

Sutton St. Nicholas Parish Council

Minutes of Virtual Meeting of Sutton St. Nicholas Parish Council, held on Monday 1st March 2021 at 7.15 pm via Zoom (SPC/TF/181)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Katie Bauress (5 to 22)
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Cllr Kema Guthrie (Ward Councillor)
Tony Ford – Parish Clerk

1. Apologies for Absence

All councillors were present.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/179) held on Monday 1st February 2021.

The minutes were signed by the Chairman as a true record of the meeting

3. Receive approve and sign the confidential minutes of the Parish Council Meeting (no SPC/TF/180) held on Monday 1st February 2021.

The minutes were signed by the Chairman as a true record of the meeting

4. Co-Option

Parishioner Katie Bauress put herself forward for Co-option, having considered the matter the Parish Council resolved to Co-opt Katie Bauress. On behalf of the Parish Council Cllr Ron Gow welcomed Cllr Katie Bauress.

Action Clerk to send paperwork to Cllr Katie Bauress.

Action Clerk to send HALC training schedule to Cllr Katie Bauress.

5. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

6. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow		√			
Cllr Richard Andrews	√		8	Personal connections	Disclosable Pecuniary Interest
Cllr Katie Bauress		√			
Cllr Ann Burke		√			
Cllr Sharon Haworth		√			
Cllr Ian Nicholas		√			

7. Questions /Issues, from members of the public present

7.1 Ward Councillors Report

A verbal update was received from Cllr Kema Guthrie (Ward Councillor) Appendix 1 refers).

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7.2 Questions from other members of the public

There were no questions from the public.

8. Planning Application P174419/PA7- Proposed polytunnel

The Parish Council considered complaints received on alleged non- compliance. (Appendix 2 refers), Parishioners summarised their concerns as

- The original application was misleading.
- The current use was not the use in the original application.
- As the original application showed a footprint of more than 1,000m² it should have gone to planning.
- Herefordshire Councils approach was to sack it and see if the current polytunnel becomes permanent.

Having considered the matter. the Parish Council resolved to support the complaint and agreed to formally inform Herefordshire Council of the Parish Council support.

Action Clerk to inform Cllr Kema Guthrie of its support and ask that the matter be raised again with Herefordshire Council

Having declared an interest Cllr Richard Andrews did not take part in discussions or voted on the matter.

9. Report from the Clerk on Actions from the last meeting

There were 16 actions requiring completion, one was closed, eight were completed, seven were in progress (Appendix 3 refers) Noted.

10. Financial Report

- 10.1 Confirmation of Balances as of 1st February 2021 was £26,972.81. (Appendix 4 refers
- 10.2 Receipts - Nil
- 10.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Richard Morgan	396.40	N/a	03/02/21 (1178) Lenghtsman work
2	Mike Darley	90.00	N/a	26/02/21 (61) Playing Field Inspection/sanitising.
3	Radbournes	528.00	88.00	31/12/20 (237637) Sutton Playing Field -Play Bark
4	Sutton News	405.92	N/a	03/02/21 – Additional Printing & Distribution February 2021
5	Border Office Supplies and Systems Ltd	432.04	72.01	11/02/21 (00188986) Stationery

Authorised for payments and cheques to be signed

11. Budget Monitoring Report

The Parish Council considered and noted the Budget Monitoring Report as at 04/01/21 (Appendix 5 refers).

12. Review Risk Register

The Parish Council considered, reviewed, and approved the Risk Register.

Action Cllr Ron Gow to sign the updated Risk Register

13. Review of Internal Audit

The Parish Council completed its review and confirmed its Internal Auditor as Cole and Co. (Appendix 6 refers)

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14. Traffic Regulation Order

Cllr Kema Guthrie updated the Parish Council on progress. The Parish Council thanked Cllr Kema Guthrie for her support and efforts on the Parish Councils behalf.

