



PARISH COUNCIL GENERAL MEETING
Parish Meeting Room
20th March 2023
Minutes

Present:

Chairman Alan Youel
Cllr Kristian Burgess
Cllr Mark Allen
Cllr Ruth Hoose

Cllr Kay Stevens
Cllr Rachel Washer
Cllr Nigel Mills
Parish Clerk / RFO

Meeting commenced 19:15

23/64 Apologies for absence

Cllr. Solesbury-Timms, Cllr. Knight.

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the apologies for absence.

Apologies after approval: Cllr. Truman.

Absent without apologies: Cllr. Jerrams Coughtrey.

23/65 OPEN MEETING

A resident alleged that other residents have made comment regarding the necessity of items to be under 'closed' section of the meeting. The Chairman reminded the resident that there is a process for other residents to report and resolve matters directly with the council.

A resident asked whether item 23/75 was a replacement of or in addition to previous role of footpath warden.

Open meeting closed 19:21

23/66 Members' declaration of interest in items on the agenda

None. Cllr Burgess knows one of the applicants of planning permission personally.

23/67 Approval of minutes of meeting 20/02/2023 and extraordinary meeting 28/02/2023—attached

On the proposition of Cllr. Hoose it was **RESOLVED**: to approve the minutes of the meeting of Council on Monday 20th February 2023 and Tuesday 28th February 2023

23/68 Appointment to committee

On the proposition of Cllr. Burgess it was **RESOLVED**: to appoint Cllr Mills to the Highways and Planning committee.

On the proposition of Cllr. Stevens it was **RESOLVED**: to appoint Cllr Washer to the Highways and Planning committee.

The Chairman confirmed these committees are reviewed at the annual parish council meeting.

23/69 Planning – letters, decisions and applications – attached

Update from the Chairman:

Wooden cabin at dog training barn refused.

Huscote Farm, appeal withdrawn.

Comments: Centenary road, no elevation technical drawings. Minimal detail to inform decisions. Comment to state council inability to comment without this information, Cllr. Allen to draft comments for Clerk to submit.

Lyndale Astrop Road – Cllr. Burgess described the purpose of the development and commented on the required substantial increase of traffic. Concerns of vehicle impact on current infrastructure, detriment of wider community, current number of accidents on the road combined with potentially dangerous nature of cargo. Comment to be provided detailing these concerns.

MIDDLETON CHENEY

Parish Council

23/70 Development at Queen Street/Tenlands

The applicant to provide a new proposal that addresses the original concerns regarding preserving the splay. Clerk to respond.

23/71 VAS update

Data unobtainable on planned device which hosts the required software. Assistance from manufacturer to be sought. Cllr. Allen to contact manufacturer.

Cllr. Allen and Cllr. Burgess to arrange move of VAS system on Monday 27th March. Confirm with B.B. any locations that fall on Main Road / Highways. Publish data once downloaded.

23/72 Village Maintenance

Deferred due to delayed quote response.

23/73 Local Government Boundaries Commission consultation

Verbal summary provided by Cllr. Hoose, proposition for each village, Middleton Cheney and Kings Sutton, to have 1 unitary councillor each. Feedback of no objections to the proposals but commentary to state that our community should maintain adequate representation. Provide link on PC website for residents to provide own comments to LGBC.

23/74 Grant Allocation Protocol

Cllr. Allen stated a draft had now been circulated within the task and finish group and the protocols draft will be submitted next meeting. Cllr Allen provided a summary of the proposed protocols including deadlines for applications to inform council's decisions during budget-setting and precept demand processes.

23/75 Middleton Cheney dogs responsible contact – attached

On the proposition of Cllr. Allen it was **RESOLVED**: to endorse the volunteer animal warden role in Middleton Cheney and the council to work within its powers to enable the completion of their duties without financial or HR commitment.

23/76 Sealed Knot 380 anniversary event - attached

On the proposition of the Chairman it was **RESOLVED**: to allocate a budget of £7000 from the earmarked reserves for Community Wellbeing. Clerk to sign application to SK as promoter. Quotes to continue to be gathered, 'Save the date' publicity to begin immediately.

23/77 Insurance policy and asset register

On the proposition of the chairman, it was **RESOLVED**: to approve the quote of £3771.09 for insurance through AJG insurance brokers.

23/78 Annual Parish Meeting

Confirm W/C 24th April 2023 for the Annual Parish Meeting and invite all parish organisations to attend / give a report, providing venue available.

23/79 Annual Parish Council Meeting

Confirm the date of 9th May at the PMR for the Annual Parish Council Meeting.

23/80 Risk Aware Group

Verbal report provided by Cllr. Hoose. Local safeguarding leads established a new group "Risk Aware" aimed at young people to consider their behaviours to safeguard themselves responsibly (anti-bullying, radicalisation, substance misuse, grooming etc.) within the local area.

