

19th May 2022

Minutes of the **Annual Meeting of the Council** for
Stantonbury Parish Council held on
Wednesday 18th May 2022 at 6.00pm
at Stantonbury Parish Office, 126 Kingsfold,
Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below.

MINUTES

Chair's Welcome and Introduction to meeting

GAD welcomed all attending staff and Councillors and reminded JK who attended via Zoom Link that she was welcome to watch and speak when invited but would be unable to vote. JK acknowledged this.

1/22	Present:	Actions
	Cllr Abid Anwar (AA) Cllr Sara Agintas (SA) Cllr Graham Davison (GAD) Cllr Sandra Kennedy (SK) Cllr Peter Kirkham (PK) Cllr Judy Kite (JK)-(Attended via Zoom Link) Cllr Linda Morgan-(LM)-Newly voted Chair Cllr Carol Northwood-(CN)-Newly voted Vice-Chair Cllr Ann Ronaldson-(AR) Cllr Edward Seaborne-(ES) Mrs Sarah Espey-RFO Mrs Kerry Fane-Minute-Taker Mrs Susan Tozer-Senior Administrator	
2/22	Apologies for Absence: None. Following discussion, it was agreed to accept that JK attended via Zoom and not mark it as an apology.	
3/22	Elect a Chair of the Council Following nominations and voting, it was resolved that Cllr Linda Morgan became the new Chair. Following her acceptance of the role, GAD and LM swapped seats.	
4/22	Receive the Chair Declaration of Acceptance LM signed and dated the Declaration of Acceptance of Office Form in the presence of the Council.	
5/22	Elect a Vice Chair of the Council Following nominations and voting, it was resolved that Cllr Carol Northwood became the new Vice-Chair.	

6/22	Receive the Vice Chair Declaration of Acceptance CN signed and dated the Declaration of Acceptance of Office Form in the presence of the Council.	
7/22	Public Forum for members of the public to speak: None.	
8/22	Declarations of Interest: None.	
9/22	Chairs Report 2021-2022 LM checked all Council had received and read the report. Agreed by 9 votes for to accept the report.	
10/22	Finance: a) To agree the basic allowance amount to be paid to the elected Councillors, the maximum allowed per councillor is £837 per annum and the maximum allowance for the Chair is £1675 per annum. Agreed by 8 votes for, 1 abs. b) Does the Chair wish to claim the basic allowance? Agreed. c) Does the Chair wish to claim the Chair allowance ? Agreed. d) Do the elected Councillors wish to claim their basic allowances? All Elected Councillors chose to accept their basic allowance. (ES and JK are co-opted members and therefore do not qualify to receive an allowance until elected.) Agreed by 8 votes for, 1 abs. e) Council to discuss and vote on special responsibility allowance for certain councillor/s. Deferred to next Main Meeting to allow for further enquiries. f) To agree to release the 2022 payment of £2603.43 being the 3rd year of a 3-year long-term undertaking (LTU) Local Councils Insurance Policy. These payments include all SPC's assets, excluding vehicle insurance/s which are separate policies. LM confirmed to Council the figure quoted should be £3,062.61. The difference being due to the inclusion of The Community Hub. Agreed by 9 votes for to release the 2022 payment.	
11/22	Standing Orders To discuss and vote whether to adopt the Standing Orders V4 as recommended at the General Purposes Committee on 12.05.22. Agreed by 9 votes for. Agreed to correct the spelling of 'weather' to now read 'whether'.	
12/22	Financial Regulations To discuss and vote whether to adopt the Financial Regulations V5.1, as recommended at the Finance Committee on 7.5.21.	

	<p>Agreed by 9 votes for. Agreed to correct the spelling of 'weather' to now read 'whether'.</p>																																				
13/22	<p>Review and Accept Risk Register & Assessment V2 To discuss and vote weather to adopt the Risk Register & Assessment. Agreed by 9 votes for.</p>																																				
14/22	<p>Council's Committees</p> <p>a) Council to discuss and agree how often they should meet-See below table. b) Council to discuss and agree how many members on each Committee-See below table. c) Councillors to indicate which Committees they would like to be on-See below table. d) Council to discuss and agree AM / PM meeting times-See below table.</p> <table border="1" data-bbox="207 828 1268 1859"> <thead> <tr> <th>Committees</th> <th>How often to meet per year</th> <th>Meeting times</th> <th>How many Councillors per committee</th> <th>Councillors requested to be on committee</th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>3</td> <td>7.00pm</td> <td>4</td> <td>PK/CN/SK/LM</td> </tr> <tr> <td>Community Projects</td> <td>10 (not August or December)</td> <td>10:30am</td> <td>All</td> <td>All</td> </tr> <tr> <td>Devolved Services</td> <td>Minimum of 3</td> <td>10.30am</td> <td>4</td> <td>PK/AR/GAD/AA</td> </tr> <tr> <td>Finance</td> <td>4 times per year Wed/Thur/Fri</td> <td>10.30am</td> <td>4</td> <td>AR/PK/CN/LM</td> </tr> <tr> <td>General Purposes</td> <td>4 times per year Tue/Wed/Thur</td> <td>10.30am</td> <td>5</td> <td>ES/AA/PK/SK/LM</td> </tr> <tr> <td>Human Resources</td> <td>Minimum 4 times per year</td> <td>10.30am</td> <td>5</td> <td>JK/PK/CN/SK/LM/AR</td> </tr> </tbody> </table>	Committees	How often to meet per year	Meeting times	How many Councillors per committee	Councillors requested to be on committee	Allotment	3	7.00pm	4	PK/CN/SK/LM	Community Projects	10 (not August or December)	10:30am	All	All	Devolved Services	Minimum of 3	10.30am	4	PK/AR/GAD/AA	Finance	4 times per year Wed/Thur/Fri	10.30am	4	AR/PK/CN/LM	General Purposes	4 times per year Tue/Wed/Thur	10.30am	5	ES/AA/PK/SK/LM	Human Resources	Minimum 4 times per year	10.30am	5	JK/PK/CN/SK/LM/AR	
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15/22	<p>Internal Scrutineer A member of Finance Committee to volunteer for Internal Scrutineer Agreed by 9 votes for CN to continue as Internal Scrutineer.</p>																																				

16/22	Appointment of Members to represent the Council at the following: a) MK Association of Local Councils (MKALC) – 2 – LM/AR b) National Association of Local Councils (NALC) – 2 - LM c) Parishes Forum – 2 – SK/ES. With JK as back-up member. d) Planning – 5 – AA/LM/CN/SK. Also agreed to copy planning papers to any Councillor/s not already in group.	
17/22	Schedule of Main Meetings for 2022-2023 Council to agree the Schedule of Council Meetings for 2022-2023. As agreed at Main Meeting 6.4.22. to hold 1 Main Meeting per month. See backing paper. Agreed by 9 votes for.	
18/22	Register of Members Interests To review the Members Interests and to amend if necessary. All Councillors completed and signed their 2022 Register of Interest forms. Office to forward to MK Council.	KF
19/22	The Code of Conduct for Members and Co-opted Members Councillors to agree and sign the Code of Conduct Form for 2022. All Councillors (apart from JK who is currently away) signed their Code of Conduct 2022 forms.	KF
20/22	Annual Meeting of the Council 2023 Council to agree the 2023 Annual Meeting of the Council date of Wednesday 17th May 2023. Agreed by 9 votes for.	

Meeting Closed at 6.46 pm

20th May 2022

Minutes of the **Main Meeting** for Stantonbury Parish Council held on
Wednesday 18th May 2022 at 7.00pm
at Stantonbury Parish Council Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below.

MINUTES

	Chair's Welcome and Introduction to meeting	
01/22	<p>Present: Cllr Abid Anwar (AA) Cllr Sara Agintas (SA) Cllr Graham Davison (GAD) Cllr Sandra Kennedy (SK) Cllr Peter Kirkham (PK) Cllr Judith Kite (JK) via Zoom link. Cllr Linda Morgan (LM)-Chair Cllr Carol Northwood (CN)-Vice-Chair Cllr Ann Ronaldson (AR) Cllr Edward Seaborne (ES)</p> <p>Mrs Sarah Espey (RFO) Mrs Kerry Fane (KF) Minute-Taker Mrs Susan Tozer (ST) Senior Administrator</p> <p>4 members of the public.</p>	Actions
02/22	<p>Apologies for Absence: None.</p>	
03/22	<p>Declarations of Interest: LM-Payments Due-8/22-g AR-Payments Due-8/22-g</p>	
04/22	<p>Public Forum for members of the public to speak: The members of the public attended the meeting on the invitation of Cllr Anwar and did not wish to make comments on any items featured.</p>	
05/22	<p>Chair's Remarks: Right of way improvement plan – See backing papers The Chair asked Council if they had received and read the document. Confirmed by all Councillors present.</p>	
06/22	<p>Minutes: Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 20th April 2022. Agreed by 8 votes for, 1 abs.</p>	
07/22	<p>Risk Management None.</p>	

