

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- 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.
- Do not send the external auditor any information not specifically requested. However, **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
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', has an explanation been published?	✓	
Section 2	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 from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

**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

Annual Internal Audit Report 2020/21

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

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During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
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

16/6/20 DD/M/JUNE 2021

SEN C MORANT INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 21/6/21

*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 2020/21

We acknowledge as the members of:

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

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

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

17/05/21

and recorded as minute reference:

12/654 min

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

Chairman

James S. Tirrold
SIGNATURE REQUIRED

Clerk

[Signature]
SIGNATURE REQUIRED

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ENTER YOUR MAIN AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	65 738	57 598	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	17 200	17 200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9944	13 944	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	3294	3 240	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	31 990	51 605	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	57 598	33 897	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	57 598	33 897	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	492 282	525 163 505 421	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	N/A	N/A	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

SIGNATURE REQUIRED

Date

20/06/2021

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

20/06/2021

as recorded in minute reference:

12/673 iv

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

Jane S. Ingham

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

ASTON TIRROLD AND ASTON UPTHORPE 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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

Explanation of variances 2020/21 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2020 £	2021 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	65,738	57,598				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	17,200	17,200	0	0.00%	NO		
3 Total Other Receipts	9,944	13,944	4,000	40.23%	YES		The difference mainly due to a £10000 bequest from a deceased villager
4 Staff Costs	3,294	3,240	-54	1.64%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	31,990	51,605	19,615	61.32%	YES		Due to £19742 on traffic calming gates on entrances to the village
7 Balances Carried Forward	57,598	33,897	-23,701	41.15%	YES		Due to £19742 on traffic calming gates and £13089 on a new playground
8 Total Cash and Short Term Investments	57,598	33,897	-23,701	41.15%	YES		
9 Total Fixed Assets plus Other Long Term Investments and Assets	492,282	525,163	32,881	6.68%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
Excessive Reserves Ratio	3.34872	1.97076					

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Reserve 1	10000	Bequest from Sid Marlow, the Parish Council are still trying to decide on what to spend it on.	
Reserve 2	10000	Anticipated maintenance costs on the Pavillion which is now 11 years old.	
Reserve 3	13897	Running costs for the Parish Council. Likely that ARC and the Village Hall will need support due to the pandemic.	
Reserve 4			
Reserve 5			
			33897
General reserve			0
Total reserves (must agree to Box 7)			33897
Box 7 per Annual Return			33,897
Difference			0

LLOYDS BANK



Astons Recreation Committee
THE GATE HOUSE
ASTON STREET
ASTON TIRROLD
OX11 9DJ

Your Account

Sort Code 30-99-03
Account Number 00504154

ARC ACCOUNT

TREASURERS ACCOUNT

01 March 2021 to 31 March 2021

Money In	£0.00	Balance on 01 March 2021	£5,760.44
Money Out	£1,061.05	Balance on 31 March 2021	£4,717.16

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Mar 21	CASTLE WATER LTD TW8936384457	DD		17.77	5,760.44
08 Mar 21	RED BOX FIRE CONTR 600000000725047698 ARC	FPO		286.62	5,473.82
15 Mar 21	JEREMY IMBUSH 600000000727805897 ARC	FPO		255.00	5,218.82
15 Mar 21	MC ELECTRICAL SERV 100000000726508423 ASTONS	FPO		216.00	5,002.82
22 Mar 21	GRUNDON WASTE MANA ASTO008/1	DD		29.17	4,973.65
22 Mar 21	SWALEC GAS 667471221	DD		238.72	4,734.93
29 Mar 21	CASTLE WATER LTD TW8936384457	DD		17.77	4,717.16

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Aston Tirrold And Aston Upthorpe Parish Council
 1 ASTON STREET
 ASTON TIRROLD
 DIDCOT
 OXFORDSHIRE
 OX11 9DJ

*PARISH COUNCIL
 ACCOUNT.*

Your Account

Sort Code 30-99-03
 Account Number 00014513

TREASURERS ACCOUNT

01 March 2021 to 31 March 2021

Money In	£5,435.71	Balance on 01 March 2021	£34,882.50
Money Out	£11,138.55	Balance on 31 March 2021	£29,179.66

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Mar 21	HMRC VTR XQV126000102655	BGC	5,435.71		40,318.21
08 Mar 21	SIGNWAY SUPPLIES 200000000723153029 INVOICE	FPO		10,339.19	29,979.02
16 Mar 21	DENES MARFFY 400000000733782622 CLERK	FPO		218.60	29,760.42
16 Mar 21	OALC 500000000729046285 ASTONS SUBS 206518 10	FPO		146.16	29,614.26
16 Mar 21	SIMPLICITY PAYROLL 500000000729046513 AT AND	FPO		24.00	29,590.26
30 Mar 21	HMRC - ACCOUNTS OF 400000000740229075	FPO		410.60	29,179.66

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Additional information to be submitted with Part 3 AGAR

