

AYLESBEARE PARISH COUNCIL

Additional Information for 1st May 2024

AGENDA

AGENDA

Annual Parish Meeting

- 1 Review of the year from the Chairman, Cllr Nick Warren
- 2 Reports and Questions from the public

Annual Council Meeting

- 1 Election of Chair
- 2 **Apologies** To consider any apologies for absence.
- 3 **Election of Vice-Chair and Allocation of Roles** Including Village Hall Trustees
- 4 **Councillor Administration** Registers of Interests, Declarations & Emails

- 5 **Review of Council Orders and Policies**

Council is invited to review and re-adopt the following:

[Aylesbeare Parish Council Standing Orders](#)

[Aylesbeare Parish Council Members' Code of Conduct](#)

[Internal Control Statement](#)

[Financial Regulations](#)

[Grievance Procedure](#)

[Complaints Procedure](#)

[Unacceptable Actions Policy](#)

- 6 **Financial Authorisation** Bank, Cheque Signatories, Purchase Threshold for 3 Quotes

- 7 **Risk Management** Risk management for the next 12 months

Council is invited to review the [Risk Assessment for 2024-25](#)

- 8 **Dates and Times of Meetings** June 2024 to May 2025

Proposed meeting dates:

7:15pm Weds 5th June 2024

7:15pm Weds 2nd April 2025

7:15pm Weds 3rd July 2024

6:45pm Weds 7th May 2025

7:15pm Weds 4th September 2024

7:15pm Weds 2nd October 2024

7:15pm Weds 6th November 2024

7:15pm Weds 4th December 2024

7:15pm Weds 8th January 2025

7:15pm Weds 5th February 2025

7:15pm Weds 5th March 2025

- 9 **Public Open Session** 15 minutes for members of the public to raise any issue of concern
- 10 **Declarations of Interest**
- 11 **Minutes** To approve the meeting minutes of 10th April 2024
- 12 **Report of the District & County Councillor**
- 13 **Noticeboards** Replacement or abandonment of Parish noticeboards

Quotation 1

		Shrewsbury Shropshire SY1 3TB Tel: 01743 460996 Email: sales@shelleysigns.co.uk www.shelleysigns.co.uk										
Nick Warren Aylesbeare Parish Council Aylesbeare Exeter Devon		Quote ref: 24642 / RSS Date: 18/04/2024										
Dear Nick Further to your recent enquiry, we are quoting as follows. Comprehensive details of our products and services can be found at www.shelleysigns.co.uk												
Title:	Notice Boards											
Size:	This quote is for 3 off notice boards at an approximate size of A2, to display 4 sheets of A4 each. A separate price is given for header panels - printed for the aluminium option or routed oak for the timber option. Please refer to the attached 'Notice Boards' leaflet for more information.											
Brief:	The notice boards will be hinged, lockable and glazed with shatterproof polycarbonate. A choice of two materials, either a) Oak & Accoya from FSC suppliers with a pinboard backer, or b) Aluminium, powder coated to an agreed colour, with a magnetic backer.											
Artwork:	Artwork for the header panels to be created by ourselves - proofs will be submitted as PDFs.											
Finishing:	All 3 notice boards will be supplied complete with posts - aluminium or oak to match the notice boards.											
	<table><tr><th>Quantity & Option</th><th>Price (£)</th></tr><tr><td>3 off aluminium notice boards & posts, total</td><td>£1,785.00</td></tr><tr><td>To supply the aluminium option with header panels, add</td><td>£495.00</td></tr><tr><td>3 off Oak & Accoya notice boards & posts, total</td><td>£2,655.00</td></tr><tr><td>To supply the Oak & Accoya option with header panels, add</td><td>£240.00</td></tr></table>	Quantity & Option	Price (£)	3 off aluminium notice boards & posts, total	£1,785.00	To supply the aluminium option with header panels, add	£495.00	3 off Oak & Accoya notice boards & posts, total	£2,655.00	To supply the Oak & Accoya option with header panels, add	£240.00	
Quantity & Option	Price (£)											
3 off aluminium notice boards & posts, total	£1,785.00											
To supply the aluminium option with header panels, add	£495.00											
3 off Oak & Accoya notice boards & posts, total	£2,655.00											
To supply the Oak & Accoya option with header panels, add	£240.00											
Delivery:	To be agreed in the event of an order. All prices are subject to Packing & Carriage at an estimated £165.00 to deliver 3 items and posts to one address.											
Terms:	All prices are subject to VAT and are valid for 2 months. Payment : Nett by 20th of month following date of invoice.											

NOTICE BOARDS

Top quality, external grade, notice boards are available in powder coated aluminium, oak or soft-wood. This leaflet gives prices for our most popular sizes—please request a quote for other sizes.