The Parish Council was informed that

- Comparison of the top 25 positions on the 01/2020 list with the 02/2021 list showed that positions 3 to 10 were not on the 02/2021 and assumed started/finished.
- Looking at the 01/2020 list, positions 11 to 21 had moved to 3 to 12 on the 02/2021 list.
- Of the top 25 on the 01/2020 list Bodenham Road (1) and The Stonewater Housing Estate (2) had not been started even though their positions had not changed between lists.
- Of the top 25 on the 01/2021 list only Sutton St. Nicholas Village (22 to 25) and Moccas (25 to 28) positions had deteriorated.
- Wyatt Road had moved from 102 on the 01/2020 list to 116 on the 02/2021 list.
- On Herefordshire Council website there were some 20 Traffic Regulations Orders which had been or being consulted on, and subject to any change of name only one could be identified as being on either the 01/2020 or the 02/2021 Traffic Regulation Order lists. (there were no reference numbers)
- For both the Sutton St. Nicholas Village and Wyatt Road Traffic Regulation Orders the ranking schedule had omitted factoring scores which lead to both projects being given a zero score. (post meeting Cllr Kema Guthrie raised the matter with Balfour Beatty and has received confirmation that this was an omission, which has now been corrected, however ranking positions had not changed.)

The Parish Council felt that Herefordshire Council should be informed and take account of the two developments on the C1125, which would be just within the 30mph signs and moving the signs would have a positive impact on safety.

The Parish Council had concerns that

- Bodenham Road and The Stonewater Housing Estate had not been started, even though their positions had not changed.
- The deterioration in position of both Council Traffic Regulation Order requests.
- There were Traffic Regulation Orders that were on Herefordshire Council Website, but not on either Traffic Regulation Order lists.

The Parish Council felt overall that it had been disadvantaged.

Action - Clerk to ask Cllr Kema Guthrie to raise concerns with Balfour Beatty.

15. Herefordshire Association of Local Councils Information Corner

The Parish Council considered and noted the HALC information Corner 08/02/21

16. Items for Information

- Balfour Beatty – Road Closure January to March 2021
- Herefordshire Council – COVID-19 update 05/02/21
- West Mercia Police – PCC Newsletter
- Balfour Beatty – Road Closure February to March 2021
- Herefordshire Council – COVID-19 update 12/02/21
- NALC – Chief Executive Bulletin
- Herefordshire Council- COVID-19 update 19/02/21

17. Matters relayed to the Clerk for the Agenda of the next meeting

- Traffic Regulation Order – Update.
- Sutton Playground Improvements.

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- Planning Application P174419/PA7- Proposed polytunnel.

18. Confirmation of the date, time, and venue of the next meeting,
Parish Council Tuesday 6th April 2021 at 7.15pm (virtual)

The Parish Council resolved to go into private session.

19. Footpath Installation Rates

The Parish Council considered and approved rates.

20. Playground Inspection /spraying Rates

The Parish Council considered and approved rate.

21. Bin Clearance Rates

The Parish Council considered and approved rate.

22. Clerks Salary

The Parish Council authorised payment of the Clerks Salary.

Ward Councillor's Report

Re: Covid Update

The recent Government announcement of the road map of the unlocking process and the full reopening of Herefordshire schools and colleges from 8th March is good news. Although, on 20th February, the COVID-19 case rate in Herefordshire was at 97 per 100k population. This was a rise of 28.1% on the previous week. Cases remain low compared to the national average (115.3 per 100k population) However, the rates have taken a step in the wrong direction and we all need to play our part, keep vigilant and help to reduce the rate of transmission in the County.

The 2021 CENSUS day is 21st March

Households across Herefordshire will soon be asked to take part in the nationwide survey of housing and the population.

For more information, visit census.gov.uk.

Re: Traffic Regulation Order (TRO) UPDATED LIST 2021

I have followed this matter up with the Balfour Beatty TRO Team Leader who has sent the Updated TRO List for 2021 and attached TRO Prioritisation Criteria and the Scheme Spreadsheet (which I have sent onto the Parish Council) - very disappointingly Sutton has now dropped from position no. 22 to no. 25. This matter is listed on the Agenda for Councillors to discuss the way forward.