08/22	<p>Finance: External Auditor Report 2020/21 The RFO would like Council to retrospectively agree the following action we took in 2021. Following clarification to SK that statement used in item 08/22 a of 'except for' was correct in this instance, she continued by explaining to Council items a, b c, and d were all linked and requested Council read and acknowledge each of these items for submission with the AGAR.</p> <p>a) On the 9th September 2021 the councillors and staff were informed by email of the completion of the AGAR, which included an except for comment from the external auditor "The AGAR was not accurately completed before submission for review. The smaller authority has not restated the 2019/20 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability." (Backing paper attached – copy of emails and reports). Read and acknowledged by Council.</p> <p>b) The notice of conclusion and the external auditor report were uploaded to the website on 9th September 2021 and the notice was displayed prior to 30th September 2021 on the notice boards for 14 days. Read and acknowledged by Council.</p> <p>c) Up until November 2020 the asset register stated buildings at book value, rather than purchase price, and included depreciation and inventory items valued under £500. The Asset Register was updated as resolved at the main meeting held on 21st October 2020 item 139/20e), to only include items over £500 and the Asset Register was updated to record items at their purchase price and in accordance with the Practitioners Guide. Read and acknowledged by Council.</p> <p>d) The restated value of the Assets as at 31st March 2020 was £128,914. The figure entered onto the AGAR was £727,992. No further action is required. Acknowledged and agreed by Council.</p> <p>e) RFO Monthly Report – see backing paper. Noted.</p> <p>f) Payments Made April 2022 – see backing paper. Agreed by 9 votes for.</p> <p>g) Payments Due May 2022 – see backing paper. Agreed by 7 votes for, 2 abs.</p>	
9/22	<p>Reports</p> <p>a) Parish Ranger Supervisor Report-See backing paper. Agreed by 9 votes for.</p> <p>b) Enforcement Officer Report-See backing paper. Agreed by 9 votes for.</p> <p>c) Office Report – See backing paper. Report Noted. The Chair asked Council to consider if they wished any further items featured on the report for next time.</p>	DM/All Cllrs
10/22	<p>Policies & Procedures</p> <p>a) Council to discuss removing the classification from SPC policies as recommended by General Purpose Committee 12.5.22 item number 39/21.</p>	KF/DM/ JH

	<p>The Chair explained current classification method used and asked if Council wished to consider removing this classification system altogether. Agreed to remove from all policies with immediate effect with those already classified to have removed at time of review.</p> <p>b) Council to discuss and vote whether to adopt Publication Scheme. See backing paper. The Chair checked Council had read and asked for vote. Agreed to adopt by 9 votes for.</p>	
11/22	<p>Village Green Registration at Ashfield Stantonbury Council to discuss making an application to the MK Council to register the small area of unregistered land as a village green under the usual application process – See backing papers. The Chair invited GAD to give detail on item following which a vote was held. Agreed by 9 votes for to apply to register the small area of unregistered land as a village green.</p>	
12/22	<p>Grant Application - Heron Lodge resident association Council to discuss and vote whether to award funds to Heron Lodge Residents Association – See backing papers. SK corrected name of Grant to Heron Lodge Sheltered Housing. Following discussion, a grant amount of £250 was agreed by 9 votes for.</p>	RFO
13/22	<p>Community infrastructure fund Council to discuss ideas for using Community Infrastructure fund</p> <ul style="list-style-type: none"> • Play Park • Notice boards • Barrier for Community Hub • Kissing Gate for Blue Bridge <p>Following discussion on all items, the RFO reminded Council of the match fund of £10,000 which could potentially mean £20,000 total. She also advised Council could only choose 1 thing. Resolved all Councillors to respond on their choices by the end of the month. Defer to meeting on 15th June 2022.</p>	MM 15.6.22
14/22	<p>Newsletter Council to review and approve Summer Newsletter. Agreed by 9 votes for.</p>	
	Members of the Public left at 8.35pm	
15/22	<p>Planning a) Application No: 22/01031/FUL– See backing Paper Proposal: The alteration of existing fence boundary line (resubmission of 22/00058/FUL) At: 22 Chalfont Close Bradville Milton Keynes MK13 7HS</p>	



b)	<p>Council to vote if they wish to object to the planning application. Following discussion, it was decided Council will not object. Agreed not to object by 9 votes for.</p> <p>Council to vote if they wish to make comment and volunteers to put objection letter together. Council decided not to make any comments. Agreed by 9 votes for.</p>	
16/22 a) b)	<p>Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). Agreed by 9 votes for.</p> <p>Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. Agreed to allow RFO to remain, all other staff members to leave meeting. Agreed by 9 votes for.</p>	
17/22	<p>Confidential - Part 2 Consideration of matters related to the following items:</p> <ul style="list-style-type: none"> a) To approve and sign the confidential minutes from the Main meeting held on 20th April 2022. b) Overtime c) Payroll Reports. d) Monthly Bank Summary. e) Reserves f) Update from meeting with MK Council <p>All minutes from the confidential part 2 of the meeting are documented and held separately.</p>	

Meeting Closed 7.40pm.

Grant Application Form

Please complete all boxes, using the attached notes for help. If you are still unsure how to respond to any of the questions, please contact the Parish Office.

Your name	Majella Duddy
Your contact number	01908 227925
Your email address	Majella.dudd@milton-keynes.gov.uk
What is the name of your group or organisation?	Rainbow Children's Centre
Charity Commission Number?	N/A
What are the aims and objectives of organisation?	To support families within our local community through providing services and activities to meet their needs.
Do you have a Constitution or Terms of Reference?	
Do you have an up to date set of accounts?	Yes
Have you carried out all legal obligations?	
Where is your organisation based?	Pepper Hill School, Kingsfold, Bradville, Milton Keynes MK13 7BQ
Please describe the project for which you are seeking a grant	<p>Our aim is to create a garden in a small corner of the playground and encourage parents and children's participation.</p> <p>In order to do this we will require:</p> <ul style="list-style-type: none"> Walk-in Greenhouse - £72 3 Grow bags - £12 Gardening Tools - £43.89 Seed Trays x 10 - £15 Wooden Scales - £99 Learning Board - £60 Tuff Trays & Stands - £120 Seeds - £15 Astro Turf - £65 Total £501.89 <p>The tools are for planting and using for the garden, so these would be a general gardening tool set up and spades, I have provided bench mark figures to help as costs are always changing. Wooden scales are for the children to measure and use for the mud kitchen. Learning Boards are numbers to help with numeracy and Tuff trays are black round plastic trays with metal stands for the children to mix their</p>

	<p>compost. I do not know where I am purchasing each item until the funding is accepted. I will be shopping around to ensure we get the best deals and the funding is used to its potential for our mud & veg patch.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Wooden scales</p> </div> <div style="text-align: center;"> <p>Learning Boards</p>  </div> </div>
What is the total cost of your project?	£ 500
What is the amount of grant you are requesting?	£ 500
What are your plans to get further funds for the project? (if applicable)	No plans at this time.
When is your project starting?	As soon as funds are available.
When is it due to end?	August 2022
Are you willing for Stantonbury Parish Council to publish your Grant information?	Yes
Please describe how it will benefit the residents of Stantonbury Parish	The funding will cover a couple of projects to enable Bradville families to access services and activities. Supporting children's learning for school readiness, supporting parents to meet their children's needs and their own needs. Outdoor equipment & veg patch supports obesity, healthy eating, wellbeing, mental health, learn how to be sustainable with growing your own veg. Helping to budget financially.
How many residents will benefit?	All families

If you are successful in your application, please provide details of the bank account where you would want the grant to be paid.

Account payee	Rainbows Children Centre		
Bank name	[REDACTED]		
Bank sort code	[REDACTED]	Bank account no.	[REDACTED]

If applicable, please provide the following information with your application (please circle):

- A copy of your Constitution or Terms of Reference Yes / No
- A copy of your most up to date set of accounts, showing a full year Yes / No

- Any other information that might better inform the Council about your application Yes / No

If you are unable to provide any of the above, please explain why below?

Accounts etc will be held with Milton Keynes Council

I hereby certify that, to the best of my knowledge, the information given is complete and accurate. I also confirm that I have read and understand the accompanying terms and conditions as currently applied to all grant applications made to Stantonbury Parish Council.

Signed: _____ Date _____

Position held: _____

FOR OFFICE USE ONLY

Date received	08/06/2022
Logged	08/06/2022
Our Reference Number	02-2022
Acknowledgement sent	10/06/2022
RFO review deadline	___/___/___
RFO review complete	Completed on an earlier submission
Councillor appointed	08/06/2022
Reviewing Councillor	Judy Kite
Councillor review deadline	10/06/2022
Councillor review complete	
Grants this year	N/A
Category	1
Date of meeting for decision	___/___/___
Council decision	
Amount awarded	
Outcome letter sent	___/___/___
Payment made	___/___/___

3-month check date	__/__/__
Report received	
Final check date	__/__/__
Report received	

RFO Comment	
Councillor Comment	I am fully supportive of the grant.
Office Comments	Grant application received. Original grant application received 12/04/2022 with RFO comments – all comments taken into account and new application has answered those comments.

Rangers Report May 2022

Tip runs

Total waste 1,560kg. 900kg of this was removed from Bradville Hall. This was the old, raised beds and the weeds that were growing in them.

Pathway clearing

Some of the pathways on Harrowden Bradville have been cleared.



Back of Woodstock Court Bradville.



There are still a lot more pathways that need to be done throughout the Parish.

Graffiti

The whole paly park at the end of Bradwell Road was graffitied as well as the dog waste bin. This has since been cleaned off.



Underpass

All underpasses have been checked and any with lights out, smashed and graffiti have been reported.



Fly tipping

Fly tipping is still a big problem within our Parish and MK. MKC have now started putting signs and tape on reported fly tipping making it look like a crime scene. In the hope that this will help to deter people from doing in the future.