ALUMINIUM NOTICE BOARDS

Aluminium notice boards are supplied with a unique integrated hinge that is warp proof and allows the door to be replaced in the event of major vandalism. Doors are lockable, water proof, supplied with anti- condensation vents and supplied with shatterproof polycarbonate. All aluminium notice boards are supplied with magnetic backers, but cork board is an option.

The standard colours for aluminium notice boards are



RAL 9006



RAL 6005



RAL 5010



RAL 3004



RAL 8017



RAL 9005

These colours are a guide only—colour charts are available.

Notice boards can be wall mounted, post mounted and supplied with header panels. Header panels are priced as vinyl lettering but printed and cast options are also available. Ball finials are also available, prices below.



All prices are subject to carriage & VAT

Header panels

Style A

Style B

Style C

Please request prices for other sizes, twin door, integral units or decorative styles.

TIMBER NOTICE BOARDS

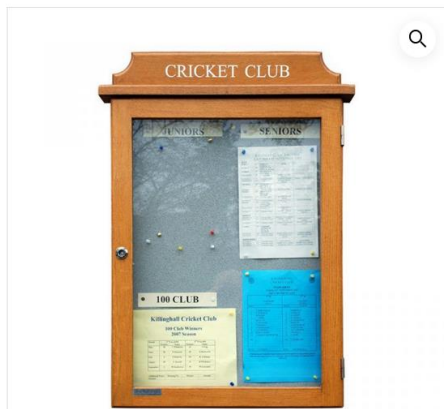
Timber notice boards are produced in Accoya, which is a robust and stable timber option from FSC suppliers. Timber notice boards are hinged, lockable, glazed with shatterproof polycarbonate and supplied with a cork pinboard. All are supplied with vents to help minimise condensation.

Accoya notice boards are normally oiled. Please remember that all timber will weather down and develop a silvery sheen over time – this is a natural process.

Timber notice boards can be wall mounted, post mounted and supplied with header panels. Headers are normally routed, with indented text.



Quotation 2



4 x A4 oak noticeboard (Ref: SN/O)

From: £666.65 (excl VAT)

Single-bay, 4 x A4, external, lockable oak notice board, portrait format, glazed. Can be wall, post or railing-mounted. Overall dimensions 660mm wide x 868mm high (without header). Display dimensions 490mm wide x 695mm high. Display capacity 4 x A4 sheets in portrait orientation.

This board is ideal as a small parish council noticeboard or for churches, sports clubs, residents associations etc. It is generously sized to take 4 sheets of A4 with room left over to accommodate those other smaller items that inevitably appear. As can be seen from the illustrations below, by clicking the "Buy" button, the basic board can be customised to match your exact requirements.

INFO

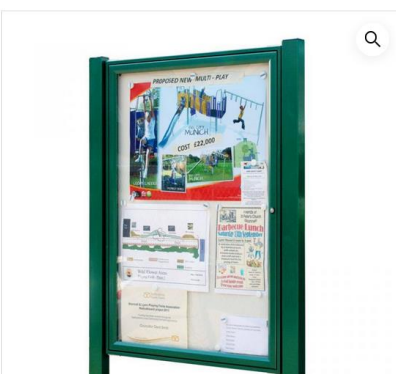
Read more about this

BUY

Choose your options

LOAD

Retrieve previously



A1, AF30 aluminium noticeboard (Ref: AF30/A1)

From: £228.74 (excl VAT)

Single-bay, A1, external, AF30 aluminium noticeboard, portrait format, glazed. Can be wall, post or railing-mounted. Overall dimensions 750mm wide x 1050mm high. Display dimensions 650mm wide x 950mm high. Display capacity 9 x A4 sheets in portrait orientation.

Whether you view it as an A1 poster case or a 9 x A4 noticeboard, the AF30/A1 represents a solid and cost-effective investment. This is the largest single-bay AF30 available and as with all other AF30 and AF58 boards is available in a choice of silver anodised finish or any one of six standard powder-coated colours.

INFO

Read more about this product and its accessories including

BUY

Choose your options, get prices, create a quote, compare and

LOAD

Retrieve previously saved quotations for this product from

14 Planning [24/0696/AGR](#) Land off Withen Lane Agricultural storage building

Email from the Chairman

The planning statement is only draft?

The planning application has no plans of the building showing dimensions etc.

There is only the dimensions. in the Planning Statement. It Would be good if there was a plan included of this building.

Block plan & site plan are virtually the same but does not show the stables. Will they be built?

From the planning statement are the stables no longer going to be constructed?

In planning statement appendix 4 is missing.

23/0655/FUL this was for the stables that were proposed for the same plot of land. I enclose the delegated report and the plans for the building which are missing in 24/0696/AGR.

I have also been and taken some photographs of the gate entrance,



and as you can see this is located at the bottom of the slop so all the water drains in that direction. I would like to see a hard, tarmac drive entrance rather than a hard core type drive as the water will soon wash this away and undermine the road in this area. The other point is the ACO drains need to be lead into the stream not allowed the water to find its own way resulting in the land and banks side being warn away.