Reconciliation between boxes 7 and 8


	Parish Council	ARC	Consolidated
TOTAL EXPENDITURE	(39,807.44)	(17,673.50)	(57,480.94)
Surplus of income over Expenditure	(9,613.50)	(16,723.50)	(26,337.00)
Bank Balance 1st April 2020	33,357.45	24,240.41	57,597.86
Add: Surplus of Income over Expenditure	(9,613.50)	(16,723.50)	(26,337.00)
VAT reclaimed during the year	5,435.71		5,435.71
H&S Claim outstanding		(1,425.85)	(1,425.85)
VAT reclaim reimbursed		1,966.11	1,966.11
Oustanding VAT reclaim		(3,230.61)	(3,230.61)
VAT unclaimed in year		(109.40)	(109.40)
Bank Balance at 31st March 2021	29,179.66	4,717.16	33,896.82
Actual Balance at 31st March	29,179.66	4,717.16	33,896.82

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>Tuesday 22 June 2021</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) _____</p> <p>_____</p> <p>_____</p> <p>commencing on (c) <u>Wednesday 23 June 2021</u></p> <p>and ending on (d) <u>Wednesday 11 August 2021</u> [30 working days after (c) above]</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; justify-content: center; margin: 10px 0;">  <div style="margin-left: 10px;"> <h3 style="margin: 0;">MOORE</h3> </div> </div> <p>Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) <u>Denes Marffy</u> (Parish Clerk)</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



Parish Clerk <astons.parishclerk@gmail.com>

Intermediate Request

1 message

Oxon Sa <oxon.sa@moore.co.uk>

Tue, May 25, 2021 at 9:56 AM

To: "astons.parishclerk@gmail.com" <astons.parishclerk@gmail.com>

Dear Clerk

As External Auditor, we are required to select a random sample of 5% of 'Basic' review Authorities for an 'Intermediate' review each year.

A Basic review is performed on Authorities who submit an AGAR Part 3 but do not breach the Intermediate size threshold where income and/or expenditure hits £200,000.

An Intermediate review is more detailed than the Basic review. All the standard Basic review checks are performed but it also involves a few additional specific questions being asked. Information is then required to be submitted in response to these.

We select this 5% sample at random across all Council's that we expect to fall into the Basic category each year.

We can confirm that your Authority has been selected as part of the Intermediate sample for the year ended 31 March 2021.

On this basis, we have considered the additional information required to be submitted in relation to your intermediate review and would appreciate it if you submit the following items at the same time as providing information already requested:

- a. A copy of the minutes of the meeting where financial statements were approved by council. (NB: Only the relevant page showing this item is required).
- b. Provide a copy of the terms and scope of engagement of the internal auditor and dates of any reports provided by them (other than completion of the AGAR). If none, provide details as to why such items are not in place.
- c. Confirm that all internal and external reports have been placed before and considered by the council and provide an extract of the minute in the year in relation to this.

If you have any queries in relation to this please contact us further to discuss.

- a. A copy of the minutes of the meeting where financial statements were approved by council.
(NB: Only the relevant page showing this item is required).

20th APRIL 2020**application**

P20/S1046/HH The proposal seeks to gain approval for the demolition of existing side and rear conservatories and the erection of a side and rear extension in their place. North Lea Baker Street Aston Tirrold OX11 9DD. **Fully Supports this application as it is an enhancement on the existing structure.**

12/426 ARC.

- i. To approve April ARC Minutes. The PC noted that the Pavillion's smoke alarms are out of date and other remedial electric work needs to be done before it can be used again

12/427 Finance

- i. Approve payments below. **Approved**
- ii. SODC first instalment precept received £8600.00
- iii. Received £400.00 Local Councillor Grant from SODC re COVID 19
- iv. In March £500 was forwarded to the Fat Frog to see if it was possible to set up a village shop. This proved challenging and the £500 was returned on 30th March 2020.

Clerk fees (£51.40 to HMRC)	£218.80
SODC (AUS dogbin emptying quarterly Jan – March 2020)	£13.81
Bostock Bookkeeping (Payroll quarterly)	£80.00
Village Hall (Quarterly Hall hire)	£58.50
Mrs R.Welch (C19 Shopping for Mr & Mrs McCulloch)	£17.37
Nokia phone (Covid Phone)	£79.00
Printinco (Letter to village residents re COVID 19)	£40.80
Grant Astons Web Team (community website)	£150.00
Grant Astons Web Team (one off cost to meet ICO standard)	£237.60
Grant Astons Cricket Club (New roller)	£1500.00
Grant Astons History Group (Portable photo studio and spiral binding machine)	£148.00
Grant PCC (Burial ground upkeep and additional work)	£2420.00
Grant Village Hall	£2800.00
Grant Post Office and Cafe	£500.00
ICO (Data protection)	£40.00
Mrs R.Welch (C19 Shopping for Mr & Mrs McCulloch)	£173.40

- v. Approve March Financial Statement – **Approved**
- vi. Review Asset Register and final PC accounts. Awaiting any additions to the Asset Register from ARC.

12/428 Discuss process for completing Full Year Accounts and holding the AGM due to present COVID 19 restrictions. AGM to be deferred until July**12/429 Discuss Community response to Coronavirus (Corvid 19)**

- i. Apply to the SSE Resilient Communities Fund for a grant. DM to apply.
- ii. The Covid Ops team has identified a possible 43 households in the village that are either self isolating, in protected isolation or have been identified as vulnerable. A pairing system of volunteers has been set up to help the 23 households that are currently requesting help in the pandemic.