David Outram

Parish Ranger Supervisor

D & L Environmental

Enforcement activities month of May 2022 (Stantonbury Parish Council)

With COVID 19. I have continued to work in a safe manner, as always wearing disposable glove when investigating fly-tipping/waste issues,

If I needed to speak to a resident I have maintained social distancing at all times,

I will be on Annual leave from 11th June until 19th June, returning on the 20th June,

Estate,	Activities	Outcome	Extraordinary
Bradville	15 Fly tips Waste out early	All of the flytips have been investigated, And reported to mkc for removal Two in kingsfold and one in Crispin I have spoken to the residents concerned and educated them on the correct waste procedures	Evidence has been found in one of these fly tips, Which is currently under investigation by MKC ECU Waste items have been found on Monks way bus stop at the rear of Stantonbury, this is an area which I am now monitoring.
Bancroft Bancroft Park Oakridge Park Bluebridge Linford wood Stantonbury Fields	Normal patrols around these areas Rockingham drive by Pulsant	Several NOS canisters and littering found in this area, I am monitoring this activity, I also cleared the waste away,	
Stantonbury	18 Flytips	All have been investigated and then cleared by Mkc/Serco	1 has been found with evidence and is currently under investigation, Paul Baxter has been keeping in regular contact with my self re any

		Ormonde garages waste removal requests	<p>waste issues he has come across in Stantonbury</p> <p>Unfortunately I will miss the first skip Amnesty in Walsh's manor on the 14th June, due to AL, this is one of our hotshots for waste issues, so it will be interesting to see how much of a participation residents take in this scheme</p> <p>On the grassed area between the properties and the garages, I have requested items of waste to be removed, unfortunately this has not been completed, I have escalated this to customers services</p>
<p>Graffiti issues</p> <p>Abandoned Vehicles</p>	<p>None reported</p> <p>One reported,</p>		<p>Which has now been removed</p> <p>Stantonbury/Spencer</p> <p>A caravan appeared in the carpark over one weekend, then is disappeared a few days later, unfortunately there was some waste left behind, this has been put in for clearance,</p>

Dog Fouling	Outcome
Dog fouling patrols	I have been conducting several dog fouling patrols around the areas concerned speaking to dog owners advising them how to clear up after their dogs and the correct way to dispose the dog waste, I have also continued to put up the new PSPO signs on lampposts, Again it has been hit and miss with Stanton low area with dog fouling, particularly the canal side were the grass is quite long,
Regular patrols	I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, I've made contact with the parks trust new Enforcement officers who will be patrolling all the parks trust areas dealing with littering/dog fouling issues,

May 2022 Update

Cameras currently deployed:

- ✘ Bradville Hall, Bradville (Taken down)

- Harrowden, Bradville (Taken down)

- ✘ Soskin Drive car park, Stantonbury

- Nightingale Crescent, Bradville

- ✘ Fairfax, Bradville

Bradville Hall:

- This camera is in place due to reports of vehicles and persons gathering in the car park with drug activity.
- This camera has now been taken down and redeployed to Nightingale Crescent in Bradville.

Harrowden:

- This camera is in place due to littering, fly tipping and ASB.
- We received a request from the Police in connection to males on bicycles, we reviewed footage and advised no bikes matching the descriptions given were within the area.
- This camera has now been taken down and redeployed to Fairfax in Bradville.

Nightingale Crescent:

- This camera has been deployed due to ongoing environmental issues within the area.
- We have reviewed footage and identified two separate vehicles parked up at this location, both drivers from these two vehicles dropped litter out of their driver's side window and into the road. We have supplied an evidence pack for both offences to Milton Keynes Council Environmental team.
- We have reviewed footage and identified a vehicle that parks up across multiple parking bays and continues to throw multiple amounts of litter out of their window and into the road, including alcohol bottles. We have supplied an evidence pack for this.
- We have reviewed footage and identified a vehicle parked up within a parking bay for a long period of time, during this time litter is dropped into the road. We have supplied an evidence pack for this.
- One fixed penalty notice has been issued so far by the Milton Keynes Council Environmental Crime team.

Fairfax:

- This camera has been deployed due to ongoing environmental issues within the area.
- We are continuing to monitor this camera daily.

Soskin Drive car park:

- This camera is in place due to reports of littering, regular gatherings, and drug activity.
- We have reviewed footage and identified an individual park up within the car park and leave litter behind in the road, we have created and sent an evidence pack for this.
- The camera in this location has deterred any activity here in conjunction with regular gatherings and drug activity, which is a positive. We have one identified one littering offence over the past two months which is a positive sign from the camera deployment within this area.
- We have been advised a fixed penalty notice has been issued for one of our previous investigation packs.

Added Value Information:

- Stantonbury Parish Council contacted us following travellers entering the Bradville Hall area, we reported this to Milton Keynes Council on behalf of the Parish Council.

Payments made

Stantonbury Parish Council

For the period 1 May 2022 to 31 May 2022

Date	Description	Reference	Amount
03 May 2022	Bank Transfer from Nationwide Savings to Co-operative Bank Current	Internal Transfer	£ 5.58
03 May 2022	Soldo DD	Bank Charges	£ 12.60
03 May 2022	BrightHR DD	HR Services	£ 99.62
03 May 2022	Milton Keynes Council	Wylie Rates	£ 177.00
03 May 2022	Milton Keynes Council	Kingsfold Rates	£ 836.00
04 May 2022	COOP	GP Sundries	£ 1.50
04 May 2022	Wave DD	Allotments Utilities	£ 111.75
05 May 2022	Xero (UK) Ltd	Accountancy Software	£ 51.60
05 May 2022	DYNO ROD	BH Building Maintenance	£ 156.00
09 May 2022	O2 DD	Ranger Mobiles	£ 27.05
09 May 2022	British Gas DD	Kingsfold Boiler	£ 54.21
10 May 2022	COOP	GP Sundries	£ 4.80
10 May 2022	Heart Internet DD	Website Services	£ 50.26
11 May 2022	Milton Keynes Council	Parking	£ 4.50
11 May 2022	Heart Internet DD	Website Services	£ 10.79
13 May 2022	Post Office	Postage	£ 5.05
13 May 2022	fuelGenie DD	Vehicle Expenses	£ 94.01
13 May 2022	Glyn Hopkin Ltd	Vehicle Expenses	£ 1,234.03
19 May 2022	Aldi	Hospitality	£ 2.73
19 May 2022	Costco	Meet Cllrs/Hospitality	£ 85.02
20 May 2022	Virgin Media Business DD	Staff Mobiles	£ 33.60
22 May 2022	Bank Transfer from Co-operative Bank Current to Soldo Prepaid Debit Cards	Prepaid Debit Card Top Up	£ 500.00
23 May 2022	Amazon	JUBILEE	£ 5.49
23 May 2022	George Browns	Ranger Sundries	£ 6.25
23 May 2022	Amazon	JUBILEE	£ 8.29
23 May 2022	Amazon	JUBILEE	£ 19.95
23 May 2022	Amazon	JUBILEE	£ 20.85
23 May 2022	Amazon	JUBILEE	£ 27.90
23 May 2022	Amazon	STATIONERY	£ 29.74
23 May 2022	Amazon	JUBILEE	£ 35.94
23 May 2022	Amazon	JUBILEE	£ 39.90
23 May 2022	Amazon	JUBILEE	£ 40.44
23 May 2022	Trade UK	Ranger Sundries	£ 41.20
23 May 2022	Amazon	JUBILEE	£ 49.41
23 May 2022	Buckinghamshire & Milton Keynes Association of Local Councils	Cllr Training	£ 50.00
23 May 2022	Amazon	JUBILEE	£ 59.85
23 May 2022	Amazon	JUBILEE	£ 59.85
23 May 2022	Amazon	JUBILEE	£ 59.85
23 May 2022	Buckinghamshire & Milton Keynes Association of Local Councils	Cllr Training	£ 60.00

23 May 2022	Amazon	JUBILEE	£ 65.10
23 May 2022	Amazon	JUBILEE	£ 74.61
23 May 2022	Viking	STATIONERY	£ 97.25
23 May 2022	Securitas	Kingsfold Security	£ 119.99
23 May 2022	Prosheen	Cleaning Services	£ 135.00
23 May 2022	Skyline Taxis	Cllr Travel Expenses	£ 137.28
23 May 2022	Society Of Local Council Clerks	Parish Equipment	£ 141.80
23 May 2022	Microsmiths	IT Services	£ 166.80
23 May 2022	Prosheen	Cleaning Services	£ 180.00
23 May 2022	Total Energies DD	Kingsfold Utilities	£ 181.18
23 May 2022	Amazon	Computer Equipment	£ 210.96
23 May 2022	Heron Lodge Social Club	GRANT AWARDED MM12/22	£ 250.00
23 May 2022	Microsmiths	IT Services	£ 282.00
23 May 2022	Walker MK Autos	Vehicle Expenses	£ 374.86
23 May 2022	D&L Environmental	Enforcement Services	£ 618.75
23 May 2022	MK Surveys	BH Building Maintenance	£ 840.00
23 May 2022	Marcus Young	Waste Management	£ 906.24
23 May 2022	Roman Park Management Limited	GRANT Awarded MM307/21	£ 1,000.00
23 May 2022	Buckinghamshire & Milton Keynes Association of Local Councils	Membership Fees	£ 1,577.52
23 May 2022	BHIB Insurance	Council Insurance	£ 3,062.61
23 May 2022	HMRC	Payroll	£ 3,161.67
23 May 2022	Bucks LGPS Pension Scheme	Payroll	£ 4,075.86
24 May 2022	Aldi	GP Sundries	£ 1.29
25 May 2022	Total Energies DD	Kingsfold Utilities	£ 308.32
25 May 2022	Total Energies DD	Wylie Utilities	£ 618.23
26 May 2022	Aldi	GP Sundries	£ 2.05
26 May 2022	Councillor Allowances	Payroll	£ 486.10
26 May 2022	Staff Salaries	Payroll	£ 10,948.91
27 May 2022	COOP	GP Sundries	£ 2.90
27 May 2022	Tilletts	Jubilee	£ 157.50
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 312.00
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 312.00
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 368.00
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 368.00
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 680.00
27 May 2022	British Gas	BH Elec	£ 684.87
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 1,360.00
27 May 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£ 1,360.00
27 May 2022	British Gas	BH Gas	£ 1,369.26
30 May 2022	hobbycraft	Hub Reopening	£ 6.60
30 May 2022	Tesco	Vouchers for Residents Winners	£ 70.00
30 May 2022	British Gas	BH Gas	£ 252.08
31 May 2022	Brinnick Locksmiths and Security Ltd	JUBILEE	£ 9.95
31 May 2022	Mirus DD	Printing	£ 210.67
Total			£ 41,720.82

Signed: **Date:**.....

Chair - Stantonbury Parish Council

Signed:..... **Date:**.....