On the proposition of the Chairman it was **RESOLVED**: to provide the Parish Council endorsement and cover the costs of venue hire for the Risk Aware public meeting.

23/81 Coronation and commemorative planting

Saplings will be purchased (indicated cost £16.95) rather than ordered free under QGC scheme due to lesser quantity required for commemoration / coronation planting in the Autumn.

MIDDLETON CHENEY

Parish Council

Coronation planters at 3 main entrances, seek quotes for brick plant beds.

23/82 Coronation gifts

On the proposition of Cllr. Stevens it was **RESOLVED**: to approve costs for badge packaging of £113.86

23/83 Footpath gritting

On the proposition of the Chairman, it was **RESOLVED**: not to approve an additional responsibility to grit the footpaths but to engage in a publicised information campaign.

23/84 Parish Meeting Rooms regeneration

On the proposition of the Chairman it was **RESOLVED**: to approve the purchases to a total of £750.

23/85 Wildlife surveillance

On the proposition Cllr. Stevens of it was **RESOLVED**: to purchase and install a wildlife camera at the cemetery to inform on the potential for use of deterrents if needed.

23/86 Lone worker phones

On the proposition of the chairman it was **RESOLVED**: to approve 3 sim-only contracts for 24 months to achieve best value.

23/87 Authorisation of payments - attached

On the proposition of Cllr. Allen it was **RESOLVED**: To approve and provide dual signatory on payments scheduled February 2022 - March 2023. To include retrospective authorisation of £444.01 for electrical repairs to defibrillator cabinets.

Chairman advised the meeting has 1 minute remaining.

23/88 Matters for information

None

23/89 Exclusion of press and public

On the proposition of the Chairman it was **RESOLVED**: the public and press are excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

Interruption from resident.

On the proposition of the Chairman it was **RESOLVED**: to suspend the Standing Orders and continue the meeting.

23/90 Commemoration at the Parish Meeting Room

On the proposition of the Chairman it was **RESOLVED**: to purchase dedication plaques for the PMR. Cllr. Stevens to confirm the dedication.

23/91 Cemetery project

On the proposition of the Chairman it was **RESOLVED**: to allocate £1000 towards the audit of cemetery records and close office to the public week commencing 17th April.

23/92 PFA consultation

Verbal updates regarding PFA preparation for public consultation planned April 2023.

Meeting concluded 22:43pm

23/93 Next meeting 17th April 2023 – Full Council Meeting.

Signed: Pip Davis – Clerk / RFO to Middleton Cheney Parish Council.

MIDDLETON CHENEY

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

MIDDLETON CHENEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓ 23/6/21	✓	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.	✓ 23/6/21	✓	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.	✓ 23/6/21	✓	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.	✓ 23/6/21	✓	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.	✓ 23/6/21	✓	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:

04/05/21

and recorded as minute reference:

21/782

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

Chairman *SC Jerrard*

Clerk *V Fuiss*

clerk@middletoncheney.org-uk

MIDDLETON CHENEY Parish Council

Section 2 – Accounting Statements 2020/21 for

MIDDLETON CHENEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2021 £	
1. Balances brought forward	283,408	288,322	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	129,297	130,757	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,788	43,507	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	48,840	59,908	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers Nil 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	92,331	102,611	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	288,322	300,067	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	288,322	300,067	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	375,560 VF SCSC	379,730 VF SCSC	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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.
	N/A		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

VFWAISE

Date

23/06/21

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

04/05/21

as recorded in minute reference:

21/783

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

SCJarvis Conglhtrey

MIDDLETON CHENEY

Parish Council

PKF Littlejohn LLP



Accountants &
business advisers

Final External Auditor Report and Certificate 2020/21 in respect of Middleton Cheney Parish Council NH0158

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2020/21

On 26 September 2021, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2021. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- The smaller authority has confirmed there are errors in the values recorded against assets in the fixed asset register. The value in Section 2, Box 9 for both years is therefore incorrect. The smaller authority will be undertaking a review of its asset recording system to address the weaknesses and errors identified.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to internal control objectives B and D, in relation to the precept and budget setting process. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 1, 2, 3, 5 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address the weaknesses identified.

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PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

MIDDLETON CHENEY

Parish Council

PKF Littlejohn LLP



Accountants &
business advisers

As a result of the weaknesses identified the smaller authority undertook an internal review of the precept and budget setting process. The review was approved under minute reference 21/811 and the findings published on the website. A statement from the Chair in relation to the findings was published 20 July 2021 and is also available on the council's website.

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

We received challenge correspondence in relation to the 2020/21 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

A handwritten signature in black ink, appearing to read 'And Littlejohn LLP'.