12/430 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting

18th May

Clerk fees (£51.40 to HMRC)	£218.80
Zurich Insurance	£1562.23
DVTG (Contribution to village bus)	£350.00
ARC (VAT reclaim)	£1966.11
R. Welch (shopping for Mr. & Mrs. McColloch)	£116.07
R. Welch (shopping for Mr. & Mrs. McColloch)	£66.34
R. Welch (shopping for Mr. & Mrs. McColloch)	£38.29

- iii. Approve April Financial Statement – **Approved**
- iv. Review Asset Register and final PC accounts. Approve at the next meeting

12/443 Discuss process for completing Full Year Accounts and holding the AGM due to present COVID 19 restrictions. AGM to be held at the next meeting (15th June) and approve Full Year accounts then.

12/444 Discuss Community response to Coronavirus (Corvid 19)

- i. JK updated the PC on SSE Resilient Communities Fund grant of £2,000 which has been received by the PC. DB to draw up a draft criteria for distributing the fund.
- ii. The Covid Ops team has 95 volunteers and is supporting 24 households at present. The PC thanked JI for all her hard work.
- iii. The PC had received numerous notes of thanks and would like to take this opportunity to thank all the volunteers who have come forward to support during the crisis

12/445 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting
- ii. Roads and Traffic.
 - a. Estimates for the proposed Traffic Calming measures have been promised for the next meeting.
 - b. It was noted that some potholes have been fixed.
- iii. Housing & Development. Nothing to report
- iv. Environment Group.
 - a. Multipurpose bins. The bin on the Hagbourne Road has been moved to the new position of the kissing gate. The footpath next to the URC has had a new bin installed and the bin in Baker Street has remained where it is. The PC thanked the Environment Group for their hard work in getting the bins sorted out. DM to formally thank SODC for their help.
 - b. Tree planting. The idea of planting a community orchard in the Recreation Ground was put forward and will be discussed at the next meeting. In the meantime, JI to contact the Environment group for an update on any proposals and support. It was noted that the planting would not take place until the autumn

12/446 Discuss process for reviewing where risk assessments should be in place and completing them. To consider adding GDPR, non-financial internal audit to risk register. Deferred

12/447 Defibrillator update. The new defibrillator cabinet has arrived and will be stored in the Pavillion until it can be installed.

12/448 Review Emergency Plan. Alterations to be made (e.g. what to do in a pandemic) and approval at the next meeting.

drafted for submission to the Inspector but it will be up to the Inspector to accept or reject these.

12/461 Planning

To decide on the following planning applications:

P20/S1752/HH Two storey extensions, internal reconfiguration, new elevational treatment, improved car parking and turning space together with associated ancillary works. Selesk House Spring Lane Aston Tirrold OX11 9EJ. **The PC's Response to this application is that they note the reduction in size of the proposed extension and consider this an improvement. The PC would also like to reiterate that construction vehicle access should not be via Baker Street.**

12/462 ARC.

- i. To approve June ARC Minutes. **Approved**
- ii. It was noted that people from outside the village are using the Recreation Ground and not always looking after it as they should. The PC will monitor the situation and consider installing signage to point out that the Recreation Ground is owned by the village and not the County Council. The PC will also investigate the possibility of identifying bylaws for use of the Rec, ensuring (if adopted) that they are publicly available. This will be discussed at the July PC meeting.

12/463 Finance

- i. Approve payments below. **Approved**

Clerk fees (£51.40 to HMRC)	£218.80
R. Welch (shopping for Mr. & Mrs. McColloch)	£38.29
C. Vivian (shopping for Mr & Mrs Wadley)	£65.66
R. Welch (shopping for Mr. & Mrs. McColloch)	£64.21
R. Welch (shopping for Mr. & Mrs. McColloch)	£52.60

- ii. Approve May Financial Statement – **Approved**
- iii. Review Asset Register and final PC accounts. **Approved**

12/464 Discuss Community response to Coronavirus (Corvid 19)

- i. DB has drawn up a draft criteria for distribution of the SSE grant. It will be circulated to Councillors and discussed at the next meeting.

12/465 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting
- ii. Roads and Traffic.
 - a. The PC voted to accept the quote of £10343.52 from OCC for the installation and purchase of traffic calming gates on the Hagbourne and Moreton Road entrances to the village.
 - b. Motorcycles have been seen using the footpath via Aston Street and along the concrete path to Cholsey. JK suggested reinstalling the defunct kissing gate that is on the concrete path. DM to research costs. Discuss at the next meeting.
- iii. Housing & Development. Nothing to report
- iv. Environment Group.
 - a. OCC have drawn up a comprehensive list of tree maintenance around the village on Council owned land. The PC would like to remind property owners that trees on private property that overhang roads are their responsibility.
 - b. Rustic Management's footpath maintenance quote. **Approved**

20th JULY 2020

dwelling. Erection of new boundary features and other work associated with the provision of two dwellings, including parking. Black Barns at former Upthorpe Farm Moreton Road Aston Tirrold OX11 9EW. **The PC Object to this planning application due to the lack of clarity on the proposed changes as opposed to the original application in 2017.**

P20/S2172/AG General purpose (store) building Carrimers Farm Aston Tirrold OX11 9DP. **The PC have No Strong Views on this application.**

12/478 ARC.

