

# WAPPENHAM PARISH COUNCIL

**Draft Minutes of the ordinary meeting of Wappenham Parish Council held on  
Tuesday 26<sup>th</sup> May 2015 at Wappenham Village Hall at 7:30pm**

**Present:** Councillors Wickham, Warren, Featherstone, Supple

Parish Clerk: Liz Hart

**Action**

**2011 Apologies**

None.

**2012 Declarations of Interest**

Cllr Wickham declared an interest in item 2014a) and was not involved in the resolution made upon it.

Cllr Warren declared an interest in item 2013 and was not involved in the resolution made upon it.

**2013 Planning**

**a) To comment on the following application:**

**i.S/2015/1053/FUL – the Old Rectory Wappenham - Removal of condition 4 (no ground floor windows and doors to open over highway) to planning permission S/2015/0045/FUL (Conversion of garage to annexe) to allow doors and windows facing the lane to open outwards**

It was resolved to **object** to the application for the following reasons:

The reasoning behind the condition still applies and the justification document submitted on behalf of the applicant contains inappropriate and misleading statements and does not carry sufficient weight to convince the Parish Council that Condition 4 should be removed. The Parish Council notes that the gradient leading up to the building is not "sharply sloping" and does not accept that having inward opening apertures is "virtually impossible". The reasoning in statement 5 pertains to building control rather than planning and in any case it can be seen that a suitable outward opening door on to the drive is already present in the development; this could be the nominated fire exit. The Parish Council still believe that inwardly opening doors are in the interest of highway safety and to comply with Policy G3 of the South Northants Local Plan as originally stated.

**2014 Finance**

**a) To receive bills for payment**

*Cllr Wickham left the meeting at this point.*

It was resolved to settle the following bill for payment:

<b>Bills received</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Cheque number</b>	<b>Power</b>
Hilary Wickham	26.66	0.00	26.66	516	LGA 1972 s111

*Cllr Wickham returned to the meeting at this point.*

**b) To resolve next steps regarding the Vehicle Activated Radar Project with regard to funding and quotations received**

It was resolved to seek funding of up to £500 from Cllr Morris (Empowering Councillors' Fund) and up to £1337 from SNC by application for a New Homes Bonus Grant.

**2015 To consider duties under the new Local Government Transparency Code (refer to NorthantsCALC guidance)**

The duties under the Transparency Code for Smaller Authorities were reviewed; it was noted that the code applied to Wappenham as it was defined as a smaller authority (annual turnover does not exceed £25,000).

It was resolved to ensure that the duties were met as follows:

Information to be published (as per section 10)	Publication method
All items of expenditure above £100	On minutes
End of year accounts	Attached to minutes no later than 1st July and to include the Annual Return format plus the bank reconciliation, explanations of significant variance year on year and explanation of any differences between balances carried forward and "total cash and short term investments"
Annual governance statement	Attached to minutes no later than 1st July
Internal audit report	Attached to minutes no later than 1st July or published separately if minutes would not meet the deadline
List of councillor or member responsibilities	Included in the Annual Meeting minutes
The details of public land and building assets	To be included in the Annual Meeting minutes/agenda from 2016. See below for requirements for 2015.
Minutes, agendas and meeting papers of formal meetings	Draft Minutes to be published on website within 1 month. Agenda to be published a minimum of three clear days prior to meeting on WIZ.

It was noted that the Clerk had agreed to send the Draft minutes to the Chair two weeks after each meeting. Allowing two days for the Chair to submit comments would allow two weeks for the minutes to be uploaded to the website. The Clerk confirmed that she had informed Dianne Walsh of the future need to adhere to these timescales.

It was noted that the internal audit report might need to be separately published to adhere to the code depending on the timescales of the internal audit and the date of the following meeting.

It was noted that as of 26th May 2015 the Parish Council had no public land or building assets and that from 2016 this would be confirmed at each Annual Meeting.

**2016 AOB**

It was noted that a member of the public had declared an interest in being co-opted with a view to being involved in reviewing planning applications only; it was noted that it was not feasible to structure meetings in that way.

The Clerk was asked to contact Francis Jackson regarding removing signage for the Pittams Lane development.

**The meeting closed at 8:40pm.**

Appendix A - Accounting Statements of 2014/15, bank reconciliation, explanations of significant variance year on year and explanation of any differences between balances carried forward and "total cash and short term investments"

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **WAPPENHAM PARISH** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	2203	2672	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 (+) Annual precept	2699	2602	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	82	11	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	1591	1622	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	721	821	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	2672	2842	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	2672	2842	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council 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 Disclosure note Trust funds (including charitable)	yes	no	The council 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date **19/5/2015**

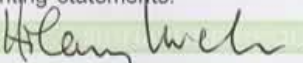
I confirm that these accounting statements were approved by the council on this date:

**19/05/2015**

and recorded as minute reference:

**2002e**

Signed by Chair of the meeting approving these accounting statements.



Date **19.5.2015**

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

WAPPENHAM PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including 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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		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 the council to conduct its business or on its finances.	Yes		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.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	Yes		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		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 the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

2002 F  
dated 19/05/2015

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

# Wappenham Parish Council

## Annual Return

### Year Ending 31st March 2015

#### Bank reconciliation at close of business on 31st March 2015

Santander 31st March 2015	1279.84
Less Unpresented cheques	0.00
Add payments not yet credited	0.00
Total	1279.84
Cash Book Balance at 31st March	1279.84
Difference between bank account and cash book	0.00

#### Summary of Accounts and Holdings

Value at 31.03.14		Value at 31.03.15
1121.07	SantanderCurrent	1279.84
1550.59	National Savings Account	1562.22
2,672	Total (rounded)	2,842

#### Explanation of significant variances in Section 1 - 2015 v 2014

None to report