PKF Littlejohn LLP

21/02/2023

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

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Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

MIDDLETON CHENEY

Parish Council

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Middleton Cheney Parish Council - NH0158**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2020/21 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

An invoice for the statutory annual review fee (and chaser letter charges where they apply) has been issued with this interim certificate. This interim invoice may be settled prior to us certifying completion and issuing our final report and certificate. Any additional fees arising from additional work required as a result of the correspondence received will be invoiced with the certificate of completion for the relevant year; where no additional fees apply a zero invoice will be issued on completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2020/21

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/9/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

MIDDLETON CHENEY

Parish Council

23/99

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Middleton Cheney Parish Council ENTER NAME OF AUTHORITY

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 2022, 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:

20/06/2022

and recorded as minute reference:

22/1078

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.middletoncheney.org.uk LICELY AVAILABLE WEBSITE/WEBPAGE ADDRESS

MIDDLETON CHENEY Parish Council

Section 2 – Accounting Statements 2021/22 for

Middleton Cheney Parish Council ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	288,322	300,067	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	130,757	159,680	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Excludes any grants received.
3. (+) Total other receipts	43,507	8903 AY 7,015 13/10/22	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	59,908	54484 AY 52,596 13/10/22	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	102,611	61,053	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	300,067	353,113	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	300,067	353,113	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	483,442	483,332	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporates, 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 certify that for the year ended 31 March 2022 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

SIGNATURE REQUIRED
R. H. Hoose

Date 20/06/2022

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

20/06/2022

as recorded in minute reference:

22/1078

MINUTE REFERENCE

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

SIGNATURE REQUIRED
[Signature]

MIDDLETON CHENEY

Parish Council



Page 1 of 2

Final External Auditor Report and Certificate 2021/22 in respect of Middleton Cheney Parish Council NH0158

Respective responsibilities of the body and the auditor

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Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2021/22

On 27 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- The smaller authority has confirmed there are errors in the values recorded against assets in the fixed asset register. The value in Section 2, Box 9 for both years is therefore incorrect. The smaller authority will be undertaking a review of its asset recording system to address the weaknesses and errors identified.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

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Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

MIDDLETON CHENEY

Parish Council



Page 2 of 2

The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 1, 2, 3 5 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to internal control objectives A, B, C, H, I, J. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

We received challenge correspondence in relation to the 2021/22 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

27/03/2023

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MIDDLETON CHENEY

Parish Council

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Middleton Cheney Parish Council - NH0158**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2021/22 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Budget - By Centre

Note: Annual Budget

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
100	Receipts									
1076	Precept	159,680	159,680	136,680	136,680	0	0	0	0	0
1090	Interest Received	515	35	0	656	0	0	0	0	0
1104	Grant Developer S106 Contribut	515	0	0	0	0	0	0	0	0
1110	MOM - Income	1,030	0	0	0	0	0	0	0	0
1115	CIL Income	0	0	0	10,575	0	0	0	0	0
1130	Parish Meeting Rooms - Rental	1,545	370	0	695	0	0	0	0	0
1150	Grass - NCC	769	0	747	747	0	0	0	0	0
1160	Cemetery - Burial Plots	1,545	2,650	1,500	475	0	0	0	0	0
1161	Cemetery - Admin Fee	515	175	250	100	0	0	0	0	0
1170	Allotments - Rental/Income	82	80	80	15	0	0	0	0	0
1999	Unkown Income	0	505	0	0	0	0	0	0	0
	Total Income	<u>166,196</u>	<u>163,495</u>	<u>139,257</u>	<u>149,942</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	less Transfer to EMR	0	0	0	10,575	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>166,196</u>	<u>163,495</u>	<u>139,257</u>	<u>139,368</u>	<u>0</u>		<u>0</u>		
101	Administration									
1175	Community Wellbeing	0	111	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>111</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4000	Staff Salaries	68,850	43,773	48,850	33,297	0	0	0	0	0
4001	National Insurance ERS	7,680	5,789	5,449	3,861	0	0	0	0	0
4002	National Insurance EES	4,105	4,118	4,000	0	0	0	0	0	0
4020	Payroll & Pension Admin - SGW	773	370	549	410	0	0	0	0	0
4022	Pension EE & ER	206	804	600	849	0	0	0	0	0