- i. To approve July ARC Minutes. **Approved**
- ii. The Playground is not yet open because
 - a. ROSPA need to inspect the new swings and provide certification for insurance purposes
 - b. It needs grounds maintenance and repair work.
 - c. It needs a Risk Assessment done re C19.
 JI would post on the village Facebook page explaining the delay to opening.

12/479 Finance

- i. Approve payments below. **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
Jane Imbush C19 Mobile phone top ups April to July 2020	£40.00
Simplicity Payroll Services Ltd (Payroll)	£96.00
OCC (2 sets of Village entrance gates and signs)	£9403.20

- ii. Approve May Financial Statement – **Approved**
- iii. Review Asset Register and final PC Accounting Statements. **Approved**
- iv. The Annual Governance Statement was unanimously **approved**. The PC thanked Steve Morant for his hard work in doing the internal audit.

12/480 Discuss Community response to Coronavirus (Corvid 19). There has been continued strong volunteer support.

12/481 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting
- ii. Roads and Traffic.
 - a. Gates and signs to Village entrance have been approved and paid for.
 - b. The Kissing Gate on the Cholsey footpath has been reinstated. The PC thanked JK for his efforts.
 - c. It was reported that some cyclists are travelling too fast through the Village particularly around Croft Corner and the Hagbourne Road opposite Frimley Yard.
- iii. Housing & Development. Nothing to report
- iv. Environment Group.
 - a. Tree planting. Three areas in the Recreation Ground have been earmarked for tree planting. Local farmers to be approached regarding tree planting

12/482 Discuss process for reviewing where risk assessments should be in place and completing them. The PC will look for a consultant to advise on the policy. Discuss at the next meeting.

12/483 To discuss and vote on the motion: The monthly PC meeting continue to be held online unless there are exceptional reasons to hold the meeting in person. **Approved.** NW will inform the VH committee

21ST SEPTEMBER 2020

12/501 Planning White Paper. The PC will find out what other villages are doing in protected areas. A-MS (SODC) agreed to look into whether or not SODC would support making small open spaces in the village Community Assets to in order that they may be protected from possible speculative development.

12/502 ARC.

- i. To approve September ARC Minutes. **Approved**
- ii. The format of signs about the REC being privately owned will be discussed at the next agenda.
- iii. It was reported that ARC are desperately in need of more volunteers to help run the committee.

12/503 Finance

- i. Approve payments below. **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
ICO (Data Protection)	£40.00
Simplicity Payroll Ltd (Payroll for August)	£24.00
Jo Tidmarsh (Care of lurchers)	£68.11
Rustic Management (Footpath maintenance)	£695.00

- ii. Approve August Financial Statement – **Approved**
- iii. 2nd half Precept of £8600.00 has been received.

12/504 Discuss Community response to Coronavirus (Corvid 19). There is an expected rise in demand for assistance due to the forecast rise in Covid cases.

12/505 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting
- ii. Roads and Traffic.
 - a. Gates to the entrance of the village are expected to be installed on 5/6 November. The PC expressed their thanks to JB-K for her efforts in securing the gates.
 - b. Repainting the road lines on the two crossroad junctions in the village are being looked into.
- iii. Housing & Development. Two members of the committee are retiring, so there are two vacancies that urgently need filling. The PC would like to take this opportunity to thank Susannah Brunskill for her support and valuable contribution to the HDG. Steve White will stand down as chair in April 2021.
- iv. Environment Group.
 - a. Multi-purpose bin Spring Lane. It is now being emptied.
 - b. Dog bin emptying costs. The PC decided to continue having the dogbins emptied by SODC.
 - c. Discus footpath maintenance. JI will liaise with Rustic Management to try and find a way of preserving wild flowers and improving biodiversity whilst continuing the current high standard of maintenance.
 - d. Green waste from churchyard at the URC. The PC will contact the URC about this.

12/506 Discuss process for reviewing where risk assessments should be in place and completing them. Ongoing process. Discuss at the next meeting.

12/507 Approve the PC obtaining a Zoom account. The PC approved in principle the cost of

19th OCTOBER 2020

- i. Approve payments below. **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
Simplicity Payroll Services (Payroll)	£24.00
J. Imbush (Covid phone top up)	£40.00
J. Imbush (Zoom account)	£143.88

- ii. Approve September Financial Statement – **Approved**

12/522 Discuss Community response to Coronavirus (Corvid 19). There are still 40 volunteers Willing to support the C19 effort. If there is another lockdown then the intention is to do another leaflet drop to every household. New commers to the village will receive a hard copy of the existing (although slightly modified) Covid response leaflet.

12/523 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting
- ii. Roads and Traffic.
 - a. Community Speedwatch. The aim is education not enforcement. Speeding cars are recorded by radar and the owner warned. The police support the scheme. It also is a visible sign that the community is taking action. It costs about £500 for the kit and 3 people are needed to operate the scheme and the police have to agree the locations. The PC agreed that once COVID permits it should be implemented.
 - b. Repainting white line road markings. There has been no response from OCC as yet. The PC may need to consider funding this if OCC decline to do it.
- iii. Housing & Development. There are two vacancies that urgently need filling.
- iv. Environment Group.
 - a. PB agreed to takeover from JK on footpath maintenance.

12/524 Discuss process for reviewing where risk assessments should be in place and completing them. JI has updated the risk assessments and they have been sent off for independent review.