Re: Floods/mud gravel on roads (C1126) at junction with (C1120) from Moreton on Lugg

The above drainage problems have been ongoing for two years my constituents who live at old school house have no drainage system. The flood & mud/gravel on the road makes driving conditions very hazardous and already causes problems at the road junction. I have raised this flooding issue with the Cabinet Member and the Balfour Beatty Drainage Team and I am pressing for urgent attention to this ongoing flood problem.

Re: Planning application no. P174419/PA7 Polytunnel at Sutton St Nicholas

I received a number of representations from residents raising concerns about the use of the polytunnel for lambing purposes. Herefordshire Council Enforcement Officer visited the site and reported back as follows:

"It is not considered to be a change in use of the building and it is not permanent. It is considered as acceptable use of a building by an agricultural farmer to use an available building for lambing. I find no planning breach in this instance and I have today requested that the case be closed"

I asked Tony Ford (Parish Clerk) to list this matter on the agenda for tonight's meeting for Councillors to discuss accordingly.

Report by Kema Guthrie (01/03/21)

COUNCILLOR KEMA GUTHRIE

Parishioner 1
20/02/21

Dear Sir or Madam cc Kema Guthrie and Clerk to the Parish Council

We wish to complain regarding the planning process and enforcement by Herefordshire Council for Planning Application P174419/PA7 Poly Tunnel at Sutton St Nicholas.

The council granted a prior notification procedure for a polytunnel to store fodder, stating this is a permitted agricultural development under the GDPO. This is on agricultural land but is in close proximity to a number of protected buildings.

1. We believe this was not a permitted development under the GDPO as the council considered only the size of the polytunnel, and not the size of the development as a whole, which exceeds the 1,000 square metres stipulated in the GDPO.

- The planning application proposed plans (attached) was for the polytunnel AND the development of adjacent land. This adjacent land was named 'proposal site' in the plans. When taken together these exceeded 1,000 square meters.
- Subsequently the polytunnel has been erected, along with excavation between the tunnel and the hedgerow, laying of hardcore in part of the area between the polytunnel and the hedge, and development of the 'proposal site' with ground works in the form of excavation of earth and the laying of hard core, and the deposition of waste material outside of the 'proposal site' but within 90 metres. This exceeds 1,000 square metres in area.
- We note part 6 Section A of the GDPO requires permitted agricultural developments to be less than 1,000 square metres, and that Section D.1 (2) (a) defines permitted developments under part A as "comprises the ground area which would be covered by the proposed development, together with the ground area of any building (other than a dwelling), or any structure, works, plant, machinery, ponds or tanks within the same unit which are being provided or have been provided within the preceding 2 years and any part of which would be within 90 metres of the proposed development;"
- We note the council are citing use for lambing purposes (Part 6 Section D.1 (3) (b) (ii)) as the exception making this is a permitted development - but this exception applies only to the condition of development within 400m of a protected building (section A.2(1)(k)) and not to the size of the development (section A.2 (i) (e)

2. As this is not a permitted development we should have been able to provide responses to the Council through a transparent and open planning application process. Had this taken place we would have responded that we would not want any livestock, lambing, or any agricultural developments to be so close to our curtilage as a protected building due to noise and nuisance.

3. We note that despite this not being an open planning application process one neighbour did respond with concerns this would be used for lambing purposes leading to 24 hour noise and nuisance. This objection was noted in the planning officers report (attached) but does not seem to have been taken into consideration in subsequent dialogue with the planning and enforcement team. We would like to add our objections to this, due to 24/7 noise and nuisance from lambing, as well as general noise and nuisance from agricultural use.

4. The polytunnel has not been erected in line accordance with the details submitted to and/or approved by the council, as required by the GDPO Part 6 Section A: Paragraph A.2 (2) (v).

- The planning application and decision notice (attached) stated this was for fodder storage,. But it has subsequently been erected as a lambing shed, in terms of both the exterior and the interior design. As soon as completed it had 250 pregnant ewes placed inside.