Continued on next page

MIDDLETON CHENEY

Parish Council

12/04/2023

Middleton Cheney Parish Council Current Year

Page 2

16:55

Annual Budget - By Centre

Note: Annual Budget

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
4023 Pension - SGW Costs - Auto Enr	155	0	0	75	0	0	0	0	0
4024 HR - Staff Eye Tests	0	0	40	0	0	0	0	0	0
4025 HR Consultancy	0	400	0	0	0	0	0	0	0
4030 PMR - Stationery/Books	773	433	600	146	0	0	0	0	0
4040 Insurance	3,708	3,138	3,600	3,419	0	0	0	0	0
4050 Audit - Fees External	515	400	0	315	0	0	0	0	0
4051 Audit - Fees Internal	494	0	400	0	0	0	0	0	0
4060 Admin - Fees - SLCC	227	0	230	0	0	0	0	0	0
4061 Admin - Fees - NALC	1,648	0	1,600	1,511	0	0	0	0	0
4070 Training Councillors	155	0	1,050	132	0	0	0	0	0
4072 Training - Staff	355	0	150	505	0	0	0	0	0
4080 Admin - Office Expenses	721	165	500	228	0	0	0	0	0
4081 PPE - Personnel Protection Equ	355	148	0	28	0	0	0	0	0
4082 Travel/Mileage	103	0	0	4	0	0	0	0	0
4086 **Office Exp'-Cleaning Materia	103	6	400	23	0	0	0	0	0
4087 PMR Office Exp Equipment	306	0	0	0	0	0	0	0	0
4089 **Office Exp' - Postage	206	0	150	4	0	0	0	0	0
4090 Grants - S137	1,030	0	0	950	0	0	0	0	0
4095 Parish Council Grants	515	0	0	0	0	0	0	0	0
4110 Cheney Chatter	1,288	0	600	0	0	0	0	0	0
4120 Parish/Neighbourhood Costs	1,854	2,122	1,200	480	0	0	0	0	0
4122 Defibrillator - Repairs/Parts	155	0	150	444	0	0	0	0	0
4131 Website - 2Commune	1,030	820	1,000	985	0	0	0	0	0
4132 **Website - Software - Other	0	0	0	255	0	0	0	0	0
4140 Printer - Lease	618	735	600	960	0	0	0	0	0

Continued on next page

MIDDLETON CHENEY

Parish Council

12/04/2023

Middleton Cheney Parish Council Current Year

Page 3

16:55

Annual Budget - By Centre

Note: Annual Budget

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
4141 Printer - Costs	309	0	200	375	0	0	0	0	0
4150 RBS - Software & Support	2,060	1,244	1,200	129	0	0	0	0	0
4151 RBS - Data Backup	1,288	0	0	208	0	0	0	0	0
4152 RBS - Year End	618	0	0	0	0	0	0	0	0
4155 Election Costs	0	0	0	90	0	0	0	0	0
4440 Admin - Office Printing Genral	206	0	0	0	0	0	0	0	0
4650 Community Wellbeing	1,545	0	0	100	0	0	0	0	0
Overhead Expenditure	<u>103,954</u>	<u>64,465</u>	<u>73,118</u>	<u>49,783</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(103,954)</u>	<u>(64,354)</u>	<u>(73,118)</u>	<u>(49,783)</u>	<u>0</u>		<u>0</u>		
201 Street Lighting									
4200 Street Lighting - Power	1,339	12,342	13,000	13,650	0	0	0	0	0
4210 Street Lighting - Maintenance	4,635	1,853	4,500	1,343	0	0	0	0	0
4211 Street Lighting - Replacements	2,060	0	0	60,095	0	0	0	0	0
Overhead Expenditure	<u>8,034</u>	<u>14,195</u>	<u>17,500</u>	<u>75,088</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8,034)</u>	<u>(14,195)</u>	<u>(17,500)</u>	<u>(75,088)</u>	<u>0</u>		<u>0</u>		
301 Cemetery									
4300 Cemetery - Maintenance	309	0	400	1,910	0	0	0	0	0
4310 Cemetery - Grass Cutting	0	0	1,000	0	0	0	0	0	0
4320 Cemetery - Rates/Comm. Refuse	515	0	450	379	0	0	0	0	0
Overhead Expenditure	<u>824</u>	<u>0</u>	<u>1,850</u>	<u>2,289</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(824)</u>	<u>0</u>	<u>(1,850)</u>	<u>(2,289)</u>	<u>0</u>		<u>0</u>		
401 Parish Meeting Room									

Continued on next page

MIDDLETON CHENEY

Parish Council

12/04/2023

Middleton Cheney Parish Council Current Year

Page 4

16:55

Annual Budget - By Centre

Note: Annual Budget

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual	Projects	Committ	Agreed	EMR	Carried
4083 PMR General Maintenance	0	-37	500	513	0	0	0	0	0
4087 PMR Office Exp Equipment	0	225	0	449	0	0	0	0	0
4400 PMR - Fire Inspection	103	0	100	114	0	0	0	0	0
4401 **PMR - PAT Testing	62	0	100	0	0	0	0	0	0
4420 PMR - Water	62	75	80	64	0	0	0	0	0
4431 PMR - Electricity	2,369	696	2,300	1,217	0	0	0	0	0
4450 PMR - Legal	412	35	0	609	0	0	0	0	0
4460 PMR - Telephone	2,060	865	1,000	806	0	0	0	0	0
4480 PMR - Refurbishment	258	0	250	0	0	0	0	0	0
Overhead Expenditure	5,326	1,857	4,330	3,771	0	0	0	0	0
Movement to/(from) Gen Reserve	(5,326)	(1,857)	(4,330)	(3,771)	0		0		
501 Amenities & Open Spaces									
4084 Street warden equipment	0	0	0	2,256	0	0	0	0	0
4500 **AAOS - General Maintenance	0	0	500	2,696	0	0	0	0	0
4511 AAOS - Bins - Dog Waste	12,360	7,480	10,000	5,327	0	0	0	0	0
4520 AAOS - Tree Maintenance	2,060	875	2,000	710	0	0	0	0	0
4522 AAOS - Play Equip' Play Areas	2,060	0	0	0	0	0	0	0	0
4524 AAOS - Permissible Bridleway	0	0	0	4,000	0	0	0	0	0
4530 Play Area - Annual Inspection	618	332	450	339	0	0	0	0	0
4531 Play Area-Stanwell-Maintenance	258	0	250	2,020	0	0	0	0	0
4532 Play Area-Astrop-Maintenance	258	0	250	0	0	0	0	0	0
4540 Grass - Contractor	11,330	11,445	1,500	5,035	0	0	0	0	0
4541 Grass - Roadside Verges	0	0	4,000	0	0	0	0	0	0
4542 Grass - Path Clearing	0	0	1,300	0	0	0	0	0	0