12/525 Fibre broadband. The Steering Group are collating a list of interested households and would like all interested parties to have registered by 31st October. Open Reach will do the costing and the Steering Group will advise on how to apply for vouchers. Nearly 50% of households in the village have signed up so far. It is hoped that the vouchers will cover all the costs.

12/526 Grant applications. These need to be in by 1st November.

12/527 Defibrillator update. Next meeting

12/528 Parish Council Vacancy. JK has resigned from the Parish Council after 71/2 years. The Parish Council would like to thank him for all the hard work he has done during that time.

12/529 Review monthly tasks calendar.

12/530 Items for the Next Agenda

Meeting closed at 9.40 pm.

The next meeting will be on Monday 16th November and will be held virtually unless otherwise stated at 8.00pm.

SIGNED FOR ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

16th NOVEMBER 2020

Clerk fees (£51.40 to HMRC)	£218.60
Simplicity Payroll Services (Payroll)	£24.00
Dogbins (AUS July-Sept)	£53.82
J.Imbush (Covid flyer print receipt)	£22.10

- ii. Approve October Financial Statement – **Approved**

12/542 Discuss Community response to Coronavirus (Corvid 19). Flyers have been printed and delivered to all households.

12/543 To accept feedback and discuss matters arising from CLP Groups:
Review overall progress of CLP Groups. Discuss at the next meeting
Roads and Traffic.

- There have been concerns raised over speeding on the Moreton Road and on the lane behind the Moreton Road houses. After much discussion it was agreed that the PC would continue to try and get the stretch of the Moreton Road to a 20 mph speed limit and also investigate the possibility of installing a chicane or pinch point at the new gates. Speed humps were discounted as they would require street lighting to be installed and can be extremely noisy with cars/trucks/tractors with trailers especially.
- Repainting white line road markings. OCC have said that the roundels and markings are due for repainting next year, however the PC agreed to fund if costs allowed. JBK to investigate

Housing & Development. There are two vacancies that urgently need filling.
Environment Group.

PB proposed that he be given a budget of £1000 to try and improve the Lollingdon track as far as the footpath that goes through the field. He and some volunteers would fill in as many potholes as possible with Type 1 ballast, providing that OCC could confirm this surface was suitable for equestrians given that Lollingdon Track is a designated bridleway. The PC approved the proposal.

12/544 Discuss process for reviewing where risk assessments should be in place and completing them. Discuss at the next meeting.

12/545 Fibre broadband. Enough households have signed up for the next stage to begin.

12/546 Grant applications.

- Astons Web Team. Applied for £1680.00 in order to improve and update the Astons community website. **Approved**
- Village Hall Post Office. Applied for £500.00 to continue supporting this important service. **Approved**
- Village Hall. Applied for £5000.00 to enable the Village Hall to continue with its multi-year programme of renewal and improvement work. **Approved**
- PCC. Applied for £2420.00 for the upkeep of the burial ground and additional work at St Michaels. **Approved**

12/547 Discuss budget and approve next month. The PC decided not to increase the precept so it will remain at £17200.

12/548 Discuss the Pub. The chair of the PC had spoken to a party interested in buying the pub which would remain as a pub/restaurant going forward. The proposal is credible and once further information is known, could have the support of the PC. The PC was extremely encouraged

14th DECEMBER 2020

P20/S4370/HH New oak-framed, open-sided pool-side gazebo Croft House Fullers Road Aston Tirrold OX11 9EN. The PC **Support** this application.

Aston Upthorpe Farms. Henry Venners reported that there are 4 new planning applications that are all alterations to existing approved applications. These will be discussed at the next meeting.

12/562 Planning White Paper. A-MS (SODC) reported that there has been a robust response from around the country. She also agreed to confirm when feedback would be available

12/563 ARC.

1. To approve December ARC Minutes. **Approved**
2. Recreation Ground Signage. To be discussed at the next meeting.

12/564 Finance

i. Approve payments below. **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
Simplicity Payroll Services (Payroll)	£24.00
Moore (Annual Audit)	£240.00
Astons Website (Grant for service of laptops for South Moreton School)	£116.90
Rustic Management (Footpath maintenance)	£585.00

ii. Approve November Financial Statement – **Approved**

12/565 Discuss Community response to Coronavirus (Corvid 19). There have been a couple more volunteers, and no requests for help.

12/566 To accept feedback and discuss matters arising from CLP Groups:

Review overall progress of CLP Groups. Discuss at the next meeting

Roads and Traffic. JBK is having a meeting this week with OCC to discuss repainting the slow signs on the roads and chicanes. Two volunteers have offered to help the Roads and Traffic group.

Housing & Development. There are two vacancies that urgently need filling. The PC would like to thank Steve White for all his hard work with the Housing and Development group.

Environment Group. PB reported that local farmers have agreed to help with machinery to fix the Llollingdon track, although they have concerns that there may be an increase in hare coursing if the track becomes too passable. The possibility of bollards (equestrian friendly) was suggested a possible solution. No decision has been made. Sweetcroft Homes Ltd have also agreed to supply some rubble from the Aston Upthorpe farm development to act as a base for the ballast. The PC agreed that PB could use an extra £200 - £300 at his discretion if necessary. PB will draw up a risk assessment of the proposed works.

12/567 Discuss process for reviewing where risk assessments should be in place and completing them. Discuss at the next meeting.