**Payments Due over £1000
Stantonbury Parish Council
June 2022**

	Description	Amount
Bedford College Group	Ranger Training	£ 1,000.00
Marcus Young	Waste Management Services	£ 1,094.40
Bob Adams	PITP 2021	£ 1,250.00
S2D LEAFLETS LTD	Newsletter/Jubilee Flyer Print & Distribution	£ 3,062.60
		£ 6,407.00

Total Expense Claims	Description	Amount
Co-opted Councillor Expenses	Stationery	£ 35.00
Staff Expenses	Jubilee	£ 57.10
		£ 92.10

Signature: **Date:**

Chair - Stantonbury Parish Council

Signature: **Date:**

Stantonbury Parish Council - Bank Summary

Bank Summary Stantonbury Parish Council From 1 May 2022 to 31 May 2022

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	200,000.00	0.00	0.00	200,000.00
Charity Bank	120,766.94	0.00	0.00	120,766.94
Co-operative Bank Current	276,242.57	279.42	41,350.25	235,171.74
Nationwide Savings	135,745.26	5.58	5.58	135,745.26
Petty Cash	112.70	10.00	0.00	122.70
Santander Current	1,562.66	0.00	0.00	1,562.66
Santander Savings	122,519.78	41.29	0.00	122,561.07
Soldo Prepaid Debit Cards	829.52	500.00	364.99	964.53
Unity Trust Bank - Instant Access Account	85,051.35	0.00	0.00	85,051.35
Total	942,830.78	836.29	41,720.82	901,946.25

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

Stantonbury Parish Council - Allocation of Financial Reserves for the year 2022/23

As discussed in main meeting on 18th May 2022, to be agreed by council on 15th June 2022

3100 GENERAL RESERVE/WORKING CAPITAL	156,138.74	Decreased by £76,499, 35% of running costs*
3101 General Reserves - Devolved Services	287,085.03	Increased by £30,000
3102 General Reserves - Asset Improvements/Repairs	25,000.00	
3103 General Reserves - COVID Contingency	0.00	Reduced by £24,751
3105 Specific Reserves - Contribution to Budget	95,000.00	
3106 Specific Reserves - Future Election Costs	5,000.00	
3107 General Reserves - Insurance/Legal Liabilities	75,000.00	Increased by £50,000
3109 General Reserves - Allotment Emergency Repairs	2,960.00	
3110 Specific Reserves - Yellow Lining MM 211/19	20,000.00	
3111 General Reserves - Playground Maintenance	10,000.00	
3116 Specific Reserves - Motor Vehicles	25,000.00	Increased by £20,000
3117 Specific Reserves - Neighbourhood Plan	2,196.34	
3119 Specific Reserves - Dev Serv Feasibility Study	30,000.00	
3122 Specific Reserves - Rubbish Amnesty Grant	5,000.00	
3123 Specific Reserves - Renewals	5,000.00	
3124 Specific Reserves - BH MK Surveys	840.00	
3125 Specific Reserves - Ward Budget Donations	1,250.00	
3126 Specific Reserves - Ranger Training HRCM 82/21	1,000.00	
3127 Specific Reserves - PTP 2021	1,250.00	Increased by £1,250
Total Reserves	747,720.11	

*2022/23 Annual Running Costs (ARC) £442,200

General Reserve should be no less than 25% and no greater than 50% of ARC

Update to CPM111/21

Permit £ 56.00

As agreed by working group 25/5/22

Skip £ 260.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
14th June (Stantonbury MKC)								
Layby Outside 16 Walshs Manor	1	1	0	2	£ 520.00	1	£ 56.00	£ 576.00
Layby Outside 62 Walshs Manor	1	1	0	2	£ 520.00	1	£ 56.00	£ 576.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
21st June (Stantonbury MKC)								
Layby outside 3 Jennings	1	1	0	2	£ 520.00	1	£ 56.00	£ 576.00
Layby outside 8 Kersey	1	1	0	2	£ 520.00	1	£ 56.00	£ 576.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
28th June (Stantonbury)								
End of the road next to 3 West Hill			1	1	£ 260.00	1	£ 56.00	£ 316.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
13th July (Bradville)								
The Community Hub, Mercers Drive			1	1	£ 260.00	0	£ -	£ 260.00
Layby outside 31 Eston Court			1	1	£ 260.00	1	£ 56.00	£ 316.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
10th Aug (Bancroft Park, Bluebridge)								
Romans Park Residents Club			1	1	£ 260.00	0	£ -	£ 260.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
13th Sep (Bancroft)								
Layby outside 30 Hadrians Drive			1	1	£ 260.00	1	£ 56.00	£ 316.00

	AM	PM	ALL DAY	TOTAL SKIPS	SKIP COST	Permit	Permit Cost	TOTAL
11th Oct (Oakridge Park)								
Asda Car Park			1	1	£ 260.00	0	£ -	£ 260.00
							TOTAL	£ 4,032.00

Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022.**

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 been published where required?		
	Has the bank reconciliation as at 31 March 2022 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.		

*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 2021/22

Stantonbury Parish Council

<https://stantonbury-pc.org.uk/>

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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

09/12/2021 09/05/2022

Name of person who carried out the internal audit

C N Davies

Signature of person who carried out the internal audit



Date

09/05/2022

*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 2021/22

We acknowledge as the members of:

Stantonbury 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 2022, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

and recorded as minute reference:

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

Chairman

Clerk

<https://stantonbury-pc.org.uk/>

Section 2 – Accounting Statements 2021/22 for

Stantonbury Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	547,030	665,863	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	401,300	394,420	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,524	19,583	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	156,748	162,902	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	142,244	169,243	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	665,863	747,721	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	671,863	749,710	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	165,531	171,037	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	0	0	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	N/A
			✓
			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 2022 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



Date

04/05/2022

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Stantonbury 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 2022; 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 2021/22

(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 2021/22

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 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

C.N.DAVIES

INTERNAL AUDIT SERVICES

Stantonbury Parish Council

Governance and Internal Controls

Annual Internal Audit Report

2021/22

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Debrief meeting	13 th May 2021	Auditor	C.N. Davies
Draft report issued	13 th May 2021		
Responses received	8 th June 2022		
Final report issued	8 th Jun 2022	Client sponsor	Proper Officer
		Distribution	Parish Councillors

The matters raised in this report are only those that came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Parish Councillors of Stantonbury Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared and is not intended for any other purpose.

1 EXECUTIVE SUMMARY

1.1 INTRODUCTION

An audit of Governance and Internal Controls was undertaken as part of the approved internal audit periodic plan for 2020/21. This is in compliance with the expected controls and procedures as outlined by the National Audit Office in the Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return (Part 3) for the year ended 31st March 2022.

The Parish Council consists of ten councillor members including the Chairperson and also includes the Temporary Acting Proper Officer and the Responsible Financial Officer. There are three vacancies.

One of the Parish Councillors has until recently been acting as Clerk to the Parish on a temporary basis. This was arranged at the Parish Council committee meeting of 4th May 2020 with a maximum term of operation until the 7th May 2021. This role continued beyond the stated deadline but a new Temporary Acting Proper Officer is now in place although not yet formally appointed.

Following the Parish Council Annual meeting, there has been a change of Chair and Vice Chair and some changes in the membership of the various committees.

There are now 6 committees / sub committees operating with additional committees instigated during the current year. These include Human Resources Committee, General Purposes Committee, Devolved Services Committee, Finance Committee, Allotment Committee, and Community Projects Committee.

The basis of accounting used by the Parish Council is an Income and Expenditure Account and is operated by a Cloud Based electronic accounting system called Xero.

Annual Accounts drawn up in the traditional format, are produced by the Responsible Financial Officer, presented to the Parish Council and approved by them at a regular meeting. These accounts are drawn up from the electronic accounting records, supporting bank accounts and appropriate documentation to evidence transactions. It should be noted that transactions have been enacted electronically throughout the financial year. Some corporate debit cards have also been used by designated staff and expenditures on these have been strictly controlled and regularly reconciled by the Responsible Financial Officer.

During the course of the year an interim internal audit was undertaken and a number of recommendations made. It is pleasing to see that these recommendations have been considered and action taken to address them.

Audit Objective	To ensure that effective governance and accounting processes have been established and are operating.
Risk	Failure to achieve Parish Council objectives due to risks to the organisation not being identified, mapped and effectively managed Ineffective governance at Parish Council Committee or Operational Level.

1.2 SCOPE OF THE REVIEW

The objective of our audit was to evaluate the adequacy of control within the system and the extent to which these have been applied, with a view to providing an opinion. Control activities are put in place to ensure that risks to the achievement of the organisation's objectives are managed effectively.

The approach taken for this audit was a systematic audit and included the following:

- Establishing the controls for which external audit intends to place reliance on internal audit testing.
- Reviewing the adequacy and application of the controls in place to mitigate the risk.

When planning the audit, the following controls for review and limitations were agreed:

Control activities relied upon.

- Compliance with Standing Orders and Financial Regulations.
- Member Declaration of Acceptance and Register of Members maintained for all Councillors.
- Year End accounts have been prepared on an Income and Expenditure basis.
- Council minutes produced for each meeting.
- Procedures in place to achieve Value for Money.
- Accounting records maintained and suitably authorised.
- An annual budget in support of the Precept prepared and variances fully discussed.
- Salary payments and PAYE / NIC correctly operated.
- VAT accounted for correctly.
- An asset file maintained with the Register of Assets up to date.

Limitations to the scope of the audit:

To evaluate the adequacy of control in the areas under review and the extent to which controls have been applied, with a view to providing an opinion to the extent with which risks in this area are managed.

- The scope of the work was limited to those areas examined and reported upon in the areas for consideration in the context of the objectives set out for this review. It should not, therefore, be considered as a comprehensive review of all aspects of non-compliance that may exist now or in the future.
- We undertook an assessment of the adequacy of aspects of the control framework with limited testing to confirm its operation in practice.
- Any testing undertaken as part of this audit was compliance based and sample testing only.
- Our work did not provide any guarantee against material errors, loss or fraud or provide an absolute assurance that material error; loss or fraud does not exist.

The audit was designed to assess the controls in place to manage the objective and are as described in the Annual Governance and Accounting Return.

