MILBORNE ST ANDREW PARISH COUNCIL

www.milbornestandrew-pc.org.uk

Dear Councillor,

You are summoned to attend a meeting of the **Parish Council** to be held on **Wednesday 03rd May 2023 at 7.00pm** in **Milborne St Andrew Village Hall**.
Absence should be given to the Clerk/Chair prior to the meeting.

Wayne Lewin
Parish Clerk and Responsible Finance Officer

The meeting is open for members of the public and press to attend. Members of the public are invited to ask questions of the Council concerning Agenda items or other matters. During the meeting, with permission of the Chair, any member of the public may comment on an issue being debated by the Council to provide information or clarification. This facility will normally be limited to a maximum of three minutes per person on the subject being debated.

Full Council

1. Apologises for absence
2. Declarations of pecuniary or other interest
3. Minutes of the previous meeting held on 15th March 2023
   Minutes of the extraordinary meeting held on 05th April 2023

4. Clerk's report
5. Chair's update
6. Public participation (items on the agenda)
7. Parish Councillors and representatives' reports that effect Parish Council matters
8. Dorset Councillors report
9. Planning

   a. P/HOU/2023/01207
   Amberhaze, Little England, Milborne St Andrew, DT11 0JU
   Replace roof and dormer windows. Install double glazed French doors and new windows. Construct a balcony on west side of roof. Replace existing conservatory roof with clay tiled gable ended roof.

   b. P/NMA/2023/01867
   The Old Rectory, Chapel Street, Milborne St Andrew. Blandford Forum, DT11 0JP
   Nonmaterial amendment - Alterations to windows, openings and inclusion of internal floor layout and addition of solar panels to planning permission 2/2000/0595 (Change use of converted holiday unit to dwelling)

10. Financial matters
    a. Payments for authorisation

11. Public participation (items not on the agenda) – for discussion only
12. Items for the next meeting
13. Date of next meeting — 07th June 2023
    Milborne St Andrew Village Hall at 7pm

W LEWIN **Parish Clerk** **26th April 2023**

MILBORNE ST ANDREW PARISH COUNCIL

www.milbornestandrew-pc.org.uk

Minutes of the Full council held at the Village Hall, Milborne St Andrew on Wednesday 15th March 2023 commencing at 1900 hours

Present:
Cllr's Richard Macnair, Amy Stephens, Ash Batchelor, Jayne Williams and Jane Macleod

7 members of the public

Full Council

1. Apologises for absence
Cllr's Witherden and Redding sent apologises.

2. Declarations of pecuniary or other interest
There were no declarations.

3. Minutes of the previous meeting held on 15th February 2023
These were signed as a true and accurate record of the meeting.

4. Clerk's report
The Clerk updated members on matters from minutes, correspondence, and other business since the last minutes.
No were no questions.

5. Chair's update
The Chair publicly thanked Cllr Jo Witherden who had stepped down as a Councillor for her extremely hard work and service during her tenure.
Jo was happy to stay on as the Neighbourhood Plan coordinator and as a planning advisor.

6. Public participation (items on the agenda)
There were no comments.

7. Parish Councillors and representatives' reports that effect Parish Council matters
There were no matters to report.

8. Dorset Councillors report
A report was received and distributed.
Cllr Parker expressed her disappointment at the approval of the revised Huntley Down planning application, which, to confirm, was approved.
The Chair thanked her on behalf of the residents of Coles Lane and the Parish for her support and attendance.

9. Planning

P/HOU/2023/01241
Bramble Cottage, Chapel Street, Milborne St Andrew, Dorset, DT11 0JP
Proposed single storey extension (demolish existing single storey extension)
This application was supported by the Parish Council.

10. Financial matters

a. Payments for authorisation

There were **5** payments **PV's (65-69)** totalling **£ 1234.07** that were authorised and approved for payment.