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- The enforcement officer has told us by email (attached) that its use is for 3-6 weeks of the year as a lambing shed at which point it will be empty - i.e. it is not being used as a fodder store.

5. The enforcement officer states in his email (attached) that "It is considered as acceptable use of a building by an agricultural farmer to use an available building for lambing."

- We do not agree that this is an 'available building' - on the basis of its internal and external design it has been purpose built for lambing
- The council have not provided clarity on who has made the decision that this is an 'acceptable use', and under which framework that decision making has taken place.

6. The enforcement officer states in his email "It is not considered to be a change in use of the building [from a fodder store] and it is not permanent.

- Given the external design and internal elements of the polytunnel it has clearly been erected as a lambing shed and not a fodder store - so we do not understand why this isn't considered a change of use.
- The enforcement officer has himself confirmed it will be used as a lambing shed for 3-6 weeks at which point it will be empty - so again we do not understand why this is not considered a change of use
- It is not clear which framework has been used to determine that this is not a change of use from a fodder store

With regards

16/02/21

Dear Mr Wilkinson

Following your site visit please could we enquire as to the councils position and next steps?

In asking we would like to make the following points:

1. As per the GDPO Part 6 Section A: We believe this is NOT a permitted development. We recognise that paragraph D.1 (3) (b) (ii) makes lambing an exception to prohibition of livestock buildings within 400m of a protected building. However Paragraph D.1 (3) (b) (a) states that this is ONLY if there is no alternative suitable building or structure available, and there is already an existing lambing shed in the farmyard across the road.

2. As per the GDPO Part 6 Section A: Paragraph A.2 (2) (v), (aa) and (bb) require that the development must be carried out in accordance with the details submitted to and/or approved by the council, for both permitted developments and prior approval applications. This is not the case, as the the application clearly stated in their application this was for use as a fodder store - and when questioned directly if it was to be used for lambing replied that it was for fodder storage. I.e. it has been developed OUT of accordance with the details submitted by the applicant.

3. As noted in the planning officers report one resident raised an objection if the poly tunnel were to be used for lambing purposes, due to the noise and nuisance this would cause neighbouring residences. We believe this objection was not taken into consideration by the Council as the applicant denied it was for lambing purposes, but must now be taken into consideration as part of the Councils enforcement process.

4. We, and we believe other local residents, would also have objected to a lambing shed had we been given the opportunity to do so, due the the 24 hour noise and nuisance it will cause. We

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believe this objection should have, and needs to be, taken into consideration by the Council in their next steps relating to the continued existence and/or use of the poly tunnel.

5. In addition, had the proper process been followed by the applicant we would have had the opportunity to apply to the land tribunal to seek an injunction for use as lambing. We hold a restrictive covenant on the field that prevents the building of any structures, or any activities that cause nuisance or disturbance (to us). Whilst restrictive covenants are not a matter for the council, we believe the Councils planning and enforcement process's must not hinder or prevent us exercising our legal right to apply to the Land tribunal.

We would be grateful for an update as soon as possible.

With regards

Parishioner 2

07/02/21

Re planning application no. P174419/PA7

The "fodder-store" polytunnel has been erected over the last week. As we originally suspected and feared, substantial frames and lambing pens are being erected inside, despite the fact that the applicant already has a large barn on his property previously used for lambing.

The adjacent mature hedge, which Ms Atkins claimed would screen the polytunnel, has been allowed to grow several feet taller over the past 3 years, but despite this the structure is still clearly visible over the top and is intrusive. This indicates that the height of the tunnel is excessive.

The whole edifice seems solidly constructed, as if for permanent use of one kind or another. The associated noise, smell, flies and rats are all anticipated problems, within 25 metres of our house.

We fear this is "the thin end of the wedge".

Please inspect this development and ensure that it is kept within reason.