12/568 Fibre Broadband. HW and NC agreed to join the action group as the PC representatives.

12/569 Discuss budget and approve next month. The PC decided not to increase the precept so it will remain at £17200. The budget was approved

12/570 Discuss the Miller's Field. JI reported that the estate agents have told her a sale has been agreed and that the purchaser, who wishes to remain anonymous, has purchased the field for the benefit of the village.

18th JANUARY 2021

P20/S4585/LB (revised details for) Conversion of listed barns to provide dwelling. Southern Black Barn at (former) Upthorpe Farm Moreton Road Aston Tirrold Didcot OX11 9EW

P20/S4586/FUL Variation of Conditions: 2 (Approved plans), 6 (Vision splay protection) 7 (Parking & Manoeuvring Areas Retained), 8 (Construction Traffic Management), and 9 (Sample materials required) of application P17/S3714/FUL. Demolition of existing structures. Erection of three dwellings and associated development including parking areas and turning. (former) Upthorpe Farm (southeast section) Moreton Road Aston Tirrold Didcot OX11 9EW **The PC has a response to this application - supports the application. However the agent is due to submit additional drawings to SODC on January 19 2021 which the Parish Council were only sighted on, on January 18 2021. That support is contingent on the new drawings being the same as viewed at the PC meeting on January 18 2021. The PC make the following observation**

- **Accepting that the houses are more sympathetic in character than the original application, concerns were expressed regarding the ridge height of properties 8-10 and 6 and 7. They are considerably higher than the original application. This could lead to further development in roof spaces which would increase the size of the houses. This is of concern to the PC**
- **Further clarity is requested on the management plan for 'Goose Green' facing Moreton Road**
- **A request that no solid fencing be used at Goose Green as a method of enclosure, with a suggestion that estate railing fencing should be recommended if felt to be necessary**

P20/S4609/HH Rear extension and front porch 10 Moreton Road Aston Upthorpe OX11 9EP **The PC Supports this application**

P20/S4396/HH Single storey front extension. Two storey rear extension & associated internal & external alterations. Replacement of external cladding & all windows. Erect outbuilding for swimming pool. Downscroft Baker Street Aston Tirrold OX11 9DD. **The PC response to this application is that they support the application but would like to ensure that any spoil removed to make way for the swimming pool is done so, accessing Chalk Hill rather than coming through the villages**

12/582 ARC.

1. No meeting in January
2. Recreation Ground Signage. To be discussed at the next meeting.

12/583 Finance

i. Approve payments below. **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
Simplicity Payroll Services (Payroll)	£24.00
J Imbush (Covid phone top up)	£30.00
Rustic Management (Xmas tree disposal)	£20.00

- ii. Approve December Financial Statement – **Approved**
- iii. Moore audit report and certificate received.
- iv. The PC have received a £10 000 bequest from Sid Marlowe's estate. To be discussed at the next meeting.

15 FEB 2021

- increase the size of the houses. This is of concern to the PC
- Further clarity is requested on the management plan for 'Goose Green' facing Moreton Road
- A request that no solid fencing be used at Goose Green as a method of enclosure, with a suggestion that estate railing fencing should be recommended if felt to be necessary
- Approves of the planting programme identified within the application

P21/S0139/HH 1. Retention of existing fence and trellising to north at a height of 2.4metres. 2. Increase height of existing fence along south and east boundaries to height of 2.4 metres through addition of trellising. 3. Single storey front extension. 4. Erect gazebo to rear. 23 Moreton Road Aston Tirrold OX11 9EW **The PC has considered the planning application and supports:**

- the fencing and trellis to both the South and North of the site.
- the addition of a porch at the front of the property

However, the PC objects to the part of the application relating to the provision of a Gazebo on what is paddock/agriculture land including its relationship to the AONB. The PC also objects to the change of use from agriculture land to garden. This is consistent with the approach the PC has adopted in regards to similar applications and sees no difference here.

12/600 ARC.

- To approve February ARC Minutes. **Approved**
- Recreation Ground Signage. To be discussed at the next meeting.
- Approval for ARC to spend an additional £1,000 for Jeremy to carry out further maintenance at the Pavilion and recreation ground. **Approved**

12/601 Finance

- Approve payments below. **Approved**
- Approve January Financial Statement – **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
Simplicity Payroll Services (Payroll)	£24.00
Rustic Management (Xmas tree removal)	£20.00
SODC (AU Dogbin emptying Oct-Dec 2020)	£53.82
BCW (Bridleway signs – Llollingdon track)	£400.15
Signway Supplies (Traffic calming gates)	£10339.19
E.Richards (Defibrillator pads)	£184.74
E.Richards (Defibrillator batteries)	£434.34

12/602 Discuss Community response to Coronavirus (Corvid 19). Nothing new to report.

12/603 To accept feedback and discuss matters arising from CLP Groups:

Roads and Traffic.

- Discuss vehicular damage to verges and banks. The PC would like to remind residents to take care not to park on the verges. An item would be included within the Village News
- Reports of damage to tracks on the Downs. JI has been in touch with OCC, who will attend and report in advance of the next PC meeting. There could also be damage to a scheduled monument.

15th MARCH 2021

- ii. Recreation Ground Signage. The PC approved ARC's proposed signage for the Recreation Ground
- iii. Jolyon Tidmarsh has resigned as Chairman of ARC. The PC would like to thank him for all his hard work.