Continued on next page

MIDDLETON CHENEY

Parish Council

Middleton Cheney Parish Council Current Year

Page 5

12/04/2023

16:55

Annual Budget - By Centre

Note: Annual Budget

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
4543 Grass - Shrubs	0	0	1,000	0	0	0	0	0	0
4545 Grass - Astrop Play Area	0	0	1,000	0	0	0	0	0	0
4546 Grass - Stanwell Play Area	0	0	1,000	0	0	0	0	0	0
4550 Amenities - CCTV	1,545	3,629	2,500	2,873	0	0	0	0	0
4551 Amenities - CCTV - Maintenance	0	40	0	517	0	0	0	0	0
4552 Amenities - CCTV - Support	0	0	0	56	0	0	0	0	0
4553 Amenities - CCTV Mobile Phones	0	1,170	600	1,693	0	0	0	0	0
4560 PMR - Commercial Refuse	489	455	600	455	0	0	0	0	0
4570 Signs & Notice Boards	103	0	200	0	0	0	0	0	0
4580 MOM - Payments Professionals	1,545	0	0	0	0	0	0	0	0
4581 MOM - Venue Costs	206	0	0	0	0	0	0	0	0
4582 MOM - Printing	155	0	0	0	0	0	0	0	0
4600 Remembrance Day	206	0	0	0	0	0	0	0	0
4601 Remembrance - Wreath	62	0	0	44	0	0	0	0	0
4602 Remembrance - Donation	206	0	0	0	0	0	0	0	0
4603 Remembrance - Printing	206	0	0	0	0	0	0	0	0
4604 Remembrance-War Shrine Plantin	77	0	0	0	0	0	0	0	0
Overhead Expenditure	33,744	25,425	27,150	28,020	0	0	0	0	0
Movement to/(from) Gen Reserve	(33,744)	(25,425)	(27,150)	(28,020)	0		0		
601 Projects & Other Expenditure									
4610 Air Ambulance Grant	515	0	600	0	0	0	0	0	0
4615 Age Concern Xmas Party - Grant	103	0	100	0	0	0	0	0	0
4617 Help at Hand - Cars	210	0	0	0	0	0	0	0	0
4630 Street Furniture	0	0	0	1,175	0	0	0	0	0

Continued on next page

MIDDLETON CHENEY

Parish Council

12/04/2023

Middleton Cheney Parish Council Current Year

Page 6

16:55

Annual Budget - By Centre

Note: Annual Budget

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
4640 Information Pack for Residents	103	0	0	0	0	0	0	0	0
Overhead Expenditure	931	0	700	1,175	0	0	0	0	0
Movement to/(from) Gen Reserve	(931)	0	(700)	(1,175)	0		0		
999 <u>VAT Data</u>									
115 VAT Refunds	0	4,977	0	11,415	0	0	0	0	0
Total Income	0	4,977	0	11,415	0	0	0	0	0
515 VAT on Payments	0	9,595	0	21,933	0	0	0	0	0
Overhead Expenditure	0	9,595	0	21,933	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(4,617)	0	(10,518)	0		0		
Total Budget Income	166,196	168,583	139,257	161,357	0	0	0	0	0
Expenditure	152,813	115,537	124,648	182,059	0	0	0	0	0
Net Income over Expenditure	13,383	53,046	14,609	-20,701	0	0	0	0	0
less Transfer to EMR	0	0	0	10,575	0	0	0	0	0
Movement to/(from) Gen Reserve	13,383	53,046	14,609	(31,276)	0		0		

23/102	Application Number	Comments due	Location	Proposal	Parish Council Comments
<i>WNS/2022/2100/FUL</i>	<i>FULL PLANNING APPLICATION APPROVED</i>	<i>FULL PLANNING APPLICATION APPROVED</i>	<i>Coldharbour Farm Thenford Road Middleton Cheney Thenford Middleton Cheney</i>	<i>Construction of an Agricultural Workers dwelling (self-build) to replace existing temporary workers dwelling and all associated works</i>	<i>APPROVED 22/03/2023</i>

MIDDLETON CHENEY

Parish Council

23/103

WNS/2022/2012/MAO – Proposed Truck Stop at Syresham

You may be aware of a current application to West Northamptonshire Council for a Truck Stop Facility and fuelling station at Syresham at the junction of the A43 and B4542 WNS/2022/2012/MAO.