These are:

- Appropriate accounting records have been properly kept throughout the financial year.
- The Parish Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- The Parish Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

- Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with council approval and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained.
- Periodic bank account reconciliations were properly carried out during the year.
- Accounting statements prepared during the year were prepared on the correct accounting basis (Income and Expenditure) agreed to the system, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.
- If the Parish Council certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (This does not apply, as Stantonbury Parish Council had a limited assurance review.)
- The Parish Council publishes information on a free to access website/webpage, up to date at the time of the internal audit, in accordance with any relevant transparency code requirements.
- The Parish Council, during the previous year (2020/21) 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 parish council approved minutes confirming the dates set)
- The Parish Council has complied with the publication requirements for the 2020/21 AGAR.

The conduct of this audit complied with the standards set out in GIAS.

1.3 CONCLUSION

Taking account of the issues identified, in our opinion the Parish Council can take Substantial Assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down and operated, are consistently applied and effective.

The above conclusions feeding into the overall assurance level are based on the evidence obtained during the review. The key findings from this review are as follows.

Application of and compliance with control framework

All controls as noted above have been reviewed and compliance is considered to be satisfactory.

1.4 RECOMMENDATIONS SUMMARY

The following tables highlight the number and categories of recommendations made. The Action Plan at Section 2 details the specific recommendations made as well as agreed management actions to implement them.

Recommendations made during this audit:

	High	Medium	Low
	0	2	6
Total	0	2	6

2 ACTION PLAN

The priority of the recommendations made is as follows:

Priority	Description
High	
Medium	Recommendations are prioritised to reflect our assessment of risk associated with the control weaknesses.
Low	
Suggestion	These are not formal recommendations that impact our overall opinion but used to highlight a suggestion or idea that management may want to consider.

Ref	Recommendation	Categorisation	Accepted (Y/N)	Parish Council Comment	Implementation Date	Parish Councillor or Officer Responsible
1	The Financial Regulations still show the date of 2020 V5.1 in the page footer of the document and this should be corrected. Steps to be taken to ensure that all policies are up to date and readily available for reference and guidance.	Low				
2	The appointment of the Proper Officer should be formalised in a timely manner.	Medium				
3	Parish Councillors should review the committee structure to ensure that membership of the committees does not create a conflict of interest or impact upon decision making processes.	Medium				

Ref	Recommendation	Categorisation	Accepted (Y/N)	Parish Council Comment	Implementation Date	Parish Councillor or Officer Responsible
9	That the new Risk Register Policy and Risk Assessment be published on the web site and that the contents be established.	Low				
18	Councillor Allowances should be reviewed to ensure that they are paid in accordance with the Local Authority (Members Allowances) (England) Regulations 2003 and the recommendations of the Milton Keynes Council Independent Parish Remuneration Panel. There should also be a Parish Council Councillor Allowances and Expenses Policy. Additionally, the payment of expenses should be reviewed to ensure they are in line with parish requirements.	Low				
23	Funds to be transferred to the Churches, Charities and Local Authorities Public Sector Deposit Fund in a timely manner.	Low				

3 FINDINGS AND RECOMMENDATIONS

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
1	Risk: The Parish Council's Standing Orders and Financial Regulations have not been met.				
1	The Parish Council has formally adopted Standing Orders and Financial Regulations.	Y	<p>We confirmed from review that the Parish Council have in place formal Standing Orders and that from review of council minutes that they were updated and adopted in July 2021.</p> <p>From the minutes it was noted that Version 6 of the Financial Regulations were updated and adopted in July 2021.</p> <p>Both of these documents are normally subject to regular annual review.</p> <p>(It should also be noted that the Financial Regulations still show the date of 2020 V5.1 in the page footer of the document.)</p>	<p>The Financial Regulations still show the date of 2020 V5.1 in the page footer of the document and this should be corrected.</p>	Low
2	<p>The Proper Officer shall be either the (i) Clerk or (ii) other staff member (s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.</p> <p>A separate Responsible Financial Officer has been appointed.</p> <p>The Council shall appoint an appropriate staff member(s) to undertake the work of the</p>	Y	<p>We also reviewed the list of current policies and procedures and noted that some are due for review, amendment or to be put in place and adopted.</p> <p>From a review of the Financial Regulations, it is noted that the Proper Officer is stated as being the Clerk to the Council.</p> <p>One of the Parish Councillors has until recently been acting as Clerk to the Parish on a temporary basis. This was arranged at the Parish Council committee meeting of 4th May 2020 with a maximum term of operation until the 7th May 2021. This role continued beyond the stated deadline, although a member of staff is training up for this role and at the time of this audit was acting as a temporary Proper Officer.</p>	<p>Steps to be taken to ensure that all policies are up to date and readily available for reference and guidance.</p> <p>The appointment of the Proper Officer should be formalised in a timely manner.</p>	<p>Low</p> <p>Medium</p>

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
	Responsible Financial Officer when the Responsible Financial Officer is absent.		The Responsible Financial Officer was appointed and commenced work on the 1 st July 2020.		
3	The Parish Council operates with a number of committees / sub committees each with its own Terms of Reference.	Y	<p>We confirmed from review of the operational structure of the Parish Council that there are now 6 committees including:</p> <p>Allotment Committee, Community Projects Committee, Devolved Services Committee, Finance Committee, General Purposes Committee (including those duties formally undertaken by the Management Committee), and Human Resources Committee. These help manage the various activities in which the Parish Council are involved.</p> <p>It is good to see that a previous audit recommendation to review the committee structure has been acted upon.</p> <p>It is noted that the Deputy Chair of the Council is a member of all of these committees. This is not good practice as this increases the workload of the Councillor and is not considered to be an effective use of the role.</p> <p>There is a risk that Membership of too many committees may have a negative impact upon members decision making processes and may also create a conflict of interest.</p>	Parish Councillors should review the committee structure to ensure that membership of the committees does not create a conflict of interest or impact upon decision making processes.	Medium
4	Member Declaration of Acceptance and Register of Members maintained for all Councillors.	Y	We confirmed that two new councillors (JK & ES) have now joined the Parish Council and have completed their Register of Members and Declaration of Interests. It is confirmed from review of the minutes that all Councillors register their Declaration of Interests at each Parish Council meeting.		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
5	Internal financial controls are as per Standing Orders and Financial Regulations.	Y	<p>We have confirmed in previous reviews that all Parish Councillors have completed the appropriate Register of Members and Declaration of Acceptance, with two new ones completed this year.</p> <p>From discussion with the Responsible Financial Officer during the year and review of Standing Orders and Financial Regulations, financial controls are documented.</p> <p>These include Annual Procedures, which include the Annual Budget Process, the appointment of an Internal Auditor, banking arrangements with a minimum of two signatories, all purchases of services, tendering arrangements, payment of creditors, etc. which are supported by invoices or other appropriate documents, the reporting of accounts, assets, and risk assessments.</p> <p>These controls are monitored and reviewed by Internal Audit as a matter of course.</p>		
6	Year End Accounts have been prepared on an appropriate accounting basis.	Y	<p>Year End Accounts are prepared on an Income and Expenditure basis from the Cloud Based Xero accounting system and from review of the system it was confirmed that Year End Accounts have been correctly prepared.</p>		
7	The annual accounts agree with the accounting working papers.	Y	<p>We have confirmed from a review of the accounting working papers that they have been reconciled and agree with the annual accounts.</p>		
2	Risk is not assessed and managed effectively.				
8	All items from the council meetings are minuted.	Y	<p>A review of the minutes from April 2021 to March 2022 did not identify any unusual financial activity.</p>		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
9	The minutes record the council carrying out an annual risk assessment.	Y	<p>The Parish Council have produced a formal Risk Register and Risk Assessment document version 3 dated 15/9/2019.</p> <p>However, the list of current policies show that a new policy was adopted in July 2021. This version does not show on the web site and therefore has not been reviewed.</p> <p>It was noted from the review of the council minutes that aspects relating to risk were now an agenda item and regularly discussed.</p> <p>We reviewed the 2019 document and noted that it covers all buildings, fidelity insurance, contents, relevant public liability insurance, assets, financial risk, employer liability, accidental damage to property, functional risk, business conduct and accuracy, precept adequacy, personnel risk, legal liability and councillor property.</p> <p>A review of the policy document register noted that the General Purposes Committee was asked if the Risk Register and Assessment document replaced the Risk Assessment V1, Lone Working Risk Assessment Parish Ranger Appendix 11, Rangers Working Assessment Appendix 11, Lone Working Risk Assessment Appendix 1. However, this is yet to be decided.</p> <p>It was previously suggested that in order to ensure that all risks are covered in any updating process, that one person be responsible for the risk register and its updating.</p>	That the new Risk Register Policy and Risk Assessment be published on the web site and that the contents be established.	Low