11. Request for Kings Coronation funding

The request for £425.00 for items as detailed by Mr Rich Hawker was approved, subject to repayment with receipts.
It was noted that no public liability insurance was included in the costing.

12. Conservation Area Appraisal

This was still awaiting the final draft.

13. Spring litter pick 23 April 23

It was confirmed that the kit had been requested and the cubs and school informed.
£50 was set aside from the Community Fund for refreshments.

14. Online banking procedures and protocols

The original application had been rejected and resigned prior to the meeting.

15. s106 application from St Andrews church

This had already been rejected by Dorset Council, so no resolution was sought.
Members wished to ask Mr Galpin and Mr Piles why no open space provision was in the protocol.

16. Removal of dog waste bin at Little England

Members agreed to the removal as the bin was a health and safety issue as well as a general litter bin was in proximity.

17. Funding for 20mph request for the Causeway

All agreed to pay for the speed wires with the expenditure being met from the Community Fund reserve.

18. Dorset Council responsibilities – social media sign posting by PC for community

Cllr Stephens suggested that a poster or similar be designed for the community that will signpost people on how to report issues to Dorset Council.
It was agreed that this was an excellent idea, and could be displayed on Facebook, noticeboard and in the reported.
A QR code would also be designed, directing the public to the Dorset Council Home page.

19. Principal of a Community marquee - initial consultation

Cllr Stephens mooted the idea of the Parish Council purchasing a Community marquee.
This was met with much enthusiasm by members.
Cllr Stephens was requested to back to the next meeting with the following ideas:

Quality
Size
Storage
Management
Cost

20. Request for support from Sports Club for laying planings for Sports Club drive

The Parish Council had no objections in principal but noted that, if funding is required, then to come back to Council with a costed request with receipts or quotations.

21. Approval of provisional end of year accounts
Members approved, in principal, all payments, receipts, the budget, bank reconciliation and transfer to specific reserves – subject to ratification at AGM and audit.

22. Closure of specific reserves (not used in last 12 months)
The following specific reserves were closed:

Obelisk fund Not used and no specific project forthcoming
Monies moved to Community Asset Fund reserve

Conservation Area Appraisal Project not completed
Monies moved to General Reserve

23. Public participation (items not on the agenda) – for discussion only
There were no matters to discuss.

24. Items for the next meeting
Planning application
Purchase of boules
Purchase of planters
Footpath improvements

25. Date of next meeting
An extraordinary meeting was called for 05th April 2023
Next Full Council, AGM, and Village Meeting 03rd May 2023

Milborne St Andrew Village Hall at 7pm

There being no further business the meeting closed at 2020 hours.

Richard Macnair _____ **Chair to the Milborne St Andrew Parish Council**

MILBORNE ST ANDREW PARISH COUNCIL

www.milbornestandrew-pc.org.uk

Minutes of the Full council held at the Village Hall, Milborne St Andrew on Wednesday 05th April 2023 commencing at 1900 hours

Present:
Cllr's Richard Macnair, Amy Stephens, Ash Batchelor, and Jayne Williams

7 members of the public

Full Council

1. Apologises for absence
Cllr's Redding and MacLeod sent apologises.

2. Declarations of pecuniary or other interest
Cllr Stephens declared an interest in items 4a and 6.

3. Public participation
There were no comments from the public at this time.

4. Planning

a. P/HOU/2023/00854
3 Homefield Milborne St Andrew DT11 0JT
Demolition of existing single storey extension, and erection of two storey side extension including new porch and conversion of roof space to habitable accommodation.

This application was supported by the Parish Council

b. P/HOU/2023/01069
Lawn Barn Coles Lane Milborne St Andrew Blandford Forum DT11 0LG
Erect 2 storey extension

This application was supported by the Parish Council

5. Financial matters
a. Payments for authorisation
There were **4** payments (PV's 1-4) totalling **£ 1575.90** that were authorised and approved for payment.