The residents of Syresham are strongly opposed to this application and the number of letters of objection to the application is currently around 300, which is a significant amount for a small village of around 280 houses.

Key points about this application

- A Truck Stop is OUTSIDE West Northamptonshire Council's "local plan"
- If this proposal is allowed on greenfield land, it will set a precedent for more industrial planning
- The site presents dangerous traffic issues due to its close proximity to the A43 slip road
- Significant increase in vehicles at B4525 junction, next to the proposed Truck Stop and on the B4525 generally between Banbury and the A43. This B road is already heavily used by HGV traffic and a focus for accidents.
- The development could lead to serious security and personal safety issues for the local community
- A Truck Stop on this site will profoundly and permanently change the character of the local area and would lead to a detrimental impact on health and well-being of residents
- Serious environmental impacts including noise and light pollution

Syresham Parish Council has strongly objected to the application and has taken the important step of employing a professional planning consultant to write an objection letter on their behalf so that the case against the Truck Stop is as strong and compelling as possible. <https://snc.planning-register.co.uk/Planning/Display/WNS/2022/2012/MAO>

We have had significant support from local Parish and Town Councils around Syresham. Brackley Town Council and Wappenham PC have both agreed to object. Silverstone, Whittlebury and Towcester Councils are due to discuss the Truck Stop at meetings very soon. We have the firm support of Andrea Leadsom MP who will raise the matter in the House of Commons on 17/18 April through the submission of a public petition.

As residents of Syresham we are trying to gather as much opposition as possible to the Truck Stop application and would kindly ask that you also consider the damaging impact and dangerous precedent this planning application poses and that you consider submitting a letter of objection too.

Please lodge your objections on the WNC Planning Portal or directly to the Planning Officer [REDACTED] is in the process of updating the deadline for objections. I am also very happy to come and talk to you about this important planning application.

With kind regards and thank you.



MIDDLETON CHENEY

Parish Council

23/106

BUSINESS CONTINUITY DISASTER RECOVERY PLAN

A seamless service needs to be in place to ensure the community has confidence in the Parish Council's ability to maintain business continuity.

The two main areas requiring specific planning are:

- **Loss of access to the Parish Council Office (fire, flood, lack of basic services, contamination etc)**
- **Loss of team members (employed staff or councillors)**

The intention of the plan is to minimise immediate disruption and to ensure that the running of the council is not affected in the longer term.

Situation 1. Loss of access to the Parish Council Office.

Immediate response.

Consider staff, councillors, and public safety.

An agreed list of documents is stored in the metal safe

- *Register of burials*
- *Map of cemetery*
- *Exclusive rights of burial record*
- *Title deeds*
- *A paper copy of all passwords and account details.*

These can be retrieved when the site is safe. Clerk to work from home using Parish Council laptop. All required documents will be accessible on the Parish Council system. All documents are backed up. This is to include bank details and passwords in a secure file.

Clerk to email all councillors to agree course of action and to confirm timescales and roles.

Clerk/Councillors to take photos as evidence/record. Clerk to inform West Northants [REDACTED]

[REDACTED]@northantscalc.com Office [REDACTED]

When safe to do so Clerk to retrieve documents from metal safe and take to a safe place.

Day 2

Temporary office has been arranged with the library. The contacts are:

[REDACTED] Chair of Middleton Cheney Library Supporters Group [REDACTED]

- Volunteer manager [REDACTED]
- Events manager [REDACTED]

This should allow council to continue to be accessible to residents at agreed and published days and times for "surgeries." Clerk will continue to work from home if more appropriate. Clerk/Chair to inform residents of current position via Website and Facebook. Staff to display the information on Parish Notice boards and in the Library. Chair/Vice chair to liaise with local press.

Clerk to inform insurers. Arthur J Gallagher Insurance Brokers Limited [REDACTED]

The policy is with Hiscox.

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

MIDDLETON CHENEY

Parish Council

Week 2 onwards

Salvage operation – removal of items to safe storage area.

Magenta Self Storage 01295 533080 banbury@magentastorage.co.uk

Reinstatement of phone line computer hardware and photocopier if appropriate.

If appropriate, redirect phone line and post to Library.

Clerk/Chair/Councillors to liaise with insurers, services, builders, suppliers etc with reference to damage and future developments etc.

Situation 2. Loss of team members.

The loss of staff/Councillors as a resource may be due to inability to work such as illness or from the inability to get to the office due to the severity of a community emergency.

