

## **AYLESBEARE PARISH COUNCIL**

**MINUTES** of the meeting of Aylesbeare Parish Council held in the Foxwell Room at Aylesbeare Village Hall on **Wednesday 2<sup>nd</sup> July 2025** at 7:15pm.

### **PRESENT**

Cllr Anna Thompson (Chair)  
Cllr Mark Branson (Vice-Chair)  
Cllr Tracie Cooke  
Cllr Jacky Owen  
Cllr Nick Warren

### **ABSENT**

Cllr Debbie Banks

**IN ATTENDANCE:** Three members of the public  
Jim Roberts (Clerk and RFO)

### **1 Chair's remarks**

Cllr Thompson opened the meeting and welcomed everyone to a thankfully cooler evening. She had been away for 3 weeks but understood that Aylesbeare Parish had suffered many road closures recently and that the water supply had been cut off to part of Aylesbeare village. There will be a clean up at the Church this weekend, she encouraged all to attend if they could even if only for a short time.

### **2 Apologies for Absence**

Cllr Banks could not attend as she is overseas. Council **RESOLVED** to accept the reasons given.

### **3 Declarations of Interests in items on the agenda**

None.

### **4 Open Public Forum**

The first speaker asked about the telephone kiosk. She understood that it was going to be renovated after Cllr Owen had emptied it. The area is looking shabby with the overgrown vegetation by the bridge and the kiosk doesn't help. The owners are busy and have young children. Cllr Owen will enquire with the owner about progress and whether they would like any help.

The second and third speakers spoke about Topics and the difficulties with the clerk. They had hoped to have the minutes available by the 12<sup>th</sup> each month so that they can be included in Topics. The clerk apologised that May's minutes weren't available and thanked the speakers for pointing out the absence of the minutes on the website. The speakers hoped that the clerk could email the minutes in time in future so that the residents can receive Topics in time to consider attending the following month's Parish Council meeting if there are items of interest.

The meeting discussed making Topics available online as not the whole Parish is covered with physical deliveries, especially Perkin's Village. The clerk agreed that he could upload a .pdf copy to the Council's website.

Council was grateful to the speakers for taking on the editing of Topics.

The speakers explained that Topics was opening a bank account with Santander which should incur no regular fees. This was delayed as Santander had postponed the application until mid-July.

The speakers hoped to manage Topics on advertisement fees alone and wanted the Council to divert any money saved to the Rec, Play Area, Village Hall and the Church as the Council sees appropriate.

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Initials

The speaker also advised that some information on the Parish Council's website is out-of-date and some of the links do not work. The clerk advised that he did review the website annually and this is due this month after this meeting. The speaker thought it would be best if the Planning and News sections were renamed as the information is very old.

The speaker also advised that there was minute-taking software available that might make the clerk's job much easier.

## **5 Minutes**

Council **RESOLVED** to approve minutes of 7<sup>th</sup> May 2025 and the Chair duly signed them.

## **6 Report of the County and District Councillor**

D & C Cllr Bailey had an LGA meeting that clashed with this meeting. *[Shortly after the meeting her apologies were received.]*

## **7 Parish Matters**

### **7.1 Enforcement on B3180 site**

The site is just in this Parish and has begun building activity including a site office/tool store container, a Shepherd's Hut on a concrete base and possibly a septic tank. The EDDC Enforcement Officer has visited the site and has been told that an application for planning permission will be submitted shortly. Council understands that taking Enforcement Action is not in the public interest due to the imminent application.

Permission for a new dwelling on this site was refused recently and was unsuccessful on appeal, although Council understands the land has been sold to a new owner.

### **7.2 SpeedWatch**

Cllr Owen reported that it's ongoing and there were now two more volunteers. She is now co-ordinating with the volunteers to arrange training.

### **7.3 Aylesbeare Water Plant**

South West Water have reported that the new attenuation tank is now in operation and helped with the heavy rains over Easter. However, the plant did overflow during rainfall on June 12<sup>th</sup>/13<sup>th</sup> for 18 hours and 2 minutes. Council welcomed the new tank and trusts that the overflow was an exceptional event.

### **7.4 Water Leak top of Village Way**

Cllr Warren understands this is the tenth leak on Village Way in the last eight years. A resident asked an engineer who advised that the mains pipes are only replaced if there are 15 leaks per year in a stretch of pipe. Council encourages everyone to report leaks promptly as this is the only chance of having the pipes renewed.

### **7.5 Noticeboards and Rec Work**

The Chair reported that the contractor lined up for the work has had to withdraw his offer to help due to health reasons. Council sends very best wishes to the contractor. The clerk will try to find a new contractor and Cllr Warren will assist with site visits.