6. s106 application from MSA allotments association
The Parish Council supported this application totalling £ 1476.08

7. Proposal for purchase of sporting equipment for free to access community use
The Parish Council supported the initial request from the Village Hall for two sets of boules.
In addition, the Parish Council approved up to £100 for sports equipment to both the Village Hall and Sports Club.

8. Purchase of new planters for A354 / Milton Road
The Parish Council supported this request for up to £200.00.

9. Request to purchase new gates on footpath E14/21 – Obelisk walk
The Parish Council supported this requested, in principle, subject to design and cost.
The Clerk would contact the Dorset ranger.

10. Discussion on new noticeboard for Milton Road
Members agreed that a new noticeboard was long overdue.
The Clerk would establish design and costs.

11. Public participation (items not on the agenda) – for discussion only
There were no comments made.

12. Items for the next meeting
Update on marquee
Annual Village Meeting – members agreed to cost refreshments

13. Date of next meeting

03rd May 2023
Milborne St Andrew Village Hall at 7pm

There being no further business the meeting closed at 1929 hours.

Richard Macnair _____ **Chair to the Milborne St Andrew Parish Council**

Clerks Report – May 2023

Update from the previous meeting

1. Spring litter pick completed
2. Waste bin removed
3. Speed wires request for The Causeway sent
4. Dorset Council fault tasker posted on FB
5. Community marquee project update
6. Cricket and rounders kit brought for Sports Club
7. Request for new gates for right of way sent to Dorset rangers
8. New noticeboard designs and costs requested

Correspondence

1. Hedgehog Highway Project
2. Query from member of public regarding pipework by Wessex Water
3. NALC consultation on permitted development rights
4. DLUHC Consultation on Infrastructure Levy
5. Email from Sports Club detailing hedge and fence works close to location
6. Notification of Definitive Map Modification Order (DMMO) Application
7. Email from Sports Club as to increased gas costs
8. Dorset Council Leisure Strategy Consultation
9. Consultation: Planning for climate change

Other Matters

1. Distribution of flood leaflets from EA
2. Inspection of footpath 14/20 completed on behalf of Dorset rangers
3. Chase up to Dorset Council as regards to the letter of complaint

Planning Services
County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ
01305 838336- **Development Management**
01305 224289- **Minerals & Waste**
www.dorsetcouncil.gov.uk

P - Milborne St Andrew PC

Date: 11 April 2023
Ref: P/HOU/2023/01207
Support Officer: Janet Dobbins
Area: Northern
01258 484243
planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No:	P/HOU/2023/01207
Location:	Amberhaze Little England Milborne St Andrew DT11 0JU
Proposal:	Replace roof and dormer windows. Install double glazed french doors and new windows. Construct a balcony on west side of roof. Replace existing conservatory roof with clay tiled gable ended roof.

The above Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

Any comments you wish to make should also be made through the website using the link or QR Code
https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=394880&cuuid=23848F40-20A7-41B9-8101-937DE0C6C4EC

This link is unique to each consultee for each individual application.
IMPORTANT - do not share this link, it is unique to you as a consultee in our system.
Using the link ensures your comments are processed efficiently.

If I do not hear from you by the 2 May 2023 the council will proceed to make a recommendation.

Our decision will be published on our website.

Yours sincerely

Janet Dobbins
Planning Technical Support Officer - Northern Team

Planning Services
County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ
01305 838336- **Development Management**
01305 224289- **Minerals & Waste**
www.dorsetcouncil.gov.uk

P - Milborne St Andrew PC

Date: 19 April 2023
Ref: P/NMA/2023/01867
Support Officer: Bethany McSevney
Area: Northern
01258 484245
planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No:	P/NMA/2023/01867
Location:	The Old Rectory Chapel Street Milborne St Andrew Blandford Forum DT11 0JP
Proposal:	Non material amendment - Alterations to windows, openings and inclusion of internal floor layout and addition of solar panels to planning permission 2/2000/0595 (Change use of converted holiday unit to dwelling)

The above Non Material Amendment application has been received. You are being notified for information purposes only.