All passwords and account details should be shared by Clerk/Chair and one other councillor.

A paper copy of all passwords and account details should be stored in the secure metal safe in the Parish Council office.

All documents are saved on the Parish Council system and backed up. If able to, Clerk to work from home using Parish Council laptop.

In the first instance Chair will cover for Clerk and Vice Chair will cover for Chair.

Clerk/Chair to email all councillors to agree course of action and to confirm timescales and roles.

Depending on other commitments Chair /Vice Chair can appoint a small team of councillors to act as a Task and Finish group.

Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	R Hoose	12-04-2023		Draft	

MIDDLETON CHENEY

Parish Council

Grants and Donations Policy

1. DEFINITIONS

1. A grant is awarded for a particular defined purpose.
2. A donation is awarded for general purposes.

2. POWER

The Council regularly receives requests for grants and donations from a variety of organisations, and the aim of the Grants and Donations Policy is to encourage and support activities and projects which will benefit the Parish of Middleton Cheney and its Parishioners.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants and donations to other organisations or bodies. One of those restrictions (paragraph 1 of Section 137) requires that such expenditure

“...is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants...”

The normal use to which this power is applied by local Councils is to provide funding to local organisations, e.g., Pre-School Groups, Youth Groups, Senior Citizens Groups etc., but one of the most important restrictions is that a grant or donation cannot be made to an individual for their own use, no matter what use and how good a cause that use may be (e.g., sponsorship for studying exchanges).

However, there may be occasions where the grant or donation can be paid to an individual where that individual is carrying out a service which benefits the local population. e.g., a Community First Responder (an NHS trained volunteer) whose role is to be the first on the scene as the result of an emergency call within a designated area (the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment. It is clear that any grant or donation made by the local Council will directly benefit recipients of the service and it is, therefore, our opinion that the grant or donation can legally be given.

For Parish Councils in England for 2023/24, the amount that can be spent for the benefit of the area or for all or some of its inhabitants is £9.93 per elector in the Parish. This does not include spending which facilitates, or is conducive or incidental to, the exercise of the Parish Council's statutory powers, or in relation to Parish property.

3. BACKGROUND

Any grants and donations made available are funded directly from the Parish Precept. The Precept is a tax that the Parish Council charge their local electors to meet its budget requirements. Parish Councils do not receive any direct funding from central government and rely on their Precept plus any other income they generate from services or facilities they provide (with the exception of grant monies received by the Parish Council for particular projects, and ring fenced for that purpose).

4. THE PARISH COUNCIL'S TIMETABLE AND PROCESS

Work on the preparation of capital and revenue estimates for the Parish Council starts in September/October for the financial year commencing the following 1 April. The Parish Council expects to conclude this work in November in order that the Parish Council's budget, and hence its precept demand, can be agreed at a meeting of the Parish Council in December.

MIDDLETON CHENEY

Parish Council

For the Parish Council to include provision for a major item in its budget estimates, detailed information is required the previous summer/early autumn. Applications for small grants or donations can be made at any time of year, but the Parish Council will generally not consider an application for an amount in excess of £250 for the current financial year, or for the following financial year if the application is received after the end of September.

5. POLICY

1. Any grant made by the Parish Council must directly benefit the Parish of Middleton Cheney or its Parishioners. The Parish Council cannot make donations to individuals unless the Community directly benefit. (Thus, the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)
2. Grants and Donations cannot be made to fund political activities.
3. All proposed expenditure must be detailed in the Parish Council's annual budget meeting, to enable calculation of the Council's precept demand.
4. The organisation making a grant request should be a non-profit making voluntary organisation where membership is open (i.e., no discrimination of membership on grounds of sex, race, religion etc.) Grant requests from a charity registered with the Charity Commission can be considered, providing its primary purpose is in the interests of, and will bring direct benefit to the Parish, or any part of it or all or some of its inhabitants. (See paragraph 1 of Section 137, Local Government Act 1972).
5. The Parish Council will not fund events or activities which can be funded by the relevant participants, or which can or will be self-supporting by means of donations, or grants from other organisations etc.
6. The Parish Council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants.

6. APPLICATIONS

1. All applications for grants or donations shall be made in writing to the Clerk to the Council, who shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council.
2. In the case of an application which the Clerk determines does not meet the Council's criteria, the Clerk will provide a written explanation of their decision to both the applicant and the Council.
3. The grant available is normally limited to a maximum of £250 per application.
4. Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).
5. If the Council considers that there are exceptional circumstances, then it can decide to exceed the above limits on amount and number of grants.
6. Grants cannot be awarded after the relevant event or project has been completed.
7. Applications must complete the Council's application form. Please download the form from the Parish Council website or request a copy from the Clerk to the Parish Council.
8. Applications which meet the criteria, and where the amount requested is £250 or less, will be considered at the next meeting of the Parish Council, and applicants will be notified in due course.
9. Any applications which meet the criteria, and where the amount requested is in excess of £250, will be considered after the deadline of October 1st, and decisions will be made before the Parish Council sets its budget for the following financial year. All applicants will be notified after the Parish Council has resolved to adopt the relevant proposed budget (usually at the Parish Council meeting in December).
10. Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of the payment.