12/618 Finance

- i. Approve payments below. **Approved**
- ii. Approve February Financial Statement – **Approved**

Clerk fees (£51.40 to HMRC)	£218.60
Simplicity Payroll Services (Payroll)	£24.00
OALC (Membership)	£146.16
Pepler Fine Fencing (Kissing Gate)	£530.40

12/619 Discuss Community response to Coronavirus (Corvid 19). With the lower rates of infection there has been less activity.

12/620 To accept feedback and discuss matters arising from CLP Groups:**Roads and Traffic.**

- a. Discuss vehicular damage to verges and banks. The PC would like to remind residents to take care not to park on the verges.
- b. Oversize lorries travelling through the village. The PC would like to remind villagers that they can report these directly if they feel that the lorries are not on legitimate business in the village. It does not have to be done by a Parish Councillor.

Housing & Development. Nothing to report

Environment Group.

- a. Tree planting. 105 saplings will be here between the 19th and 30th April. It was felt that there would probably need to be 2 clear up days organised to plant saplings, pick up litter, clear ditches and lay gravel on the footpaths.

12/621 Risk Register. The Playground Risk Assessment has been submitted.

12/622 Fibre Broadband. NC reported that it has been established that we are in Zone 3. Openreach being slow to open the portal for applications.

12/623 Discuss Sid Marlow bequest of £10000.00. Various options are still being considered. The PC felt that it needed to be a lasting legacy with a commemorative plaque.

12/624 Discuss the Miller's Field. Nothing new to report.

12/625 The Pub. Mike Wigg gave an interesting update, the main points being:

- i. Alterations are being planned internally, essentially to make it more open plan and some extensions externally to increase space and improve kerb appeal. The fact that the pub is listed complicates matters. Interestingly only the front façade is historical, there have been many alterations over time.
- ii. The survey has been done.
- iii. A heritage report is being prepared.
- iv. For the pub to be sustainable it needs to be successful and needs both the support of the PC and the village for the ambitious plans. The PC were unanimous in that support.

- b. Provide a copy of the terms and scope of engagement of the internal auditor and dates of any reports provided by them (other than completion of the AGAR). If none, provide details as to why such items are not in place.



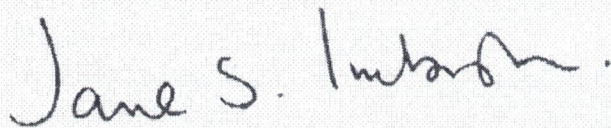
Aston Tirrold and Aston Upthorpe Parish Council

Aston Tirrold & Aston Upthorpe Parish Council

Terms of reference for Internal Audit

These Terms of Reference (ToR) have been written in support of the internal audit process to ensure the robustness of assessing the Council's financial management and procedures in year. The audit will cover the Parish Council (PC) and the Astons Recreation Committee (ARC) and will be conducted after the Annual General Meeting of the PC.

1. The PC and the ARC will provide all information requested for the annual internal audit in order that the auditor can complete their task in a timely manner
2. The auditor will conduct an independent appraisal of Parish Council's financial systems, covering both the PC and the ARC
3. The auditor will verify the integrity and reliability of accounting records using whatever tools needed, including access to financial statements, records and minutes of meetings
4. The auditor will examine and test internal control systems that are in place
5. The auditor where appropriate, will offer advice and assurance on maintaining effective systems of control.



Signed

Dated June 2021

REVIEW DATE: June 2024

All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

AGM. 15th JUNE 2020

- i. JK has delegated powers regarding footpath maintenance of up to £500. **Approved**
14. Review of banking arrangements and signatories. JI, JH, SY and NH are signatories. **Approved.**
15. Parish council insurance to agree to accept Zurich insurance quote (on going 5year commitment) of £1562.23. **Approved**
16. Appointment of Steve Morant as internal auditor. **Approved**
17. Review of Fixed Asset Register. **Approved**
18. Full Year accounts to March 2020 **reviewed and approved.**
19. Review subscriptions to other bodies:
 - i. OALC **Approved**
20. Review policies & procedures: Code of Conduct; Equal Opportunities; Expenses; Grievance; Health and Safety; Recruitment, Donation, Advertising, Grant approval criteria. **All Approved**
21. Review Information Guide. **Approved**
22. Review Risk Register. **To discuss at the next meeting re COVID 19.**
23. Review Emergency Plan. **JK to update and add procedure for pandemics.**
24. Review Defibrillator processes. **New vandal proof cabinet has been installed.**
25. War Memorial Committee (PC are formal custodians of the War Memorial). Accept annual report from the committee. **Approved**
26. Community Led Plan (CLP):
 - i. To review progress of the Community Led Plan Project Teams in the context of the overall CLP. **July agenda.**
 - ii. To appoint a Councillor to facilitate a meeting of representatives from the CLP groups twice per year. **DB appointed**
 - iii. To appoint representative(s) to the Roads & Traffic CLP Group. **SY and JBK appointed.**
 - iv. To appoint representative(s) to the Housing & Development Group. **JI appointed.**
 - v. To appoint representative(s) to the Environment Group. **DB appointed.**
27. Appoint representative to Village Hall Committee. **NW**
28. Appoint representative to the Downlands Village Transport Group. **SY appointed.**
29. Appoint a Data Protection Officer. **JI appointed.**
30. Agreed dates of meetings for the 2020/21 municipal year (generally the 3rd Monday of the month,

- c. Confirm that all internal and external reports have been placed before and considered by the council and provide an extract of the minute in the year in relation to this.