Regards

16/02/21

We note that you will be carrying out a site visit to inspect the polytunnel. There are several points we consider may be significant:

1. According to The Town and Country Planning (General Permitted Development) (England) Order 2015,
 - Development is not permitted where it would consist of, or include, the erection or construction of, or the carrying out of any works to, a building, structure or an excavation used or to be used for the accommodation of livestock or would be within 400 metres of the curtilage of a protected building. *This development is certainly being used for livestock (indeed, a large number of sheep were unloaded into it earlier today) and it is situated only about 25metres from our dwelling.*
 - where development is carried out within 400 metres of the curtilage of a protected building, any building, structure, excavation or works resulting from the development are not used for the accommodation of livestock except in the circumstances described in paragraph D.1(3) of this Part of the Order, which states that
 - (a) that no other suitable building or structure, 400 metres or more from the curtilage of a protected building, is available to accommodate the livestock; and
 - (b) (i)that the need to accommodate the livestock arises from quarantine requirements, or an emergency due to another building or structure in which the livestock could otherwise be accommodated being unavailable because it has been damaged or destroyed by fire, flood or storm; or

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(ii) in the case of animals normally kept out of doors, they require temporary accommodation in a building or other structure because they are sick or giving birth or newly born, or to provide shelter against extreme weather conditions.

The applicant does have a suitable building on his property, which is used annually for lambing purposes.

This development is in no way a temporary structure. Foundations have been made and concreted in, and hardcore standing has been added. It is already larger than the proposed application. It is clearly being designed as a permanent lambing structure, having internal divisions for a considerable number of individual pens.

2. In addition to the concerns we have already raise, we are further worried about the disposal of large quantities of animal waste associated with lambing on this scale, and believe there is a real risk to public health.

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Appendix 3

Status of Actions from last meeting 01/02/21

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/01	07/10/19	22	Tree Planting 30 th November 2019	Clerk to take action as required.	Clerk	On hold due to COVID-19	Work in progress
03/02	02/12/19	9	Community Speed Watch	Clerk to purchase permanent Speed Watch signs (similar to those in Ashperton	Clerk	Liaising with Adnan Ali Community Speed Watch Co-ordinator	Work in progress
03/03	06/01/20	23	Purchase of Hessian Bags	Clerk to seek a price for 50 Hessian bags and report back	Clerk		Closed
03/04	03/02/20	8.2	Ward Councillors Report	Pass on the Parish Council invitation to Cllr John Harrington to attend a future Parish Council meeting	Cllr Kema Guthrie	Attended 01/02/21	Completed
03/05	31/07/20	8	Planning Application Sutton Primary Academy – Retention of existing double mobile classroom	Cllr Ron Gow to raise the issue of the Travel Plan with Keith Lawton	Cllr Ron Gow		Work in progress
03/06	05/10/20	13	Bus Shelter	Clerk to get costings for the suggested works	Clerk	Electrical work outstanding	Work In progress
03/07	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk	Agenda item 4	Work In progress
03/08	02/11/20	20	Cycle Path – Sutton to Hereford	Cllr Kema Guthrie would raise the matter with Cllr Harrington) Cabinet Member - Infrastructure and Transport	Cllr Kema Guthrie	Agenda Item 01-02-21	Completed
03/09	07/12/20	6	Census 21	Clerk to put relevant information on	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				the Parish Council Website			
03/10	07/12/20	24	Neighbourhood Development Plan Review Meeting	The Clerk to develop associated costs for consideration	Clerk	See below	Work In progress
03/11	07/12/20	24	Neighbourhood Development Plan Review Meeting	Subject to above the Clerk submits application form/s to DCLG	Clerk	Grant information for 2021/22 not available	Work in progress
03/12	01/02/21	11	Core Strategy Settlement Hierarchy Review 2020	Clerk to complete and submit questionnaire.	Clerk		Completed
03/13	01/02/21	12	Herefordshire Wildlife Trust	Clerk to send link to all councillors	Clerk		Completed
03/14	01/02/21	18	Footpath Rates	Clerk to inform the Contractor	Clerk		Completed
03/15	01/02/21	19	Lengthsman Rates	Clerk to inform the Contractor	Clerk		Completed
03/16	01/02/21	20	Playground Inspection /spraying Rates	Clerk to inform the Contractor	Clerk		Completed