7. CONDITIONS

1. The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit.

MIDDLETON CHENEY

Parish Council

2. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
3. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose. The Council may also specify a timeframe within which the funds must be spent. The Council may require documentary evidence as to how and when the funds were spent
4. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
5. The Council reserves the right to impose other conditions that it deems necessary in order to protect public money.
6. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

8. NOTES

1. The Council's decision on any application is final and there is no right of appeal.
2. The Council reserves the right to decline any application without giving reasons for its decision.
3. The Council will not commit to any continuing expenditure.
4. Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.

Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Mark Allen	20-03-2023		Draft	
1.1	Mark Allen	07-04-2023	#1	Draft	

#1Changes 07-04-2023

Substitute 'Youth Groups' for 'Scout Groups'.

2023/24 values for spending limits.

Addition of possible timeframe for spending of funds.

Addition of possible requirement for documentary evidence of how funds were used.

Reserving right to impose other conditions.

23/111

Authorisation of Payments
April 2023
Month 1 - Tax Year 2023-24

			Amazon	25.32	5.07	30.39	4084	litter picker
				3.32	0.67	3.99	4511	nuts for dog waste bins
			woodlands trust	16.95	0	16.95	4120	trees
			ebay	7.19		7.19	4120	tree guards
			Mileage	24.30		24.3	4082	54 Miles @ £0.45
			Ikea	367.92	73.58	441.5	4480	PMR furniture, fixtures, fittings
			Pip Davis			524.32		TOTAL EXPENSES
27/03/2023	21776365	BACS	Kay Stevens	87.88		87.88	4120	Coronation planting
12/04/2023	204-9392405-2990756	Debit card	Amazon	43.20	8.70	51.90	4120	Pin badge boxes
29/03/2023	SB20224081	BACS	PKF Littlejohn	400.00	80.00	480.00	4120	External audit
08/03/2023	8050816	DD	Hiscox Underwriting Ltd	391.75	0.00	391.75	4040	Insurance
12/04/2023	03-0993736653 KI-73BDE510-0009	Debit card	eBay	45.41		45.41	4120	Badge labels
06/04/2023	0009	BACS	E-On Next	972.42	194.48	1,166.90	4431	PMR electricity supply
05/01/2023	HMRC Qtr 4, BACS		NIER	1000.17		1728.17	4001	HMRC Qtr 4
			NIEE	728			4002	
05/04/2023	IN06692263	BACS	npower	703.43	140.69	844.12	4200	Street lighting Jan-March
	18619941	DD	O2	108.28	21.86	131.14	4553	Mobiles
03/04/2023		BACS	NCALC	1,645.04	78.40	1,723.44	4061	Annual Subscription Grass cutting 16th, 30th March
31/03/2023	25309	BACS	Slade estate services	2,993.78	598.76	3,592.54	4540-6	
31/03/2023	65/106542	BACS	Red office	24.00	4.80	28.80	4084	Refuse sacks
13/03/2023		DD	Nest	144.76	0.00	144.76	4022	Pension
21/03/2023	753891	DD	Onecom	66.75	13.35	80.10	4460	Broadband
22/03/2023	7GK8GFS	DD	Rydal Security	36.48	7.30	45.60	4553	CCTV- mobile phones
22/03/2023	7GK8GFS	DD	Rydal Security	65.01	16.25	81.26	4552	Remote support
24/03/2023	459870	DD	SGW Payroll	31.50	6.30	37.80	4020	Payroll
31/03/2023	6442	BACS	Shield Maintenance Ltd	147.33	29.47	176.80	4511	Dog waste bin collection

MIDDLETON CHENEY Parish Council

29/03/2023	.	DD	Siemens	103.00	20.60	123.60	4550	CCTV lease
20/03/2023	.	DD	Tower Leasing	157.00	31.40	188.40	4550	CCTV system, tilt zoom camera, pole
12/04/2023	inv197365554	Debit card	Zoom	119.90	23.98	143.88	4132	Zoom subscription
30/04/2023	April	BACS	Richard Jerrams Coughtrey				4000	Monthly salary
30/04/2023	April	BACS	Debbie Burdett				4000	Monthly salary
30/04/2023	April	BACS	Pip Davis				4000	Monthly salary
to 13/04/2023	midMarch - midApril	BACS	Pip Davis				4000	12.5 hours overtime
				Total		11,818.57		& Salaries

Bank Balances as at 31/03/2023

Community Account	24.90
Business Premium Account 360	249,729.92
Business Premium Account 259	77,281.88
Business Premium Account 259	77,281.88

MIDDLETON CHENEY
Parish Council