### **7.6 Cllrs Registers of Interests**

Cllrs who are unsure will check their ROI and confirm any changes.

### **7.7 Swift bricks**

The Government has rejected the inclusion of swift/swallow bricks as an obligation in the new Planning reforms. Council understands that this may well be included in future revisions to Building Regulations as this will be an effective way of including them in new buildings.

### **7.8 Community Infrastructure Levy Receipts**

Council now has £5,137.45 in Community Infrastructure Levy and will consider where it can be best spent. There is a need to improve the gates/stiles and fencing on the Rec & Play Area which is the most

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likely area of expenditure.

8 Planning  
8.1 Ratification of Comments Submitted

8.1.1 [25/1087/PDQ](#) Shutebridge New Dwellings  
Council **RESOLVED** to ratify the comments submitted by the clerk using the resolution at April’s extraordinary meeting for the previous application by the same developer.

The comments submitted were:  
Aylesbeare Parish Council strongly objects to this application on the following grounds:  
Aylesbeare Parish Council cannot see why this application should be assessed the under earlier PDQ rules. The Council considers this does not meet Town and Country Planning (General Permitted Development) (England) Order 2015 Q1 (p) as the proposed site does not own the access to the road it is proposing to use and permission for the new development to use this access is unlikely to be given.

The planning application has numerous inaccuracies including the address of the site, names and locations of the buildings, the boundaries & curtilages and the access lane. It should be particularly noted that the plans show the site extend one metre into the neighbouring property, Shutebridge Old Farmhouse. Indeed, the application identifies the nearest property as Shutebridge Farm when the Old Farmhouse is actually the closest.

Traffic access is planned very close to a junction on a sharp bend of a narrow, busy road with poor drainage and a 60mph limit. It is difficult to see how there can be visibility splays of the necessary length. There is a lot of traffic, often at dangerously high speeds along Marwood Lane as drivers try to get to Exeter Airport area cutting out the A30. There are no plans in the application to mitigate the effects of the additional vehicle movements the extra properties will bring.

It is frankly ridiculous that the application claims there will no effect on traffic movements. The site is visited less than 6 times a year over the last 20 years. The proposal for 5 properties will obviously incur frequently daily traffic movements of the residents as wells delivery vehicles etc.

As the barns have been hardly used for at least 20 years a development with 24 bedrooms will significantly increase the noise levels for ever as there is virtually no noise created onsite for decades.

There is a significant risk of contamination in site from the asbestos in the roofing and walling elements including in the chicken shed due to be demolished.

Marwood road already suffers from frequent flooding and the new properties and hardstanding would only exacerbate these problems. The watercourse within 2m of the South side of the proposed site is subject to flooding when the culvert cannot handle sharp and heavy rain which happens often every winter.

Aylesbeare Parish Council has doubts about the Biodiversity Survey and Protected Species Report and would like the EDDC Ecologist to visit to confirm the many wildlife sightings of longstanding local residents.

The Structural Surveys are at odds with the observations of local residents who have watched the decay of the barns almost to dereliction over at last 20 years.

Sewage and drainage are a major consideration as the private water supply to neighbouring properties may be compromised. There is not sufficient room or access to suitable watercourses for the proposed treatment plant given the boundaries, affected buildings, wells and boreholes. Both possible watercourses dry up in the summer.

All but one of the proposed properties exceed the 150m<sup>2</sup> limit imposed by the Order Q1(c) and the total development exceeds 1000 m<sup>2</sup> contrary to Q1 (d) (ii). For the avoidance of doubt the sizes are –  
Dwelling 1 – 300 m<sup>2</sup> Dwelling 2 - 194 m<sup>2</sup> Dwelling 3 - 200 m<sup>2</sup> Dwelling

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– 4 - 200 m<sup>2</sup> Dwelling – 5 130 m<sup>2</sup> according to the submitted block plan. Finally the fourth bedroom of one dwelling in Barn 2 & 3 does not appear to have a window which the Council notes is one of the issues on which such applications are judged.

**8.1.2 [25/1228/PIP](#) Cherrytrees, 25 Village Way** Two new self-build dwellings Council **RESOLVED** to ratify the comments submitted by the clerk using the resolution at April's meeting for the similar previous application at this address.

The comments submitted were:

Aylesbeare Parish Council objects to this application as it is over-development of the site with limited parking, access and amenity space, well beyond the established building line. With no details available proposed occupancy numbers cannot be ascertained. This would affect the likely number of vehicle movements. There are no details of the access drive including visibility splay and turning areas. Further, it has not been confirmed whether these will be for sale or rent on the open market or will be holiday lets.