Please consider making our comments similar should be the same except the building plan is missing and that the track to the fodder store should have high volume ACO drains fitted along its route to prevent water run off on to the road and the entrance should have a hard surface for 100metres inside of the gate to prevent erosion and road damage.

I have no objection.

Comment Date: Thu 06 Apr 2023

Aylesbeare Parish Council does not object this application but offers the following comments:

1 The track to the stables should be a permeable hard surface to stop mud and stones etc entering the highway and a suitable high volume Aco drain positioned at the bottom of the hard surface track and hard standing and directed into the nearby stream to prevent flash floods on the highway.

2 The development shall be used solely for private use and shall not be used for commercial purposes at any time.

(Reason - To ensure that the Local Planning Authority retains control over the use as commercial uses may give rise to additional planning issues and to comply with Strategy 7 - Development in the Countryside of the East Devon Local Plan 2013-2031.)

3 No external lighting shall be erected to illuminate the stables should be permitted.

(Reason - To prevent light pollution and to protect the character and appearance of the AONB and to avoid adverse ecological impacts in accordance with Strategy 46 - Landscape Conservation and Enhancement and AONBs and Policies EN14 - Control of Pollution and EN5 - Wildlife Habitats and Features of the East Devon Local Plan).

15 Topics Newsletter Request for donation

Previous donations:

2018-19	£ 300
2019-20	£ 300
2020-21	£ 300
2021-22	£ 400
2022-23	£ 500
2023-24	£ 500

Budgeted donations for 2024-25 £ 1,300

16 Accounts and Annual Governance and Accountability Return (AGAR)

16.1 Accounts for 2023-24

Aylesbeare Parish Council	Statement of Accounts	1st April 2023 – 31st March 2024
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Bank Accounts					NatWest					Payments and Receipts				
		Current Account				Business Reserve 1			Business Reserve 2					Total
Opening balances	£	8,944.64	£	4,869.70	£	697.66	£	14,512.00		Opening Balance		£	14,512.00	
Deposits										Receipts				
Precept	£	12,068.00	£	-	£	-				Precept	£	12,068.00		
CIL	£	36,432.16	£	-	£	-				CIL	£	36,432.16		
Interest	£	-	£	65.43	£	9.38				Interest	£	74.81		
Donations	£	-	£	-	£	-				Donations	£	-		
										Total	£	48,574.97	£	63,086.97
Withdrawals										Payments				
Standing Orders	£	-	£	-	£	-				Staff Costs	£	5,147.11		
Cheques	£	54,990.28	£	-	£	-				General Admin	£	1,194.90		
Other	£	-	£	-	£	-				VH Broadband	£	210.00		
										Donations	£	992.80		
										Play Area & Rec	£	46,900.10		
										Insurance	£	437.39		
										Training	£	72.00		
										Grounds Maintenance	£	35.98		
Closing balances	£	2,454.52	£	4,935.13	£	707.04	£	8,096.69		Total	£	54,990.28	£	8,096.69

RESERVES			
At 1st April 2023		At 31st March 2024	
Play Area refurb.	£ 3,488.80	Play Area refurb.	£ -
Neighbourhood Plan	£ 945.00	Neighbourhood Plan	£ 945.00
CIL	£ 1,915.93	CIL	£ -
Defibrillator funds	£ 400.00	Defibrillator funds	£ 400.00
Ringfenced reserves	£ 6,749.73	Ringfenced reserves	£ 1,345.00
General reserves	£ 7,762.27	General reserves	£ 6,751.69
Total	£ 14,512.00	Total	£ 8,096.69

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

Signed
 Cllr Chair
 Date

16.2 AGAR Internal Audit

	Agreed		
	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
			✓

16.3 AGAR Governance Statement

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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

16.4 AGAR Accounting Statement

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	14,197	14,513	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	11,200	12,068	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	970	36,507	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	4,915	5,147	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	6,939	49,843	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	14,513	8,098	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	14,512	8,097	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	26,769	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).

16.5 Notice of Public Rights

Council is invited to confirm that the period for the exercise of public rights will be Monday 10th June to Friday 19th July 2024.

17 Finance

17.1 Current balances Current £ 2,454.52 Other accts £ 4,929.65 + £ 707.04 **£ 8,091.21**

17.2 Payments Council to consider the following payments:

17.2.1 The Play Inspection Company Ltd Inspection invoice 68176 **£ 177.00**

17.2.2 J P Roberts - clerk pay, (April) £ 284.63

Reimbursements: Pension payment for April £ 91.47

VH Internet Jurassic Fibre (8th April 2024) £ 17.50 **£ 393.60**

17.2.3 HMRC (clerk's PAYE Income Tax for April) **£ 68.00**

18 Next Meeting - Wednesday 5th June 2024