Panels, article to be submitted to the *October Villager*. After 18 years, Peter Brown is looking to retire as Treasurer within the next 12 months, the Clubroom is seeking a replacement.**13 NEXT MEETINGS** Wednesday 4th November

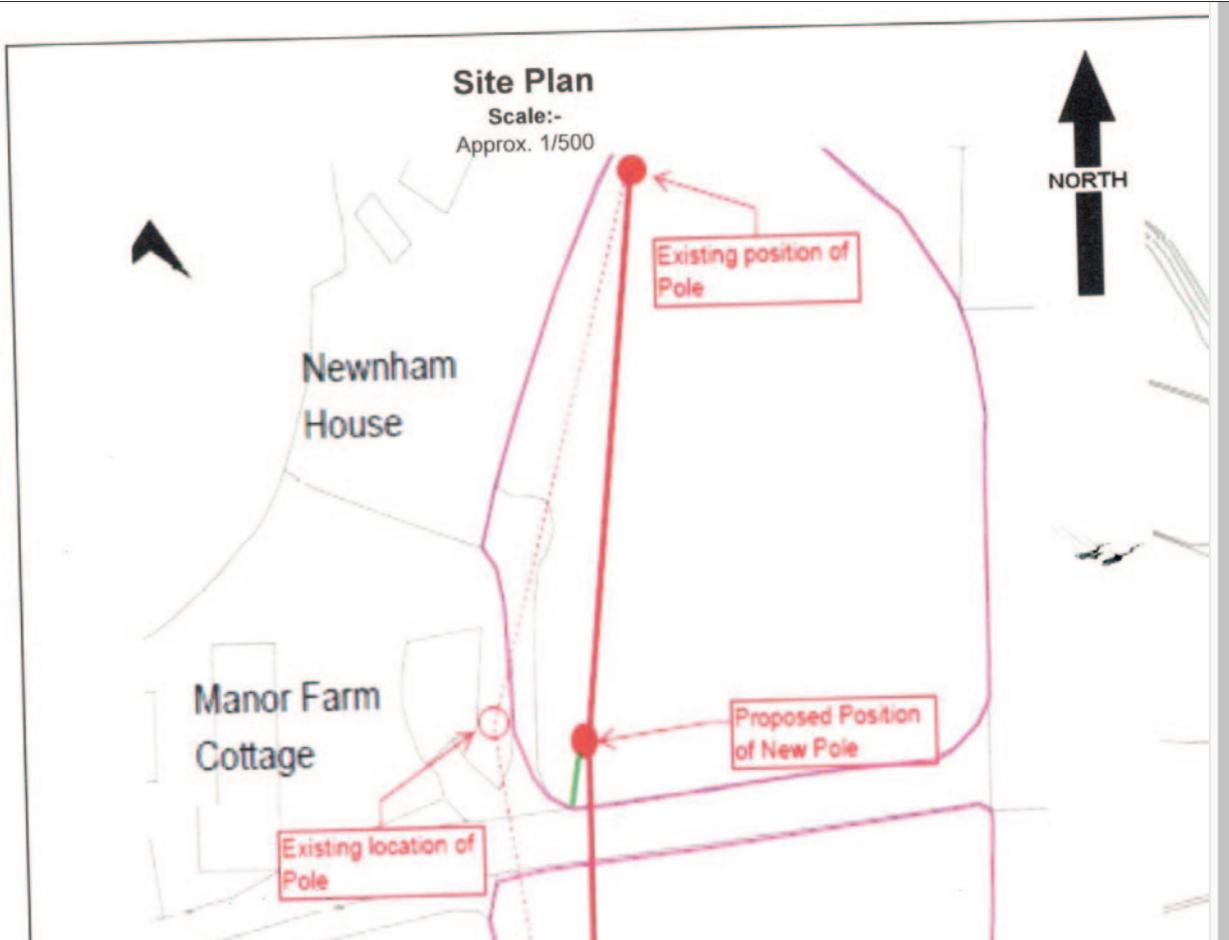
*Meeting closed 8.45pm with thanks to all present*