## **8.2 Applications**

**8.2.1 [25/0620/FUL](#) Land & Buildings At Barton Farm Village Way** New dwellings Council acknowledged that the proposed dwellings will be more thermally efficient now the intention is to demolish the barn. The footprint and height won't change. The proposed appearance is similar to the previous application to convert.

Council **RESOLVED** to support the application and urges the planners to give a condition that supports any displaced wildlife with provision for bats, swift/swallow bricks and similar.

**8.2.2 [25/1249/CPE](#) New Bungalow, Leats Farm, Withen Lane** New building Council **RESOLVED** to support the application and urges the planners to give a condition that supports wildlife with provision for bats, swift/swallow bricks and similar.

## **8.3 Appeal**

**8.3.1 [APP/U1105/C/25/3365394](#) & [3365395](#)**

**Land at Exmouth Road, EX5 2DE** Static Caravan

Council **RESOLVED** to comment that they support EDDC's enforcement action in this case.

## **8.4 Consultations**

**8.4.1 Devon Pension Fund** Employer Rep. on Investment & Pension Fund Cttee Unfortunately no Cllrs are available to undertake this role.

# **9 Accounts and Annual Governance and Accountability Return (AGAR)**

## **9.1 Accounts for 2024-25**

Council **RESOLVED** to approve the Accounts as presented and the Chair duly signed them. See appendix A. *[Three members of the public left the meeting at 9pm]*

## **9.2 AGAR Internal Audit**

Council **NOTED** the Internal Audit & Report. See appendix B.

## **9.3 AGAR Governance**

Council **RESOLVED** to approve the Governance Statement and the Chair duly signed the document. See appendix C.

## **9.4 AGAR Accounting & Variances**

Council **RESOLVED** to approve the Accounts and the explanation of variances as presented and the Chair duly signed them. See appendix D.

## **9.5 Notice of Public Rights**

Council **NOTED** the dates for the exercise of public rights. See appendix E.

## **9.6 AGAR Exemption Certificate**

Council **RESOLVED** to exempt the Council from an External Review and the Chair will sign the appropriate document. See appendix F.

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## 10 Finance

### 10.1 Current balances

Council **NOTED** the current balance of £ 15,892.31 which had been updated since the issue of the agenda.

### 10.2 Financial Authorisation Purchase Threshold for 3 Quotes

Council **RESOLVED** to increase the threshold above which three quotes would be required to £2,500.

### 10.3 Quarterly Budget Review

Council **RESOLVED** to approve the end of year budget outturn for 2024-25 noting the exceptional, one-off spend on noticeboards which inflated the Grounds Maintenance expenditure for the year. The clerk apologised that the Staff Costs budget had been set so high and could only speculate that this was a typing error when constructing the budget.

**10.4 Payments** Council **RESOLVED** to make the following payments:

**10.4.1 Churchyard Donation** Agreed in May £ 475.00

**10.4.2 Internal Auditor** Professional Fees £ 112.20

**10.4.3 J P Roberts** - clerk pay, (May & June) £ 581.67

Reimbursements: Pension payment (May & June) £ 191.92

VH Internet Jurassic (Cuckoo) Fibre (May & June) £ 35.00 £ 808.57

**10.4.4 HMRC** (clerk's PAYE Income Tax for May & June) £ 142.40

## 11 Next Meeting

The next meeting will be held on Wednesday 3<sup>rd</sup> September 2025 at 7:15pm.

There being no further business the Chair closed the meeting at 9:17pm thanking everyone for their attendance and hard work.

Signed .....

Cllr A Thompson, Chair

Date .....