Summary

Closed	1
Completed	8
Work In progress	7
TOTAL	16

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Appendix 4

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Bank reconciliation as at 01/03/21

Opening 01/04/20	23,200.44
Receipts	28,827.00
	52,027.44
Expenditure	27,295.45
Balance	24,731.99

Bank balance 09/02/2`1 29,392.13

os cheques

1265	380.00	
1278	194.75	
1279	129.20	
1280	710.87	
1281	1,004.50	
1283	396.40	
1284	90.00	
1285	528.00	
1286	405.92	
1287	432.04	
1288	233.26	
1289	155.20	
		4,660.14

24,731.99

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Appendix 5

Budget Monitoring Report as at 04/01/21

	Actual 2017/18	Budget 2018/19	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual as at 04/01/21	variance	Comments
Income									
Precept	21,077.00	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	0.00	
Other -	42.83	42.83	30.23	31.00	32.23	30.00	0.00	-30.00	Western Power Wayleave – Clerk to chase.
Balance Petty Cash Paid	32.00	0.00	0.00	0.00		0.00	0.00	0.00	
New Lengthsman Scheme	527.50	0.00	37.37	0.00		0.00	0.00	0.00	
Donations	0.00	0.00	0.00	0.00	2,835.32	0.00	250.00	250.00	unplanned Coronavirus Linked
VAT recovered / estimate	0.00	360.17	1,877.59	300.00		300.00	0.00	-300.00	VAT claim made 01/03/21
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
P3 Scheme	317.00	790.00	670.77	0.00	115.38	0.00	0.00	0.00	
Lottery Grant	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
Section 106 monies	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
Total Income	21,996.33	29,770.00	31,192.96	28,908.00	31,559.93	28,907.00	28,827.00	-80.00	
Expenditure									
Clerks Salary	4,439.56	4,670.00	4,536.12	5,000.00	4,734.03	5,100.00	3,165.56	1,934.44	
Admin/Office Expenses	398.05	400.00	364.96	400.00	598.30	500.00	228.37	271.63	
Training	60.00	130.00	0.00	130.00	0.00	130.00	0.00	130.00	
Subsidy to Village Hall	0.00	0.00	3,592.00	0.00	1,836.20	0.00	0.00	0.00	
Insurance	543.39	550.00	489.05	500.00	507.63	600.00	639.62	-39.62	Higher than planned- due to cover review and update.
Membership Subs	507.88	530.00	551.20	550.00	601.38	600.00	0.00	600.00	
Auditors	260.00	400.00	260.00	300.00	260.00	300.00	260.00	40.00	
Services Repairs and Maintenance	875.97	2,514.00	1,807.90	2,600.00	1,336.70	1,800.00	555.00	1,245.00	
Lengthsman	1,165.00	1,000.00	428.75	2,000.00	1,327.37	2,200.00	935.00	1,265.00	
Donations	225.00	200.00	0.00	200.00	652.00	2,200.00	500.00	1,700.00	
Elections	0.00	0.00	0.00	0.00	0.00	150.00	85.02	64.98	
Purchase of open spaces	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Loan repayment	8,597.74	8,598.00	8,597.74	8,597.74	8,597.74	8,598.00	4,298.87	4,299.13	