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

**APPENDIX I**



**APPENDIX II**



**APPENDIX III – NEWNHAM PLANNING AND TREE APPLICATIONS – 1ST SEPTEMBER 2020**

- T/00403/20/TCA (Validated 09 Aug) Land At Os Ref 470609 154268 Tylney Lane, Newnham RG27 9AJ. Oak (T1) - Reduce by outer canopy 25% (2.5-3m) to limit impact of trees on neighbouring property and reduce weight on certain over extended lateral limbs. Oak (T2) - Reduce by outer canopy 25% (2.5-3m) to limit impact of trees on neighbouring property and reduce weight on certain over extended lateral limbs.
- T/00364/20/TCA (Validated: Tue 04 Aug) Wildmoor, Newnham Road, Newnham. T1 Birch: Fell to ground level. T2 Honey Locust: Fell to ground level (dead). T3/ T4/T5/T6 Hawthorn: Fell to ground level T7/T8/T9: Sycamore: Fell to ground level T10/T11 Pear: Fell to ground level T12/T13 Sycamore: Fell to ground level T14 Chestnut: Fell to ground level.
- T/00274/20/TCA (Validated: Tue 04 Aug 2020) The Pink House, Newnham Lane, Newnham RG27 9AG. T5: remove. T6 Beech: crown reduce. T8 Sliver birch: reduce height. T11 Black alder: reduce height. T13/T14/T21. No objection
- 20/01974/FUL (Validated 24 Jul 2020) Chapel House Newnham Road Newnham RG27 9AE Change of use of agricultural access to residential curtilage. Erection of 1.0 metre high brick wall to frontage to replace metal railings. Renovation and alterations to chapel building.
- 20/01903/RET (Validated 5 Aug Highview Business Park, The Barracks. Change of use of land from woodland to C3 residential and amenity land enclosed by the relocation of the western boundary fence.
- 20/01798/FUL (Validated 20 Jul) Land Adjacent To Tithe Barn, Ridge Lane, Newnham. Erection of a dwellinghouse partly on the site of a tennis court; formation of access driveway following demolition of car port attached to stables at Tithe Barn Cottage.
- 20/01666/FUL (Validated 25 Jun 2020) Land At Blackstocks Lane, Nately Scures. Erection of 1 no. new dwelling and detached garage.
- 20/01597/FUL (Validated 24 Jun 2020) Land At Blackstocks Lane, Nately Scures. Erection of 2 no. dwellings and associated parking.
- 20/01587/ROC (**Granted 12 August**, Validated 17 Jun 2020) Snipes Wood House, Scures Hill. Variation of Conditions 1, 3, 4, 7 and 8 of 17/01659/FUL to amend drawing numbers to allow for the addition of a garage, slight rotation of dwelling and alterations to elevations and to alter wording of pre commencement conditions
- T/00272/20/TCA (**Approved 3 Aug**, Validated 24 Jun 2020) Newnham Lodge, Tylney Lane, Newnham. Acacia tree: crown reduce to suitable growth points approx 4-5m.
- 20/01213/HSE (**Granted 17 August**, Validated 23 Jun 2020) Naishes Barn garden, Newnham Road. Construction of a domestic swimming pool and associated landscaping.
- T/00232/20/TPO (Pending Validated 23 Jun 2020) 11 The Baredown, Nately Scures RG27 9JT. Area G2: 1 Spruce: fell.
- 20/01230/HSE (**Granted 03 August**, Validated: Mon 08 Jun 2020) Newnham Edge, Tylney Lane, Newnham. Erection of a single storey rear extension with roof terrace above and external stairs to garden. Alterations to fenestration to include two new external doors.
- T/00161/20/TCA (**Approved 24th June** - amended application, Validated 24 Apr) Beech House, Newnham Road Newnham. Oak and three Ash trees: Crown reduce to no smaller than 8m in height, and prune as necessary to achieve no more than 8m clearance above the highway. Prune to give no more than 1m clearance from the adjacent overhead services. Remove deadwood as necessary.
- 19/03224/LDEU (Pending, Validated: Fri 29 Nov 2019) Manor Farm, Crown Lane, Newnham RG27 9AN. Certificate of lawfulness for the continued siting of a caravan used as a farm workers dwelling.
- 16/03282/RET (Pending, Validated 15 Sep 2016) Manor Farm, Blackstocks Lane, Nately Scures. 'Change of use from solely agricultural to mixed agricultural use to include the diversification of farm open days for no more than 100 days in a year with ancillary tea room and associated car parking.' Consultation on new description only. This application will be decided by Development Control Committee, date tba.

**OUT OF PARISH PLANNING APPLICATIONS**

- 20/01486/FUL (Pending, Validated 30 Jun) Fairfields, Newnham Road, Hook. Demolition of existing outbuildings and erection of 2 detached dwellings with integral garages and new access to the public highway.
- 17/03487/FUL (Validated 02 Nov 2017) Land Adjacent To Junction 6 M3 Basingstoke Hampshire Construction of a new Motorway Service Area etc WSP Technical note posted on BDBC website justifying Highways England's 'no objection subject to conditions' response. Winslade consultant of the opinion that outstanding issues remain to be addressed.