You can view the application and any supporting documents here https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=395674&cuuid=43CACC33-9871-4875-BE31-C2B7A519C41E

If you have any queries about this application please do not hesitate to contact me or the case officer.

Yours sincerely

Bethany McSevney
Planning Technical Support Officer - Northern Team

Milborne St Andrew Parish Council Payments 2324																					25/04/2023	
				Chq									Community	Community	Defibrillator			Green				
Date	**Payee Details**	**Item**	**PV**	**no**	**Amount**	**Wages**	**Pension**	**Expenses**	**Administration**	**Insurance**	**Hall Hire**	**Pro fees**	**Fund**	**Asset**	**Fund**	**Training**	**Grants**	**Spaces**	**VAT**	**Reserves**	**Total**
05/04/2023	Dorset Council	New Gates	1	721	1,028.40														171.40	857.00	1028.40
05/04/2023	Displaypro	Coronation Advertising	2	725	54.07															54.07	54.07
05/04/2023	The Ribbon Room	Coronation Decorations	3	723	27.11															27.11	27.11
05/04/2023	DAPTC	Subsciptions	4	724	466.32				45.00			421.32									466.32
03/05/2023	Wayne Lewin	April Wages	5	726	384.29	369.29		15.00													384.29
03/05/2023	Net World Sports	Sports Equipment	6	VISA	82.78									68.98					13.80		82.78
03/05/2023	Paul David	Grass Cutting	7	727	983.00													983.00			983.00
03/05/2023	Tesco	Litter Pick Refreshments	8	VISA	37.30								31.08						6.22		37.30
03/05/2023	MSA Village Hall	Hall Hire	9	728	40.00						40.00										40.00
30/06/2023	HMRC	PAYE and NI	10		92.20	92.20															92.20
30/06/2023	Pension Provider	Pension Contributions	11		137.92	68.96	68.96														137.92
Totals					**3,333.39**	**530.45**	**68.96**	**15.00**	**45.00**	**0.00**	**40.00**	**421.32**	**31.08**	**68.98**	**0.00**	**0.00**	**0.00**	**983.00**	**191.42**	**938.18**	**3333.39**

Milborne St Andrew Parish Council

This is to advise you that there will be an Annual Parish Council meeting on **Wednesday 03rd May 2023 at 7:00pm** at Milborne St Andrew Village Hall. There will be a thirty-minute public participation session during the meeting if members of the public are present and wish to speak. *All members of the Council are summonsed to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder and are reminded that the Council has a general duty to consider the following matters in the exercise of any of its function.*

Wayne Lewin Parish Clerk 26th April 2022

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1. CONFIRMATION OF ELECTION OF CHAIRMAN

1.1 To elect Chairman
1.2 To receive Chairman's Declaration of Acceptance of Office

2. CONFIRMATION OF ELECTION OF VICE CHAIRMAN

2.1 To elect Vice Chairman
2.2 To receive Vice Chairman's Declaration of Acceptance of Office

3. APPOINTMENT OF OFFICERS AND BRIEF HOLDERS

3.1 Rights of Way Officer
3.2 Flood Liaison Officer
3.3 DAPTC representative
3.4 Highways Officer
3.5 Milborne St Andrew Village Hall Management Committee representative
3.6 Neighbourhood Plan review representative
3.7 Milborne St Andrew Sports Club representative
3.8 Defibrillator representative
3.9 Internal auditor
3.10 SID and speed watch coordinator
3.11 Responsible Finance Officer

4. APPROVAL OF REGULATIONS AND DOCUMENTS

4.1 Standing Orders (rev)
4.2 Code of conduct
4.3 Financial regulations
4.4 Risk assessments
4.5 Freedom of information requests
4.6 General data protection regulation
4.7 Complaints procedure
4.8 Social media policy
4.9 Risk assessment
4.10 To confirm the frequency and timings of Full Council meetings

5. Finances and audit

5.1 To approve accounts for financial year 22/23 subject to audit
5.2 To approve the reserves
5.3 To approve the asset register
5.4 To approve the insurance schedule
5.5 Annual rent reviews
5.6 To confirm the dates for notice of public rights to view unaudited accounts
5.7 To approve the Annual Governance and Accountability Return for 21/22 subject to audit to include certificate of exemption, annual governance statement and accounting statements.

