

KIRKBAMPTON PARISH COUNCIL

Minutes of the Meeting of Kirkbampton Parish Council held on Monday 1st September 2025 at 7.30p.m.

Present: C Christie (CCh), Clark (CCI), M Cunliffe (MC), and TH Rudd (HR).

In Attendance: Clerk / RFO, A Dawes (AD).

024/09/25 Apologies for Absence: S Edgar (SE),

025/09/25 Requests for Dispensations & Declarations of Interest

No requests for dispensations were received and no declarations of interest were made.

026/09/25 Claire Christie (CCh) formally co-opted onto the Council and completed both the Declaration and Acceptance of Office, and the Notification of pecuniary and other registerable interests.

027/09/25 Minutes of the Meeting of the Council held on 7th July 2025

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

Fibrus update – AD reported on the formal complaint letter sent to Fibrus regarding the positioning of poles on Little Bampton Village Green and despite adhering to the 30 working days' time limit the company had failed to respond.

AD had been in telephone conversation with the Customer Service Centre and they had acknowledged receipt of the letter, but it could take more time to investigate.

Council determined that AD should follow-up by the 26th September 2025.

028/09/25 Public Participation

No members of the public present.

Report from Unitary Authority Councillor

No Unitary Authority Councillor present.

Report from the Chair

MC reported that he had attended a "Teams" meeting regarding the future Mayoral situation in Cumbria that wasn't the most time effective. Delays to the timescales for Elections were now inevitable and all would probably coincide in June 2027. MC would attend the "Teams" Lord Lieutenants meeting on the 15th September 2025.

029/09/25 Administrative and Village Matters

Little Bampton

Update on Play Area - CCI reported that she and AD had completed the application for Grant assistance from Cumberland Council and this had been submitted by the deadline date. The panel were due to meet on the 22nd September 2025.

Fund provider [CWMET] application still to be completed by CCI and AD who were meeting on the 8th September 2025 to attempt the Application.

Studholme

AD advised that the cost of a sign may prove prohibitive if done via a signage company and it may be more beneficial to have it done by a local craftsman. CCI and HR to liaise and arrange for completion.

Tree Removal

HR reported that all trees involved had been removed.

030/09/25 Review of Policies and Procedures

Clerk still to provide a full index of policies required together with a proposed Annual Timetable.

031/09/25 Highways matters – no further additions other than blocked drain near green at Little Bampton which CCh will take a photo and provide to CCI together with the What3Words location for CCI to report to highways department.

032/09/25 Finance Matters

RESOLVED to receive the reconciliation of the balance at the bank.

AD to provide the regular Finance Reports as soon as possible given the date of the meeting prohibited production by the 1st Day.

033/09/25 Correspondence

AD spoke about the notification from CALC regarding Assertion 10 – Digital & Data Compliance – this will have significant implications for the Council as it will involve procuring a replacement Web Site and the purchase of relevant e-mail addresses for all council members. As part of the exercise in setting the precept for the 2026/2027 Financial year AD will attempt to ascertain a Budget cost to include and council will need to debate and determine the way forward with this at the next council meeting this is an area of significant importance.

Correspondence from Moore had been distributed regarding the completion of the external Audit and a smaller than estimated fee notice had been received and paid.

HR asked if the Clerk could write again to the perpetrator of the action on the Village Green / Common Land at Studholme. It was agreed to put the item back on the Agenda for the November meeting.

034/09/25 Date of Next Meeting

Resolved that the next meeting(s) of the Parish Council will be held in Kirkbampton Village Hall on Monday 3rd November 2025 at 7.30pm.

There being no further business, the meeting was closed at 9.10pm.

Our ref: 979/1830407

16 July 2025

Mr A Dawes
Kirkbampton Parish Council
Kainga Harikoa
6 Campana Close
Wigton
CA7 9SP

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points:

- The council is required to approve Section 1 and 2 of the return individually in a specified order and although the minutes record this, the minute references used were the same on both sections 1 and 2 and therefore this was not clear on the face of the return. Best practice would be to provide an individual minute reference or sub-reference for the approval of each section and reflect this reference on the return so the order of approval is more easily identified.
- The Internal Auditor has provided a 'Yes' response to control objective F on the Annual Internal Audit Report which suggests that the council operates a petty cash system. The council's bank reconciliation shows no petty cash balance. Therefore, it is not clear whether or not a petty cash system is being operated by the council. When submitting the bank reconciliation going forwards, please could you make it clear whether or not the council operate a petty cash system.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.