## APPENDIX IV ACCOUNTS TO DATE

Date	Supplier	Description	Cheque No	Fin / Admin	Salary	Expenses	Training	Villager	GREEN	Maintenance	Projects	VAT	Total	
28/04/20	Clerk	Salary April 2020	SO		£309.25								£309.25	
28/05/20	Clerk	Salary May 2020	SO		£309.25								£309.25	
28/05/20	The Villager	Villager 2019-20	769					£659.50					£659.50	
28/05/20	Assert Property Serv	Bus shelter - new shingles	770							£70.00		£14.00	£84.00	
28/05/20	St for HALC/NACL	HALC (incl NALC) subs	771	£272.03									£272.03	
28/05/20	Roy Wood	Moles Dec2019-May2020	772						£300.00				£300.00	
28/05/20	PGGM	Green May & June cuts	774	CANCELLED										
28/05/20	ST forBHIM	Insurance plus P Online	775	£375.86									£375.86	
03/06/20	PGGM	Green May cut	776						£130.00			£26.00	£156.00	
08/06/20	C Herdman	SSEN grant for PPE	777								£2,000.00		£2,000.00	
28/06/20	Clerk	Salary June 2020	SO		£309.25								£309.25	
07/07/20	PGGM	July cut - dispose green waste	778						£117.08			£23.42	£140.50	
07/07/20	Roy Wood	Moles June-July2020	779						£100.00				£100.00	
28/07/20	Clerk	Salary July 2020	SO		£309.25								£309.25	
28/08/20	Clerk	Salary August 2020	SO		£309.25								£309.25	
<b>Totals:</b>					<b>£647.89</b>	<b>£1,546.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£659.50</b>	<b>£647.08</b>	<b>£70.00</b>	<b>£2,000.00</b>	<b>£63.42</b>	<b>£5,634.14</b>

NEWNHAM PARISH COUNCIL INCOME 2020/21 - AUG								
Date	Item	Paid by	Precept	Other grants	Covid grant	VAT	Interest	Total Receipts
Balance brought forward 1st April 2019								£5,779.37
24/04/20	LM contribution to VAT	BACS		£200.00				£200.00
27/04/20	Parish Precept 6 months	BACS	£5,422.50					£5,422.50
27/04/20	Grass Cutting Grant	BACS		£342.00				£342.00
03/06/29	SSEN				£2,000.00			£2,000.00
2020/21							£2.74	£2.74
<b>Total</b>			<b>£5,422.50</b>	<b>£542.00</b>	<b>£2,000.00</b>		<b>£2.74</b>	<b>£7,967.24</b>
				Interest	April	0.12		
					May	0.51		
					Jun	0.71		
					Jul	0.82		
					Aug	0.58		
					Sept			
					Oct			
					Nov			
					Dec			
					Jan			
					Feb			
					Mar			
						£2.74		

RECEIPTS & PAYMENTS SUMMARY			
Bal brought forward 1st April 2018	£5,779.37		
Plus income	£7,967.24		
Minus expenditure	£5,634.14		
<b>Balance</b>	<b>£8,112.47</b>		

BANK RECONCILIATION			
bus instant access	£9,886.72		
Treasurers	£6,909.75		
minus LM funding remaining	£9,583.35		
plus LM VAT 2020	£1,083.35		
minus cheques not cleared	£184.00		
<b>Balance</b>	<b>£8,112.47</b>		

TREASURERS ACCOUNT 30-90-53 00320598  
PARISH COUNCIL OF NEWNHAM

**£ 6,909.75** Current balance

£6,909.75 Available funds ?

[View statement](#) >

[More actions](#) >

BUS BANK INSTANT 30-90-53 07467381  
PARISH COUNCIL OF NEWNHAM

**£ 9,886.72** Balance

[View statement](#) >

[More actions](#) >

Your matured products



**Annual Internal Audit Report 2019/20**

NEWNHAM PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

21/09/2020

Name of person who carried out the internal audit

PETER K BROWN

Signature of person who carried out the internal audit

Date

21/09/2020

\*If the response is 'no' you must include a note to 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 2019/20**

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 2020, 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:

08/07/2020

and recorded as minute reference:

6.3.1

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

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

www.newnham-pc.info

**Section 2 – Accounting Statements 2019/20 for**

**NEWNHAM PARISH COUNCIL**

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>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.</i>
1. Balances brought forward	6,945	2,078	<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	8,965	9,862	<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	21,452	22,698	<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	3,711	<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	31,573	25,147	<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	2,078	5,779	<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	2,078	5,779	<i>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.</i>
9. Total fixed assets plus long term investments and assets	13,188	13,188	<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>
		✓	