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
			<p>The response was that following a discussion on how this might be difficult within the part time hours worked by the RFO, it was resolved that this responsibility should fall to the Finance Committee in consultation with the RFO. This is considered to be an acceptable solution.</p>		
10	<p>Insurance cover is set as per insurance company advice.</p>	Y	<p>We confirmed from review that there is a Local Council Policy issued by Aviva and arranged through BHIB Insurance Brokers. It was confirmed from review of the minutes of 27/5/2020 that it was agreed to replace the one-year plan with a three-year plan from the same company. This will run from May 2020 to April 2023. Cover includes Buildings and Property, Money, Employer Liability, Public Liability, Fidelity Guarantee, Libel and Slander, Officer Indemnity, Legal Expenses Personal accident, data breach response etc.</p>		
3	<p>Risk: Income and Expenditure is not correct and valid.</p>				
11	<p>Payments are transacted by BACS or other instructions to the Council's bankers with purchases being done by Parish Council debit card or BACS. All cash receipts are retained by the clerk and banked promptly. A Petty Cash Account is maintained on the system. There has been no de minimis amount set.</p>	Y	<p>From a review of the Standing Orders, it was confirmed that with the exception of minor items, all creditors are to be paid by BACS. Discussion revealed that the RFO / Clerk and other members of staff purchase sundry items by Parish Council debit card, correctly authorised. This expenditure is supported by appropriate claims submitted by the claimant. There is a Petty Cash float, maintained by the Parish Office Administrator with the float retained in a cash box, which can be accessed by all administration staff. All petty expenditure this year has been undertaken by Parish Council debit card and is authorised independently and supported by receipts.</p>		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
	Reasonable steps are taken to purchase at a competitive price and provide Value for Money.		<p>There is a petty cash account maintained on the Xero system and it was noted that the petty cash account on the Xero system balanced. The balance is independently checked by appointed Councillors.</p> <p>A monthly reconciliation is prepared by the Administrator and presented to the Council meeting by the RFO.</p>		
12	Suitably authorised and minuted invoices support all payments.	Y	<p>A sample of invoices and receipts were tested from the accounting system for validity and entries cross referred to the bank statements and council minutes for authorisation.</p> <p>It was noted that not every invoice reviewed was evidenced as checked by Councillors although from random sample testing the payment listing contained all items and was presented at each meeting for Council authorisation. This is considered to be satisfactory.</p>		
13	S137 expenditure is within statutory limits and is easily identified in the accounting records.	Y	<p>From review of the accounting records, we confirmed that the S137 expenditure is within the allowance set by the Government.</p>		
14	All income is recorded upon receipt in the accounting system.	Y	<p>The income is properly and accurately recorded in the accounting records.</p> <p>We confirmed from review of the accounting records and checking to bank statements, receipts and other documents that it is clear that income received is received electronically and therefore banked promptly.</p>		
15	The precept is recorded is per Council notification.	Y	<p>We confirmed by discussion and review of the return made to the Council that the correct precept has been calculated in accordance with the notification.</p> <p>It is noted that the precept had for the previous two years been significantly increased in preparation for</p>		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
16	<p>All invoices are signed and referred back to the minute book. All receipts are treated similarly.</p>	Y	<p>taking on some devolved services from the Local Authority and enable the Parish Council to prepare for a future role in further supporting the community. The precept for this year has been voted to be increased by 7.5%</p> <p>We confirmed from a review of Parish Council accounting records that there is appropriate documentary evidence to generally support all accounting entries. A finance report is presented to the Parish Council on a monthly basis which reflects the income and expenditure for the period.</p>		
17	<p>Debtors and creditors have been treated correctly and properly recorded.</p>	Y	<p>We have confirmed from a review of the accounting system that debtors and creditors have been properly accounted for.</p>		
18	<p>The salaries paid to the Proper Officer, the Responsible Financial Officer and Administration staff are under regular review and formally approved by the Parish Council. There is also a Councillors Scheme of Allowances in place.</p>	Y	<p>From review of the records, it is confirmed that appropriate records are maintained in relation to the Proper Officer, Responsible Financial Officer and office staff salaries. The Parish Councillor acting in a temporary role as the Proper Officer, has not been paid in accordance with Section 112(5) and 116 Local Government Act 1972. There is a Human Resources Committee and salaries are reviewed and set by them on an annual basis. They are in line with the NJC scales. The Council also have a Scheme of Allowances which was agreed at the May 2018 meeting and all Councillors are eligible for this. This policy is in the process of being updated and reflects the consideration of the Independent Parish Remuneration Panel appointed by the principal Authority (Milton Keynes Council). New allowances are proposed as from May 2022.</p>	<p>Councillor Allowances should be reviewed to ensure that they are paid in accordance with the Local Authority (Members Allowances) (England) Regulations 2003 and the recommendations of the Milton Keynes Council Independent Parish Remuneration Panel. There should also be a Parish Council Councillor Allowances and Expenses Policy. Additionally, the payment of expenses should be reviewed to ensure they are</p>	<p>Low</p> <p>Low</p>

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
			<p>During this year all Councillors have claimed the allowance and the public notice stated that the allowance paid was £718.75 and the Chairs allowance being £1437.50. A Special Responsibility Allowance was paid to the Deputy Chair. Travel Expenses were also paid to two councillors and these should be carefully reviewed to ensure they are in line with parish requirements.</p> <p>It was also noted that the two co opted members were also paid a pro rata sum but in accordance with the Councillor Allowances and Expenses policy, however allowances should only be permitted for elected members.</p>	in line with parish requirements.	
19	PAYE/NIC is correctly operated and deducted.	Y	<p>From discussion it was confirmed that the Parish Council operate PAYE /NIC on all parish council staff salaries and this is administered on the Xero Accounting System.</p> <p>A review of this documentation confirmed that PAYE and NIC are properly accounted for.</p>		
4	Risk: VAT is not appropriately accounted for.				
20	VAT is identified and recorded in the accounting records and payments have been reclaimed.	Y	From a review of the accounting records, VAT on payments has been identified and recorded separately. Refunds have been claimed accordingly.		
5	Risk: That appropriate books of account have not been properly kept throughout the year.				
21	The Responsible Financial Officer maintains the accounting records on a regular basis with monthly reports to each Parish Council meeting.	Y	<p>From a review of the accounting records, it is confirmed that an electronic accounting system has been used for all of the accounting period and that it has been written up to and including the 31/3/2022.</p> <p>Monthly financial reports are included in the meeting minutes. This ensures that all receipts and payments</p>		

Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
		<p>are brought to the attention of the Parish Councillors at this meeting.</p> <p>In order to have an ongoing independent review an Internal Scrutiny Checklist was originally drawn up. At the request of the Council, Internal Audit reviewed and revised the document.</p> <p>From review of the meeting minutes and from discussion with the RFO, the recommendation regarding an independent scrutineer resulted in one of the Councillors undertaking the scrutiny role. The minutes of the 3/3/21 confirmed the names of three councillors, not currently signatories, that could volunteer for this role, and one of the named councillors volunteered. The use of this list has been started although the checks undertaken have not yet been reviewed</p>		
<p>22. The cashbook forms part of the Xero Accounting System and the Parish Council use the Sales Ledger, Purchase Ledger, Nominal Ledger, Banking Cashbook and payroll modules.</p> <p>Accounting updates are provided on a regular basis to the Parish Council and a final version is produced at the year-end of 31st March.</p> <p>The Parish Councils policy is that the balances at the end of the accounting period are carried forward to the start of the new financial period.</p>	<p>Y</p>	<p>We confirmed by reviewing the trial balance extracted from the system at the end of the accounting period at 31st March 2022 that the balances are correct and are accurately reflected at the year-end.</p> <p>The Parish Council has a Financial Reserves Policy with Version 2 adopted at the meeting of 19/5/2021.</p> <p>The purpose of the policy is to ensure that funds are available to cover operational and other contingencies, in line with governmental requirements, and also have a specific reserves policy for devolved services.</p> <p>The risk assessment document states that the "financial reserves are at a satisfactory level but should be reviewed annually as part of the budget process so as to ensure that prudent cover is maintained and that the precept covers foreseeable demands.</p>		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
6	<p>Risk: Account reconciliations are not timely and accurate.</p>		<p>Balances will be held in a high interest deposit account with the capital and interest only used for capital expenditure of the Parish Council". It is also stated that it would be appropriate to carry forward a reasonable balance on the revenue account each year, being reviewed and agreed during the budget setting process.</p> <p>Whilst it is prudent to ensure that reserves are appropriate, projects have been reviewed to explore the expenditure of some of these reserve monies to progress the projects.</p>		
23	<p>There are seven bank and savings accounts maintained. They are as follows:</p> <p>Account No 1: Co Op Community Direct Plus which is the Parish Council Current Account.</p> <p>Account No 2: Nationwide Savings Account.</p> <p>This is a reserves account.</p> <p>Account No 3: Santander Current Account</p> <p>This is a reserves account</p> <p>Account No 4: Santander Savings Account</p> <p>This is a reserves account.</p> <p>Account No 5: Charity Bank</p>	Y	<p>The bank reconciliations are evidenced in the accounting records as being completed on receipt of the statements and we confirmed from review that the minutes show evidence of regular reconciliations reported to the Parish Council and agreed by them.</p> <p>We can confirm from review that the accounting records have been accurately balanced at the year-end and at regular intervals during the year and that the balance agrees to the annual accounts.</p> <p>It should be noted that the balances on five of these accounts at the year-end exceed the previous FSCS level of £85000.00. However, the RFO confirmed that she was making enquiries regarding the bank accounts as information has come to light that because of the Parish Council future turnover, none of their funds would be covered under the Financial Services Compensation Scheme.</p> <p>The RFO was making further enquiries in respect of where to place the funds to obtain the best protection.</p> <p>As a result of these enquiries an account has been opened with the Churches, Charities and Local</p>	<p>Funds to be transferred to the Churches, Charities and Local Authorities Public Sector Deposit Fund in a timely manner.</p>	Low