25/04/2023

Milborne St Andrew Parish Council Payments 2223

Date	Payee Details	Item	PV	Chq no	Amount	Wages	Expenses	Administration	Insurance	Hall Hire	Pro fees	Community Fund	Community Asset	Defibrillator Fund	Training	Grants	Green Spaces	VAT	Reserves	Total
04/05/2022	Dorset Council	Speed Wires	1	661	300.00													50.00	250.00	300.00
04/05/2022	**Alison Clothier**	**NP Work**	**2**	**662**	1,815.80														1815.80	1815.80
04/05/2022	Wayne Lewin	2021-22 Pay Award	3	663	60.10														60.10	60.10
04/05/2022	Sue Gould	NP expenses	4	664	48.97													8.16	40.81	48.97
04/05/2022	Groundwork UK	Return of U/S grant	5	665	50.54														50.54	50.54
04/05/2022	Amazon	MJJ Flags and Games	6	VISA	32.76													5.46	27.30	32.76
04/05/2022	Bunting Warehouse	MJJ Bunting	7	VISA	332.88													55.48	277.40	332.88
04/05/2022	Vista Print (AS)	MJJ Posters	8	666	39.91													6.65	33.26	39.91
04/05/2022	Royal British Legion	Jubilee Plaque	9	VISA	154.99													25.83	129.16	154.99
04/05/2022	Wayne Lewin	Wages Apr 22	10	667	398.83	388.83	10.00													398.83
04/05/2022	Tophies plus Medals	MJJ Gifts	11	VISA	54.99													9.17	45.82	54.99
04/05/2022	Ebay	MJJ Signs	12	VISA	43.32													7.22	36.10	43.32
04/05/2022	WH Smith	MJJ Prizes	13	VISA	100.00														100.00	100.00
04/05/2022	MP Gardening	Grass Cutting Contract	14	668	983.00												983.00			983.00
04/05/2022	Morelock Ltd	Purchase of SID	15	VISA	2,994.00													499.00	2495.00	2994.00
04/05/2022	DAPTC	Training Course	16	669	25.00										25.00					25.00
04/05/2022	The Few	MJJ Band	17	670	800.00														800.00	800.00
04/05/2022	Vista Print (AS)	MJJ Banner	18	671	57.89													9.65	48.24	57.89
04/05/2022	Post Office	Stamps	19	VISA	5.44			5.44												5.44
04/05/2022	Geoxphere Ltd	NP online mapping	20	672	120.00						100.00							20.00		120.00
01/06/2022	Mail Order Trees	Jubilee Tree	21	VISA	62.94													10.50	52.44	62.94
01/06/2022	MSA Village Hall	AVM refreshments	22	673	40.00							40.00								40.00
01/06/2022	Wayne Lewin	Wages May 22	23	674	398.83	388.83	10.00													398.83
01/06/2022	**Alison Clothier**	**Reissue Cheque 662**	**24**	**675**	0.00															0.00
01/06/2022	Hiscock	Insurance	25	676	428.46				428.46											428.46
01/06/2022	DAPTC	Annual Subsciptions	26	677	441.02			39.00			402.02									441.02
01/06/2022	Trophiesplusmedals	MJJ Football medals	27	VISA	44.35													7.39	36.96	44.35
01/06/2022	JP Consultants	Internal Audit	28	678	70.00						70.00									70.00
01/06/2022	Amazon	MJJ stakes	29	VISA	26.23													4.37	21.86	26.23
01/06/2022	Amazon	MJJ Ice packs	30	VISA	35.76													5.96	29.80	35.76
01/06/2022	BrownBearIronWorks	Tree guard	31	679	218.25														218.25	218.25
01/06/2022	Trophy Pet Foods	Compost	32	VISA	8.90													1.48	7.42	8.90
01/06/2022	Amazon	PRIME	33	VISA	0.99														0.99	0.99
01/06/2022	PC World	MJJ Ink Cartridge	34	VISA	30.99													5.16	25.83	30.99
30/06/2022	HMRC	PAYE	35	VISA	306.80	291.60		0.18											15.02	306.80