I certify that for the year ended 31 March 2020 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

[Redacted Signature]

Date 08/07/2020

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

08/07/2020

as recorded in minute reference:

6.3.2

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

[Redacted Signature]

**APPENDIX VI.I ACCOUNTS SHEET TO AUDIT**

<b>Newnham Parish Council - AUDIT SHEET</b>			
<b>2019/2020 Bank Reconciliation</b>			
<b>Receipts and payments summary</b>			
1	Balance brought forward from 2018/19		£2,077.96
2	Plus Income		£15,659.81
3	Plus Lengthsman income		£16,900.00
4	Less Expenditure		£11,958.40
5	Less L/M Expenditure		£16,900.00
6	Balance to take over to 2020/21		£5,779.37
<b>Reconciliation</b>			
7	Bus Inst Access / Savings Account		£5,619.48
8	Current / Treasurers Account		£791.68
9	<b>TOTAL BANK ACCOUNTS</b>		£6,411.16
10	Plus Income outstanding		£0.00
11	Less cheques to clear		£631.79
12	Balance to take over to 2020/21		£5,779.37
<b>Notes</b>			
13	Cheques to clear at Box 11 =		
	769: PGGM Diger hire and Green mowing		£415.79
	770: Clerk's allowable expense		£216.00
		Total	£631.79
June James, Chairman ..... Date <u>1.9.20</u> ..... Susan Turner, RFO ..... Date <u>1<sup>st</sup> Sept 2020</u> .....			

## APPENDIX VI.II ACCOUNTS SHEET TO AUDIT

## Newnham Parish Council

## 2019 - 2020 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 2018/2019	Previous Yr Lenghman (HCC) 18/19	Previous Year 2018/19 Total	Current Yr Parish C 2019/2020	Current Yr Lenghman (HCC) 19/20	Current Year 2019/20 Total	Difference	Diff %
1	Balance Brought Forward	£6,945.46		£6,945.46	£2,077.96		£2,077.96	£4,867.50	-70.08%
2	Annual Precept	£8,965.00		£8,965.00	£9,862.00		£9,862.00	£897.00	10.01%
3	Total Other Receipts	£4,651.96	£16,800.00	£21,451.96	£5,797.81	£16,900.00	£22,697.81	£1,245.85	5.81%
4	Staff Costs	£3,711.00		£3,711.00	£3,711.00		£3,711.00	£0.00	0.00%
5	Loan interest/capital repayments	£0.00		£0.00	£0.00		£0.00	£0.00	NA
6	Total other payments (excl salaries)	£14,773.46	£16,800.00	£31,573.46	£8,247.40	£16,900.00	£25,147.40	£6,426.06	-20.35%
7	Balance carried forward	£2,077.96		£2,077.96	£5,779.37		£5,779.37	£3,701.41	178.13%
8	Cash & short term investments	£2,077.96		£2,077.96	£5,779.37		£5,779.37	£3,701.41	178.13%
9	Fixed assets & long term assets	£13,188.00		£13,188.00	£13,188.00		£13,188.00	£0.00	0.00%
10	Total borrowings	0		0	0		£0.00	£0.00	0
11	Trust funds	NA		NA	NA		NA	NA	NA

Box 2 Annual precept	2018/19	2019/20	Difference
Explanation for variation of	£897.00		Precept request of 10% rounded up to nearest £

Box 6 Total other payments (excl salaries)	2018/19	2019/20	Difference
Explanation for variation of	£6,426.06		
Expenses	£460.25	£216.00	£244.25
Finance / admin	£1,223.60	£1,269.18	£45.58
Training	£110.00	£160.00	£50.00
Maintenance	£70.00	£242.04	£172.04
Community - Events and donation	£477.43	£0.00	£477.43
Old House at Home campaign	£4,979.00	£0.00	£4,979.00
Newnham Green	£1,433.95	£874.99	£558.96
Noticeboard	£127.00	£0.00	£127.00
Bench 18/19 Planter 20/21	£569.00	£904.00	£335.00
Bus shelter	£2,650.00	£3,000.00	£350.00
Villager - Parish Magazine	£749.54	£626.78	£122.76
VAT	£1,923.69	£954.41	£969.28
Lenghman Scheme	£14,199.96	£14,299.96	£100.00
Lenghman VAT	£2,600.04	£2,600.04	£0.00
TOTALS	£31,573.46	£25,147.40	£6,426.06

June James, Chairman

Date 1.9.20

Susan Turner, RFO

Date 1<sup>st</sup> September 2020