Attached appendices A to F

Appendix A

Aylesbeare Parish Council Accounts for 2024-25

| Aylesbeare Parish Council |   |           |   | Statement of Accounts |          |                    |          | 1st April 2024 – 31st March 2025 |        |           |          |           |
|---------------------------|---|-----------|---|-----------------------|----------|--------------------|----------|----------------------------------|--------|-----------|----------|-----------|
| Bank Accounts             |   |           |   | NatWest               |          |                    |          | Payments and Receipts            |        |           |          |           |
|                           |   |           |   | Business Reserve 1    |          | Business Reserve 2 |          | Opening Balance                  |        | Total     |          |           |
| Opening balances          |   |           |   | £                     | 2,454.52 | £                  | 4,935.13 | £                                | 707.04 | £         | 8,096.69 |           |
| Deposits                  |   |           |   |                       |          |                    |          |                                  |        |           |          |           |
| Precept                   | £ | 14,350.00 | £ | -                     | £        | -                  |          | Precept                          | £      | 14,350.00 |          |           |
| CIL                       | £ | -         | £ | -                     | £        | -                  |          | CIL                              | £      | -         |          |           |
| Interest                  | £ | -         | £ | 69.46                 | £        | 9.98               |          | Interest                         | £      | 79.44     |          |           |
| Donations                 | £ | 1,000.00  | £ | -                     | £        | -                  |          | Donations                        | £      | 1,000.00  |          |           |
|                           |   |           |   |                       |          |                    |          | Total                            | £      | 15,429.44 | £        | 23,526.13 |
| Withdrawals               |   |           |   |                       |          |                    |          |                                  |        |           |          |           |
| Standing Orders           | £ | -         | £ | -                     | £        | -                  |          | Staff Costs                      | £      | 5,621.49  |          |           |
| Cheques                   | £ | 13,497.42 | £ | -                     | £        | -                  |          | General Admin                    | £      | 562.99    |          |           |
| Other                     | £ | -         | £ | -                     | £        | -                  |          | VH Broadband                     | £      | 210.00    |          |           |
|                           |   |           |   |                       |          |                    |          | Donations                        | £      | 1,400.00  |          |           |
|                           |   |           |   |                       |          |                    |          | Play Area & Rec                  | £      | 177.00    |          |           |
|                           |   |           |   |                       |          |                    |          | Insurance                        | £      | 826.80    |          |           |
|                           |   |           |   |                       |          |                    |          | Training                         | £      | -         |          |           |
|                           |   |           |   |                       |          |                    |          | Grounds Maintenance              | £      | 4,699.14  |          |           |
| Closing balances          | £ | 4,307.10  | £ | 5,004.59              | £        | 717.02             | £        | 10,028.71                        | £      | 13,497.42 | £        | 10,028.71 |

| RESERVES               |   |          |   | At 31st March 2025     |   |           |  |
|------------------------|---|----------|---|------------------------|---|-----------|--|
| At 1st April 2024      |   |          |   |                        |   |           |  |
| Play Area refurb.      | £ | -        | £ | Play Area refurb.      | £ | -         |  |
| Neighbourhood Plan     | £ | 945.00   | £ | Neighbourhood Plan     | £ | 945.00    |  |
| CIL                    | £ | -        | £ | CIL                    | £ | -         |  |
| Defibrillator funds    | £ | 400.00   | £ | Defibrillator funds    | £ | 400.00    |  |
| Elections              | £ | -        | £ | Elections              | £ | 300.00    |  |
| Rec Ground Maintenance | £ | -        | £ | Rec Ground Maintenance | £ | 1,000.00  |  |
|                        | £ | -        | £ |                        | £ | -         |  |
| Ringfenced reserves    | £ | 1,345.00 | £ | Ringfenced reserves    | £ | 2,645.00  |  |
| General reserves       | £ | 6,751.69 | £ | General reserves       | £ | 7,383.71  |  |
| Total                  | £ | 8,096.69 | £ | Total                  | £ | 10,028.71 |  |

Prepared by  
  
Jim Roberts  
Clerk & Responsible Financial Officer  
Aylesbeare Parish Council

Signed  
  
Cllr Anna Thompson, Chair

Date  
21/7/25

Minute ref  
2025-07 p 4 para 9.1

Date  
05-May-25



## Appendix B

### Internal Audit Return & Report

#### Annual Internal Audit Report 2024/25

AYLESBEARE PARISH COUNCIL

[http://www.aylesbeareparishcouncil.co.uk/Finance\\_43889.aspx](http://www.aylesbeareparishcouncil.co.uk/Finance_43889.aspx)

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                                           | ✓   |     |               |
| O. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                      |     |     | ✓             |

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

Date(s) internal audit undertaken

23/05/2025

Name of person who carried out the internal audit

P.E. CLAPHAM IA (HONS)

Signature of person who carried out the internal audit

Date

23/05/2025

#### Internal Audit Report for Aylesbeare Parish Council dated 31st May 2025

The internal audit was carried out on the 23rd May 2025 examining all pertinent documents after checking the website of the Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- The Practitioners Guide assertion 10, digital and data compliance, states under email management, that every authority must have a generic email address hosted on an authority owned domain such as .gov.uk or .org.uk. This makes the emails more secure. It is advisable that councillors do not use their personal email addresses for council business. Gmail is not a secure email server and is not recommended for parish councils. Your data is at risk and I would like to see generic email addresses adopted by all councillors.
- The CIL report on the website is dated 2020. This is a requirement to be updated annually.
- Council's risk assessment should be reviewed annually
- The asset register needs to be updated