06/07/2022	Wayne Lewin	Wages June 22	36	680	436.13	388.83	10.00				27.00				10.30					436.13
06/07/2022	Grays Stores	MJJ Thank You's	37	VISA	44.15													7.36	36.79	44.15
06/07/2022	Makro (AS)	MJJ Toiletries	38	681	35.47													5.91	29.56	35.47
06/07/2022	Dorset Council	Solar panels for SID	39	682	486.00													81.00	405.00	486.00
06/07/2022	MP Gardening	Grass Cutting Contract	40	683	983.00												983.00			983.00
06/07/2022	Wayne Lewin	Wages July 22	41	684	398.83	388.83	10.00													398.83
06/07/2022	Milborne St Andrew FS	Communiuty donation	42	685	200.00														200.00	200.00
07/09/2022	ICO	Data protection fee	43	DD	35.00			35.00												35.00
07/09/2022	Dorset Council	SID post installation	44	686	820.80													136.80	684.00	820.80
07/09/2022	Wayne Lewin	Wages August 22	45	687	398.83	388.83	10.00													398.83
07/09/2022	Dorset Council	Installation of new bin	46	688	406.84								356.84				50.00			406.84
05/10/2022	Wayne Lewin	Wages September 22	47	689	398.83	388.83	10.00													398.83
05/10/2022	Elite Playgrounds	Inspection	48	690	48.00							40.00						8.00		48.00
05/10/2022	MSA Village Hall	Hall Hire	49	691	129.50					129.50										129.50
05/10/2022	HMRC	PAYE	50	VISA	291.77	291.60		0.17												291.77
05/10/2022	MP Gardening	Grass Cutting Contract	51	692	983.00												983.00			983.00
02/11/2022	Wayne Lewin	Wages October 22	52	693	398.83	388.83	10.00													398.83
02/11/2022	Royal British Legion	Wreath	53	VISA	27.25							27.25								27.25
02/11/2022	Wayne Lewin	Wages November 22	54	694	398.83	388.83	10.00													398.83
04/01/2023	MSA Village Hall	Remembrance Drinks	55	695	37.00							37.00								37.00
04/01/2023	Wayne Lewin	Wages December 22	56	696	398.87	388.87	10.00													398.87
04/01/2023	Wayne Lewin	Pay arrears 22/23	57	697	249.62	249.62														249.62
04/01/2023	HMRC	PAYE	58	VISA	354.22	354.01		0.21												354.22
04/01/2023	DAPTC	Councillors Course	59	698	49.00										49.00					49.00
04/01/2023	Community Heartbeat	Defibrillator Checks	60	699	486.00									405.00				81.00		486.00
04/01/2023	MP Gardening	Grass Cutting Contract	61	700	983.00												983.00			983.00
04/01/2023	MSA Village Hall	Hall Hire	62	701	40.00					40.00										40.00
04/01/2023	Artsreach	Grant Funding	63	702	100.00											100.00				100.00
15/02/2023	Wayne Lewin	Wages January 23	64	703	426.54	416.54	10.00													426.54
15/03/2023	MSA Village Hall	Hall Hire	65	704	20.00					20.00										20.00
15/03/2023	Wayne Lewin	Wages February 23	66	707	426.74	416.74	10.00													426.74
15/03/2023	Elite Playgrounds	Inspection	67	706	48.00							40.00						8.00		48.00
15/03/2023	Wayne Lewin	Wages March 23	68	705	426.54	416.54	10.00													426.54
15/03/2023	HMRC	PAYE	69	VISA	312.79	312.60	0.19													312.79
	Totals				**21,811.32**	**6,248.76**	**120.19**	**80.00**	**428.46**	**189.50**	**599.02**	**184.25**	**356.84**	**405.00**	**84.30**	**100.00**	**3,982.00**	**1,059.55**	**7,973.45**	**21811.32**