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
	<p>Account 6: Unity Trust Bank Instant Access Account. This is a reserves account.</p> <p>Account 7: Churches, Charities and Local Authorities Public Sector Deposit Fund. This is a reserves account. The Co Op Devolved Services Account which is a reserves account was closed per mm 16th June 2021</p> <p>Reconciliations are carried out on a regular monthly basis and presented to each Parish Council meeting and for the year end.</p>		<p>Authorities Public Sector Deposit Fund, but at the end of the current financial year no funds had yet been transferred. By so doing will reduce the risk of financial loss in the event of a banking failure.</p>		
24	<p>There are no unexplained balancing entries.</p>	Y	<p>We confirmed from a review of the bank reconciliation for the end of year that there are no unexplained balancing entries.</p>		
7	<p>Risk: The annual precept request is not the result of a proper budgetary process and is not appropriately monitored.</p>				
25	<p>An annual budget in support of the Precept is always prepared.</p>	Y	<p>From a review of the working papers prepared for the budget it is confirmed that the budget supports the precept. A review of the Parish Council meeting minutes of the 19/01/22 noted that the 2022/23 draft budget had been reviewed by Parish Councillors and that they had approved it.</p>		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
26	Actual expenditure against the budget is regularly reported to the Council?	Y	<p>The draft precept was also reviewed at this meeting and with a 7.5% increase, was approved by Councillors.</p> <p>From a review of the minutes, expenditure against budget is regularly reported.</p> <p>Bank balances are reported at the required intervals and individual agreed and expected expenditure is reported at each meeting.</p>		
27	All budget variances are discussed at council meetings.	Y	<p>We confirmed from a review of the budget documentation, and the annual accounts for year to March 2021 that there are no unexplained variances arising. As a matter of course individual variances are not reported.</p> <p>However, variances plus or minus 15% between the previous Annual Governance and Accountability Return (AGAR) and the 2020/21 return are required to be reported to the External Auditors as part of the AGAR return.</p> <p>We have confirmed that this has been complied with.</p>		
8	Risk: Asset and investment registers are not accurate				
28	<p>The Asset /Investment registers are up to date with recorded valuations as per the annual accounts.</p> <p>Insurance cover is seen as adequate for these valuations.</p>	Y	<p>From discussion and review of the Register of Assets for 2021/22 it was confirmed that a standalone asset register has been maintained during the year which includes all assets as noted below and is the figure used on the Annual Governance and Accounting Return. (AGAR).</p> <p>It was further noted that the method of valuing the assets had been changed from book value to purchase price as it was considered that this method gave a more accurate asset value rather than relying on historical values. However, the External Auditors noted that this change had not been adequately</p>		

	Controls (actual and/or missing)	Adequate Design (yes/no)	Test Result / Implications	Recommendation	Categorisation
			<p>explained on the 2020/2021 AGAR. The Parish Council noted this.</p> <p>It was suggested by Internal Audit that an exercise be undertaken to physically verify the assets on an annual basis and also to implement a register of inventory items so as to ensure that a record is maintained of these. It is pleasing to note that a physical review of the Assets has been undertaken by one of the Parish Councillors and all assets reconciled to the Asset Register</p> <p>From review of the insurance policy, it is confirmed that assets as listed are adequately covered.</p>		
9	<p>Risk: No opportunity for exercising public rights in accordance with the requirements of the Accounts and Audit Regulations.</p>				
29	<p>The Parish Council ensures that the correct notices are displayed, relating to the Period for the Exercise of Public Rights, as required by the Accounts and Audit Regulations.</p>	Y	<p>We confirmed from review of the Parish Council web site and meeting minutes that the Parish Council had provided the opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</p> <p>We reviewed the notice and confirmed that the notice was dated 11/6/21, giving the commencement of the Statutory Rights as from 14/6/21 to 23/7/2021 and that this notice was posted correctly.</p> <p>The Notice of Conclusion of Audit and the submitted AGAR was also posted on the 9th September 2021.</p>		
10	<p>Risk: The Parish Council does not comply with the Transparency Code for smaller authorities.</p>				
30	<p>Compliance with the Transparency Code applies to Smaller Authorities with turn over less than £25000.00.</p>	Y	<p>This aspect does not apply to Stantonbury Parish Council. NFA</p>		

06/01/22 - 20/04/22

MPAN: 1100015087320

ELECTRICITY

	Standing Charge	usage	USAGE	Elec p/kwh (p)	TOTAL
BILL 06/01 - 20/01	£ 1.66000	15	24.90	36.26	£ 14.50 £ 39.40
BILL 21/01 - 20/2	£ 1.66000	31	51.46	36.26	£ 37.35 £ 88.81
BILL 21/2 - 28/2	£ 1.66000	8	13.28	36.26	£ 7.98 £ 21.26
BILL 01/03 - 20/03	£ 4.64670	20	92.93	60.78	£ 33.43 £ 126.36
BILL 21/3 - 20/4	£ 4.64670	31	144.05	60.78	£ 40.11 £ 184.16
		105	326.62		£ 133.37 £ 459.99
OPTION					
1yr BG	£ 0.43700	105	45.89	44.5	£ 127.27 £ 173.16
2yr BG	£ 0.45640	105	47.92	38.81	£ 111.00 £ 158.92
3yr BG	£ 0.46980	105	49.33	36.35	£ 103.96 £ 153.29
1yr Total	£ 0.50000	105	52.50	35.4287	£ 101.33 £ 153.83
2yr Total	£ 0.50000	105	52.50	32.9431	£ 94.22 £ 146.72
TOTAL Alignment to 2024	£ 0.45000	105	47.25	34.7869	£ 99.49 £ 146.74
3yr Total	£ 0.50000	105	52.50	34.9925	£ 100.08 £ 152.58
CURRENT TOTAL (KINGSFOLD)	£ 0.36000	105	37.80	16.0962	£ 46.04 £ 83.84

IMPR: 4014258009

GAS

Bill 06/01/22 - 27/04/22

	Standing Charge	usage	USAGE	Gas kWh rate (p)	TOTAL
	£ 3.63080	58	210.5864	8.13	£ 396.53
	£ 2.52000	54	2193.67	15.45	£ 338.92
		112	346.6664	15.45	£ 221.93
			8507.45		£ 957.38 £ 1,304.05
1yr BG	£ 0.97280	112	108.95	13.652	£ 1,161.44 £ 1,270.39
2yr BG	£ 0.92440	112	103.53	12.242	£ 1,041.48 £ 1,145.01
3yr BG	£ 0.88950	112	99.62	11.366	£ 966.96 £ 1,066.58
1yr Total	£ 2.10000	112	235.20	10.998	£ 935.65 £ 1,170.85
2yr Total Option 1	£ 2.02000	112	226.24	9.5818	£ 815.17 £ 1,041.41
2yr Total Option 2	£ -	112	-	12.9251	£ 1,099.60 £ 1,099.60
3yr Total	£ 2.04000	112	228.48	9.7912	£ 832.98 £ 1,061.46
CURRENT TOTAL (KINGSFOLD)	£0.000000	112	-	4.5	£ 382.84 £ 382.84



Document No: COCSPC150622



STANTONBURY
PARISH
COUNCIL

Code of Conduct Policy

Signature:..... Main Meeting Adoption Date:
Chairman-Stantonbury Parish Council

Document History

Code of Conduct for Councillors and Co-Opted Councillors reviewed & signed	19.05.21
Policy replaced with NALC LTN 80 Members Conduct	15.06.22
Adopted and signed off at Main Meeting	15.06.22

LTN 80 | MEMBERS' CONDUCT AND THE REGISTRATION AND DISCLOSURE OF THEIR INTERESTS (ENGLAND)

Introduction and context

1. The conduct and standards regime has undergone several changes in the last few years. This Note will set out the main changes and developments.

The Localism Act 2011 – changes to the standards regime

2. The Localism Act 2011 (the 2011 Act) introduced arrangements to regulate the conduct of members of local councils, the registration and disclosure of certain interests and how complaints about their conduct are handled. The 2011 Act created new criminal offences in respect of a member's failure to register and disclose certain interests and their participation in discussions and voting at meetings on matters where they hold such interests. The statutory provisions are contained in sections 26-34 of the 2011 Act and Schedule 4. Any statutory references in this Note are to the 2011 Act unless otherwise stated.

The statutory standards framework

3. A local council must promote and maintain high standards of conduct by members of the authority (s.27(1)). In discharging this duty, they must adopt a code of conduct to apply to their members when acting in their official capacity (s.27(2)). Sections 28 (1) and (2) require a relevant authority's code of conduct to:

- a) be consistent with the principles of selflessness, integrity, objectivity; accountability; openness; honesty; and leadership and
- b) include provisions which the authority considers appropriate in respect of the registration and disclosure of pecuniary interests and interests other than pecuniary interests.

The Committee on Standards in Public Life report

4. In January 2019 the Committee for Standards in Public Life (CoSIPL) published its long-awaited report

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF) on local government ethical standards and made several recommendations. Some required legislation to be enacted and others could be affected by bodies such as local authorities. Chapter 5 of the report specifically considers local councils. Recommendation 1 was that the Local Government Association create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government. The new code (<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>) was published in December 2020.

The government responded

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1061773/Government response to CSPL review of local government ethical standards.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1061773/Government_response_to_CSPL_review_of_local_government_ethical_standards.pdf)) to the CoSIPL report in March 2022. It has no current plans to make legislative changes as recommended by the CoSIPL. As such, the 2011 Act provisions remain.

The model Code of Conduct 2020

5. As referred to in paragraph 4 above, the LGA's Model Code of Conduct was issued in December 2020. NALC recognises the benefits of a single code after the experience of the regime post-2011 and so endorsed the new Code and withdrew the NALC template code of conduct. Guidance (<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>) to accompany the Code was issued by the LGA in July 2021 after consultation with NALC and other sector bodies. We will update as on the issue of any sector-specific guidance.

What are the main provisions of the 2011 Act for local councils?

6. The provisions in the 2011 Act apply to both members and co-opted members of relevant authorities. A co-opted member is defined in s. 27 (4) as a person who is not a member of the relevant authority but who is either a member of any committee or sub-committee of the authority, or a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or subcommittee. In the rest of this Note, a reference to a member of an authority includes a co-opted member of the authority unless otherwise expressed. This should not be confused with members co-opted on to councils further to a casual vacancy arising and no call for an election to be held. "Relevant authorities" which are defined in s. 27(6) include district, county, London Boroughs, parish councils, fire and rescue authorities, economic prosperity boards, National Park authorities, and the Broads Authority.

7. The 2011 Act provides no definition of pecuniary or non-pecuniary interests. It imposes mandatory obligations on members in respect of disclosable pecuniary interests (DPIs). These are defined in regulations and further explained in paragraph 21 below.

8. Members are subject to obligations at meetings in relation to holding DPIs in business that is under consideration. See also paragraphs 23-25 below. Members are subject to the statutory obligations about DPIs irrespective of the code of conduct adopted by their councils or the date that the code was adopted.

9. In accordance with s.28(13), a relevant authority's function of adopting, revising, or replacing a code of conduct may be discharged only by the authority, not by a

committee or officer. A relevant authority must publicise its adoption, revision, or replacement of a code of conduct in such manner as it considers is likely to bring the adoption, revision, or replacement of the code of conduct to the attention of persons who live in its area (s.28(12)).