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Chair  
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## Appendix C

### Governance Statement for 2024-25

#### Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Aylesbeare 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 2025, 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.                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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.                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>                                                                                                                                                                |

\*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:

02/07/2025

and recorded as minute reference:

2025-07 p5 para 9.3

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

Chair

Clerk

#### 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  
☒ | ☐

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## Appendix D

### Accounting Statements for 2024-25 & Explanation of Variances

#### Section 2 – Accounting Statements 2024/25 for

Aylesbeare Parish Council

|                                                             | Year ending        |                    | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March 2024<br>£ | 31 March 2025<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 14,513             | 8,098              | 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                          | 12,068             | 14,350             | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 36,507             | 1,079              | 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                                          | 5,147              | 5,621              | 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                                   | 49,843             | 7,876              | 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                             | 8,098              | 10,030             | 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           | 8,097              | 10,029             | 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 | 56,693             | 56,693             | 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) |     |    |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    |     | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 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

*JPR*  
Date 23/05/2025

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

02/07/2025

as recorded in minute reference:

2025-07 p 4 para 9.4

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

|                                   |        |        |         |        |     |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|--------|--------|---------|--------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Precept or Rates and Levies     | 12,068 | 14,350 | 2,282   | 18.91% | YES | Aylesbeare Parish Council increased the precept to improve the level of reserves which at £6,752 were well below the required level of 12 months normal expenditure (c£10,000). The budget was set with allowance for increased costs generally and for the staffing in particular. An additional £1,000 was added to improve the appearance of the village and to allow for maintenance of the Recreation Ground and Play Area. |
| 3 Total Other Receipts            | 36,507 | 1,079  | -35,428 | 97.04% | YES | In 2023-24 Aylesbeare Parish Council received a CIL grant of £36,432 which was spent on new play equipment. In 2024-25 the Council received £1,000 from the County Cllr towards new noticeboards. The other income is interest of less than £100 in both years.                                                                                                                                                                  |
| 4 Staff Costs                     | 5,147  | 5,621  | 474     | 9.21%  | NO  |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5 Loan Interest/Capital Repayment | 0      | 0      | 0       | 0.00%  | NO  |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6 All Other Payments              | 49,843 | 7,876  | -41,967 | 84.20% | YES | Aylesbeare Parish Council spent £46,709 on new play equipment and installation in 2023-24. In 2024-25 the Council paid £3,153 for Grounds Maintenance to the District Council and no payment was made in 2023-24 as no invoice was received. In 2024-25 the Council bought new noticeboards costing £1,546 which is also an exceptional item.                                                                                    |

.....  
Chair  
Initials

## Appendix E

### Notice of Public Rights

# AYLESBEARE PARISH COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

### NOTICE

1. Date of announcement

**27<sup>th</sup> June 2025**

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2025, these documents will be available on reasonable notice by application to:

**J P Roberts**  
**Clerk to Aylesbeare Parish Council**  
**10 The Glebe, Thorverton**  
**EXETER EX5 5LS**

commencing on **Monday 30<sup>th</sup> June 2025**

and ending on **Friday 8<sup>th</sup> August 2025**

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 only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

**PKF Littlejohn LLP (Ref: SBA Team)**  
**15 Westferry Circus**  
**Canary Wharf**  
**London E14 4HD**  
([sba@pkf-l.com](mailto:sba@pkf-l.com))

5. This announcement is made by

*Jim Roberts*  
.....  
**Jim Roberts, clerk**

.....  
Chair  
Initials



## Appendix F

### Certificate of Exemption 2024-25

#### Certificate of Exemption – AGAR 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

#### Aylesbeare Parish Council

certifies that during the financial year 2024/25, 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 2024/25: **£15,429**

Total annual gross expenditure for the authority 2024/25: **£13,497**

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:

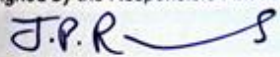
- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating 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 2025.

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

Signed by the Responsible Financial Officer



Date

05/06/2025

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

02/07/2025

Signed by Chair



Date

06/07/2025

as recorded in minute reference

2025-07 p4 para 9.6

Generic email address of Authority

clerk@aylesbeareparishcouncil.co.uk

Telephone number

07768 457590

\*Published web address

<http://www.aylesbeareparishcouncil.co.uk/>

.....  
Chair  
Initials