MOORE

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of

Kirkbampton Parish Council

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 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *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.

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

Box 11a was not initially completed on Section 2 Accounting Statements when the form was submitted. The form was resubmitted with a 'No' answer to Box 11a which was in line with our expectation so we have no further concerns.

The Internal Auditor has provided a 'Yes' response at control objective O on the Annual Internal Audit Report which relates to whether the council met its responsibilities as a trustee. From the other information provided, the council are not a trustee therefore this control objective should have been answered 'N/A'.

We note that the contact email address on the council's website does not appear to belong to the council. Paragraph 1.26 of JPAG Practitioners' Guide 2024 states every authority should have an email account that belongs to the council and to which the council has access. An email account that is considered to belong to the council should have an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk. From 1 April 2025 this became a mandatory requirement and the council will need to consider whether it is fully compliant.

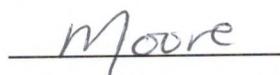
3 External auditor certificate 2024/25

We 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 2025.

External Auditor Name

 **MOORE**

External Auditor Signature



Date

15/07/2025

Smaller Authority Name: Kirkbampton Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025
Accounts and Audit Regulations 2015

- 1 The audit of accounts for Kirkbampton Parish Council _____
for the year ended 31 March 2025 has been completed and the accounts have
been published.

- 2 The Annual Return is available for inspection by any local government elector
in the area of Kirkbampton Parish Council _____ on application to
 - (a) Allan Dawes

 - (b) Kainga Harikoa
6 Campana Close
Wigton CA7 9SP

 - (c) 016977 44578 to arrange to view free of charge

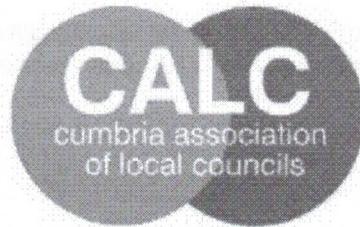
- 3 Copies will be provided to any person on payment of £5.00 for each copy of the
Annual Return

Announcement made by Allan Dawes

Date of Announcement

14th SEPTEMBER

[NOTICE WILL BE REMOVED
AFTER 19th SEPTEMBER]



Assertion 10 – Digital & Data Compliance

- A Practical Guide for Town and Parish Councils



www.calc.org.uk

Practical actions:

- Ensure registration with the Information Commissioner's Office (ICO).
- Adopt and maintain GDPR policies.
- Train councillors and staff in data handling responsibilities.

Example Template: GDPR Privacy Notice

This council collects and uses personal data in accordance with the UK GDPR and Data Protection Act 2018. We process data for the following purposes:

- To deliver public services
- To respond to enquiries and complaints
- To manage council staff and councillors
- To comply with legal and financial requirements

Personal data will be stored securely and retained only as long as necessary. For further details, please see our Data Protection Policy.

IT Policy

All smaller authorities (except parish meetings) must adopt an IT policy covering:

- Secure use of IT equipment (council-owned and personal devices).
- Responsibilities of clerks, councillors, and staff.
- Procedures for safe use of email, file storage, and software.
- Data security and breach response.

Example Template: IT Policy (Outline)

1. Purpose – To set out how councillors and staff should use IT securely.
2. Scope – Applies to all council devices and personal devices used for council business.
3. Email – Council email accounts must be used for all business.
4. Data Security – Use of strong passwords, antivirus software, and secure storage.
5. Personal Devices – Must follow same standards as council devices.
6. Breach Response – All breaches must be reported to the Clerk and ICO where required.

Next Steps for Councils

- Audit current compliance against each requirement.
- Register (or confirm registration) with the ICO.
- Upgrade websites to WCAG 2.2 AA standards.
- Migrate email accounts to a council-owned domain.
- Draft and approve an IT policy.
- Review and adopt GDPR-related policies.

Conclusion

Assertion 10 introduces a higher standard of accountability for councils in managing digital systems and data. By acting now, councils can:

- Avoid legal or regulatory risks.
- Improve transparency and accessibility for residents.
- Build trust by demonstrating good governance in the digital age.