ASTON TIRROLD AND ASTON UPVATHORPE PARISH COUNCIL
INTERNAL AUDITOR'S REPORT

21st JUNE 2021

12/670 Planning

To decide on the following planning applications:

P21/S2060/HH Demolition of existing timber framed and clad store, removal of oil tank and the erection of a single storey side and rear extension to create a kitchen dining area and remodelling to create a utility and boot room. Croft Corner Moreton Road Aston Tirrold OX11 9EW. The PC **SUPPORT** this application.

P21/S2135/HH Demolition of existing single storey rear extension, replace with new single storey rear extension, front extension and alterations. Freelands Aston Street Aston Tirrold OX11 9DQ. The PC **SUPPORT** this application.

P21/S2508/HH Take down existing side extension due to subsidence and extend forward and upwards. Add timber cladding to front and back elevations. Da Ka Baker Street Aston Tirrold OX11 9DD. The PC **SUPPORT** this application.

Alison's Lane name suggestion for the other spur off Moreton Road (currently Nos. 33 to 43) to be numbered odds on one side and evens on the other. The name The Lees has been suggested along with Lower Ham Yard.

The PC decided that Lower Ham Yard would historically be the most appropriate name for the other spur off the Moreton Road

12/671 ARC.

- i. To approve June ARC Minutes. **Approved**
- ii. Permission to spend £2,000 on fireworks for the planned Bonfire Night. It should be noted that orders are required now to guarantee availability in November. Unfortunately orders are not refundable but the fireworks can be stored for 2022 in the event that the event needs to be cancelled. **Approved**
- iii. PC is asked to review the ARC Covid Risk Assessment for the Village Rec day on Saturday 26 June. (Note: Outdoor organised gatherings have been permitted under Step 3, so the event was not dependent on a full re-opening, although now a Covid risk assessment is a requirement. For consistency, the same risk assessment template should be used as for all other PC/ARC assessments) **Approved**

12/672 Finance

- i. Approve payments below. **Approved**
- ii. Approve May Financial Statement. **Approved**

D. Marffy Clerk fees (£51.40 to HMRC) £2.60 overpayment last month so £216.00 – £2.60	£213.40
Simplicity Payroll Services (Payroll)	£24.00
J Imbush (Covid phone)	£30.00

12/673 Year End Processes:

- i. Receive internal audit. Steve Morant (the internal auditor) reported that:
“It is the practice to deliver the Internal Auditor’s report after the end of year examination has been completed. My verbal report was presented at the regular Parish Council meeting on Tue 21/06/21. In summary I concluded that the Parish Council’s financial activities operated within a framework of sound and robust system of internal control. Throughout the year financial records were consistently maintained to a high standard culminating in accurate consolidated accounts presented for examination. On completion of the compliance examination I was able to provide positive responses to all

the questions listed in the IA Report Section to the AGAR for 2020/21.” He also kindly agreed to do the audit again next year.

- ii. Approve Asset Register. **Approved**
- iii. Approve Full Year Accounts. **Approved**
- iv. Approve Section 1 and 2 of Annual Governance and Accountability Return 2020/2021. **Approved**
- v. Approve Notice of Public Rights. **Approved**
- vi. External auditor has requested the following additional information:
 - a. A copy of the minutes of the meeting where financial statements were approved by council. (NB: Only the relevant page showing this item is required).
 - b. Provide a copy of the terms and scope of engagement of the internal auditor and dates of any reports provided by them (other than completion of the AGAR). If none, provide details as to why such items are not in place. JI and SM have prepared terms of reference for the annual internal audit which will be forwarded
 - c. Confirm that all internal and external reports have been placed before and considered by the council and provide an extract of the minute in the year in relation to this.

The Parish Council would like to thank SM for all his hard work preparing and reporting on the Internal Audit.

12/674 Footpath between Silverburn and Lindens. The matter is still being investigated and the crime number is 43210267531

12/675 To accept feedback and discuss matters arising from CLP Groups:

Roads and Traffic. Nothing to report

Housing & Development. Nothing to report

Environment Group.

- a. A plan to involve the children of the village in the Tree Planting program is being considered.
- b. PB reported that he has been in contact with Matt Ball (OCC) who is writing up a report on the best way to repair the Llollington track. Matt is very experienced in the repair and maintenance of footpaths and bridleways around Oxfordshire.

12/676 Fibre Broadband.

NC reported that he is expecting an update at the end of June or early July. At least 70 households will need to be committed to be able to claim the grants. There is still hope that fibre broadband will be installed in the village by the end of 2021 or early 2022.

12/677 Discuss Community response to Coronavirus (Corvid 19). There has been no email traffic of any relevance. The Covid phone will be kept until the £30.00 top up finishes.

12/680 Discuss Sid Marlow bequest of £10000.00. Discussions continue on how best to utilise the bequest. Using a portion of the bequest for maintenance of the church bells in St Michael's will be discussed at the next meeting.

12/681 Review monthly tasks calendar.