Milborne St Andrew Parish Council Receipts 2223

Date	Received from	RV	Precept	Rent	Donation	VAT Refund
07/04/2022	The Reporter	1			200.00	
12/04/2022	Milborne St Andrew Sports Club	2		70.50		
12/04/2022	Dorset Council - Verge Cutting	3			511.87	
13/04/2022	Jubilee anon donation	4			100.00	
19/04/2022	HMRC - VAT rebate	5				373.48
30/04/2022	Dorset Council - Precept	6	6575.00			
12/06/2022	Milborne St Andrew Allotments	7		25.00		
18/07/2022	Milborne St Andrew Sports Club	8		70.50		
29/09/2022	Dorset Council - Precept	9	6575.00			
20/10/2022	Dorset Council - s106	10			611.42	
20/10/2022	Milborne St Andrew Sports Club	11		70.50		
27/01/2023	Milborne St Andrew Sports Club	12		70.50		
	Totals		13150.00	307.00	1423.29	373.48

Annual Governance and Accountability Return 2022/23 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must,** after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:

   a) does not meet the qualifying criteria for exemption; or

   b) does not wish to certify itself as exempt

2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes:**

   a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2023.** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and

   b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
   • Annual Internal Audit Report (page 4) must be completed by the authority's internal auditor.
   • Section 1 – Annual Governance Statement (page 5) must be completed and approved by the authority.
   • Section 2 – Accounting Statements (page 6) must be completed and approved by the authority.
   NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.

3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023.**

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT.**

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023.** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✔	
	Have the dates set for the period for the exercise of public rights been published?	✔	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✔	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✔	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✔	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✔	
	Has an explanation of significant variations been published where required?	✔	
	Has the bank reconciliation as at **31 March 2023** been reconciled to Box 8?	✔	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✔	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? *(Local Councils only)*	✔	

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

Milborne St Andrew Parish Council

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23:	£15,254
Total annual gross expenditure for the authority 2022/23:	£21,811

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	03/05/2023
SIGNATURE REQUIRED	02/05/2023		
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	03/05/2023	AGM 5.6	

Generic email address of Authority	Telephone number
milbornestandrew@dorset-aptc.gov.uk	07419 136735

*Published web address

http://www.milbornestandrew.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

Milborne St Andrew Parish Council

http://www.milbornestandrew.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. **If** the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*			
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*			

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Milborne St Andrew 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 2023, that:

	Agreed Yes	Agreed No		'Yes' means that this authority:
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.*
			✔	

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

03/05/2023

and recorded as minute reference:

AGM 5.7

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

Chairman

Clerk

Information required by the Transparency Code *(not part of the Annual Governance Statement)*

	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.	✔	

http://www.milbornestandrew.org.uk

Section 2 – Accounting Statements 2022/23 for

Milborne St Andrew Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	17,205	21,263	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	11,600	13,150	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	6,476	2,104	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	4,306	6,249	*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	720	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	8,992	15,563	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	21,263	14,705	*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	21,263	14,705	*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	76,664	81,209	*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	691	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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

Date 02/05/2023

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

03/05/2023

as recorded in minute reference:

AGM 5.7

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

SIGNATURE REQUIRED