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	Actual 2017/18	Budget 2018/19	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual as at 04/01/21	variance	Comments
Lottery Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Neighbourhood Plan									
Bin Collections	0.00	400.00	60.00	200.00	170.00	200.00	500.00	-300.00	Bin collection more frequent due to Coronavirus
SIDs	750.00	424.00	205.98	450.00	180.00	0.00	0.00	0.00	
Rent	0.00	1.00	0.00	1.00	5.00	10.00	0.00	10.00	
New Website	500.00	100.00	200.00	250.00	150.00	200.00	165.00	35.00	
Neighbourhood Plan	49.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Community Garden/Playing Field/Open Space	2,651.60	2,400.00	2,128.60	2,600.00	4,987.98	3,360.00	2,855.90	504.10	
Good Neighbour Scheme	0.00		0.00	0.00	0.00	0.00	10.00	-10.00	There is Good Neighbour Scheme reserve
P3 Scheme	1,110.00	1,027.00	902.00	1,027.00	1,205.00	1,500.00	1,197.80	302.20	
Vat	584.20	426.00	331.44	300.00	598.33	309.00	286.71	22.29	
Corona Virus	0.00	0.00	0.00	0.00	0.00	0.00	1,987.05	-1,987.05	Unplanned and not budgeted for
Sutton News	0.00	500.00	1,326.78	650.00	428.60	650.00	665.14	-15.14	Higher than planned
Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
cost of 1/2 share of SID	1,383.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Litter pickers	27.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Consultancy - Rural Area Site Allocation	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Swing Seat / anti Climb Fencing- playing field	0.00	0.00	0.00	0.00	0.00	0.00	271.40	-271.40	Not budgeted for/ safety requirement
Consultancy -Mast	870.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Data protection Compliance	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	
Reserves	0.00	5,000.00	500.00	2,652.26	4,200.00	0.00	0.00	0.00	
Total Expenditure	25,323.82	29,770.00	26,282.52	28,908.00	32,376.26	28,907.00	18,606.44	10,300.56	
Cash bank for playing field	288.00								
Bank expenditure	25,035.82								

Review of Internal Audit (01/03/21)

Regulation 6 of the Accounts and Audit Regulations requires as a primary matter that a council shall maintain in accordance with proper practices an adequate and effective system of internal audit of its accounting records and system of internal control. This will include as a minimum making an assessment of each of the following: - the scope of Internal Audit, independence, competence, relationships, audit planning and reporting.

	Evidence	Comments	Yes or No	Areas for Development
The Scope Of Internal Audit	Terms of reference for internal audit are adequate	In line with good practice and balance for the size of the Parish Council	Yes	
	Internal Audit work takes into account both the Councils risk assessment and wider Internal Control arrangements	Risk Register in place and forms part of the information passed to the Internal Auditors.	Yes	
	Internal Audit work covers the Council's antifraud and corruption arrangements	Arrangements form part of the Risk Register	Yes	
Independence	Internal Audit has direct access to those charged with Governance (as set out in the Councils Financial Regulations)		Yes	
	Reports are made in own name to Parish Council		Yes	
	Internal Audit does not have any other role within the Council.	Private firm of Accountants	Yes	
Competence	There is no evidence of a failure to carry out internal audit ethically, with integrity and objectivity	None identified	Yes	
Relationships	The Chief Financial Officer has complete confidence in the integrity, independence and the capacity of Internal Audit.	The Internal Auditors are Chartered Certified Accountants and the ACCA works hard to ensure members adopt the highest standards of practice and ethical conduct. This comprises six key areas of activity: - standards and ethics - licensing of practitioners	Yes	

Sutton St. Nicholas Parish Council

	Evidence	Comments	Yes or No	Areas for Development
		• regulation and monitoring of statutorily reserved areas of practice • quality assurance of firms and the global quality assurance initiative • investigation of complaints • discipline in respect of standards or rule breaches.		
	The External Auditors take account of the work of the Internal Audit.	The Internal Auditors must sign off part of the Audit Commissions Annual return before it is sent to the External Auditors	Yes	
	The internal auditors have channels of communication with Councillors	Audit File has contact details of Councillors	Yes	.
Audit Planning and Reporting	The Internal audit plan is set out in the Audit Commission's Annual Return.	The Internal Auditors has to sign off part of the Audit Commissions Annual return before it is sent to the External Auditors	Yes	
	Internal Audit Annual Report was in line with the Audit Commission's Annual Return	No adverse comments from the External Auditors.	Yes	