10. Subject to the provisions of ss.28(1) and (2), the relevant authority is free to decide the form and content of the new code of conduct that it adopts.

11. S.27 (3) provides that a parish council may adopt the same code of conduct adopted by its principal authority (and see paragraph 5 above on the 2020 Code). Pursuant to s.29 (9), a principal authority for a parish council is the district council for its area.

Handling of code of conduct complaints

12. The principal authority is exclusively responsible for receiving, investigating and deciding code of conduct complaints which relate to the members of parish councils in their area. Sections.28(6) and (9) require a principal authority to have in place arrangements to investigate and determine allegations that a member of a parish council in its area has failed to comply with their council's code of conduct.

13. Except for the appointment and role of at least one independent person, (see paragraph 15 below), the 2011 Act does not prescribe the arrangements that principal authorities must have in place for the investigation and determination of code of conduct complaints. A principal authority may delegate the discharge of such functions to a committee or officers pursuant to s. 101(1) of the Local Government Act 1972 (the 1972 Act). A committee with responsibility for investigating and determining code of conduct matters would be appointed pursuant to s.102 of the 1972 Act. As with any committee of a principal authority, it will be subject to the rules for proportional representation of different political groups set out in ss.15–17 of the Local Government and Housing Act 1989 (unless the whole council votes to suspend the proportionality rules for that committee). As such, a principal authority committee is not required to include in its membership the members of any of the parish councils for which the principal authority is responsible. A principal authority may arrange for its Monitoring Officer to have certain responsibilities relating to the investigation of a code of conduct complaint or deciding whether a complaint that it receives merits being investigated.

14. The 2011 Act does not give a principal authority express power to undertake investigations or to conduct hearings (any such action may be implied). Similarly, it has no express powers to require access to documents and information or to require members or others to attend interviews/give evidence, or to require the member or others to attend a hearing.

15. A principal authority must appoint at least one independent person (s.28 (7)). The views of the independent person must be sought, and their views are

considered before a principal authority takes a decision on a complaint it has decided to investigate. The views of the independent person may also be sought by the principal authority in other circumstances. The views of the independent person may also be sought by the member of the parish council who is the subject of an allegation for failure to comply with their authority's code of conduct.

16. Pursuant to s.28(8), an independent person cannot be a member, co-opted member, or an officer of the principal authority or of any parish council within the principal authority's area or a close friend or relative of such person. In addition, a person cannot be an independent person if, during the five years before their appointment, they have been a member or an officer of the principal authority or of any parish council within the principal authority's area. The independent person may be paid an allowance or expenses connected to their appointment. S.28 (8) (d) provides that a person does not cease to be independent merely because such payments are made.

Breach of code

17. If the principal authority decides that a member of a parish council has breached its code of conduct, the principal authority cannot take action directly against the member of the parish council (s.28 (11)). The principal authority's powers are limited to censuring them subject to making recommendations that the parish council takes a course of action in respect of the member. Although any such recommendation is not binding on the parish council, the principal authority may recommend, for example, that the parish council removes its member from a committee or that it asks its member to attend training or to apologise.

18. S.28 (4) confirms that a council decision is not invalidated because 'something that occurred in the process of making the decision involved a failure to comply with the code.'

Register of interests

19. The Monitoring Officer of the principal authority must establish and maintain a register of interests of the members of the parish councils in its area. Such interests include DPis, and any pecuniary interests and non-pecuniary interests included in the code of conduct adopted by a parish council (s.29).

20. The Monitoring Officer must ensure that the register of interests of the members of parish councils in the area is available for inspection at all reasonable hours at a place in the principal authority's area. The principal authority must also publish the register of interests of the members of the parish councils on its website (s.29 (6)). A parish council with a website must publish the register of interests of its members and the Monitoring Officer must provide the parish council with any data that the parish council needs to comply with its duty to publish the register of interests on its website if it has one.

Disclosure of interests upon taking office

21. Under s.30 a member of a parish council must, within 28 days of becoming a member, notify the Monitoring Officer of any DPs. Upon the re-election of a member or upon the reappointment of a co-opted member, they must also within 28 days notify the Monitoring Officer of DPs not already included in their register of interests. S.30(3) confirms that DPs relate to certain interests of:

- a) the member and
- b) the member's spouse or civil partner and
- c) the person with whom the member lives as if they were a spouse or civil partner.

The nature of DPs in respect of (i) – (iii) above are defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464. The interests of the persons in (i) - (iii) above relate to their employment, office, trade, profession or vocation for profit or gain, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies, and securities. A detailed explanation of DPs is given in Legal Briefing L10-12. When notification of a DP is received by the Monitoring Officer, it will be entered into the member's register of interests unless it is a sensitive interest (see paragraph 22 below). Failure to register a DP in accordance with s.30 of the 2011 Act is a criminal offence (see also paragraph 35 below). Recommendation 18 of the CoSIPL report was that the criminal offences in the 2011 Act relating to DPs should be abolished. The government in its response did not agree with the recommendation.

22. Under s. 32 (1), a member of a parish council may ask the Monitoring Officer to exclude from their register of interest-sensitive interests whether or not these are DPs, the details of which, if disclosed, might lead to a threat of violence or intimidation to the member or to a person connected with them. The Monitoring Officer has responsibility for deciding if a member's interests are sensitive interests which are excluded from their register of interests.

Disclosure of DPs and other interests at meetings and limitations on voting

23. S 31(4) provides that if a member of a parish council is aware that they have a DP in a matter being considered at a meeting, they are barred from participating in any discussion or voting on it unless they have obtained a dispensation. Dispensation requests for DPs and other interests are explained in paragraphs 28-33 below. Without a dispensation, a member's participation in the discussion or voting on a matter in which they have a DP is a criminal offence under s.34 of the 2011 Act (see also paragraph 35 below). No criminal offence is committed by a member who participates in a discussion or votes at a meeting on the question of

whether or not to grant them a dispensation which relieves them of the restrictions which apply to the matter in which they hold a DPI (s.33(4)).

24. Under ss. 31(2) and (3), if a member is aware of a DPI in a matter under consideration at a meeting but such interest is not already on the authority's register of interests or in the process of entry onto the register having been notified to the Monitoring Officer, the member must disclose the DPI to the meeting and register it within 28 days of the meeting at which the relevant business is considered. Failure to disclose or register the DPI is a criminal offence under s.34 (see paragraph 35 below). A member with a sensitive interest that has not already been notified to the monitoring officer must simply confirm at the meeting that they have a DPI, rather than giving details of that interest (s.32(3)).

25. S.31(10) provides that a relevant authority's standing orders may require a member with a DPI in a matter being considered at a meeting to withdraw from the meeting room while any discussion or vote on it takes place. A parish council is free to adopt such standing orders. A member with a DPI who fails to withdraw from a meeting as required by their council's standing orders does not commit a criminal offence. If a council wanted to sanction a member with a DPI for not leaving the meeting room as required by its standing orders, it may rely on its other standing orders to vote to exclude the member from the meeting.

26. The code of conduct adopted by a parish council may include obligations on members to disclose at meetings interests which are not DPIs. It is not a criminal offence for a member to fail to register or disclose interests which are not DPIs even if such obligations are imposed by their council's code of conduct. A council may make standing orders which apply when members hold interests which are not DPIs.

27. S. 106 of the Local Government Finance Act 1992 also prohibits a local councillor in council tax arrears for at least two months from voting on the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept. If a local councillor in such a position fails to notify the council of the fact or votes in a prohibited matter, then on prosecution and conviction they can be subject to a fine of up to £1,000. Dispensations

28. S.33 provides that a parish council may grant a dispensation to a member, not exceeding a period of four years, in respect of the restrictions which apply to them at a meeting which is considering a matter in which they hold a DPI. S.33 (2) confirms that a parish council may grant the dispensation if having regard to all relevant circumstances, it considers that:

- a) without the dispensation, the number of persons prohibited from participating in any business would be so great a proportion of the body transacting the business as to impede the transaction of the business or

- b) granting the dispensation is in the interests of persons living in the council's area or
- c) c. it is otherwise appropriate to grant a dispensation.

29. By virtue of s. 33 (4) a member is free to participate and vote at a meeting on the question of granting themselves a dispensation which relieves them of the restrictions which apply to the matter in which they hold a DPI.

30. A member's request for a dispensation must be in writing and submitted to the parish council's proper officer. Dispensations may be granted by the full council, or it may arrange for this function to be discharged by a committee or a sub-committee or an officer pursuant to s. 101(1) of the 1972 Act. If full council (or a committee, or a sub-committee) has responsibility for considering/granting dispensations, it can deal with a member's written dispensation request at the meeting at which it is required by them. This arrangement would benefit members who realise that they need a dispensation only after they receive the agenda which confirms the business to be transacted. Dispensation requests may constitute a standing item of business for every council (or committee or sub-committee) meeting and should be dealt with after the names of those members present and absent (and approval, as appropriate, for absence) at the meeting have been recorded. Councils are recommended to adopt standing orders which confirm the procedure for the submission of dispensation requests whilst recognising there may be times when councillors do not realise, they have a DPI and require a dispensation until the day of or at the meeting.

31. Whilst a member must submit their request for a dispensation in writing to the proper officer, a council may prefer members to complete and submit a standard form. It is recommended that a member's request for a dispensation, whether or not using a standard form, includes the following information:

- a) the name of the applicant;
- b) the description (e.g. DPI or other) and the nature of the interest;
- c) whether the dispensation is for the member to participate in a discussion only or a discussion and a vote.
- d) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought and
- e) an explanation as to why the dispensation is sought.

Dispensations for certain DPIs and other interests

32. There will be some business due to be decided at a parish council meeting, which most or all of the members present will have a DPI in (or another type of

interest). For example, at a meeting setting the council's precept or deciding the council's response to a proposed development affecting the entire parish area, it is likely that many or all of the members live in the parish. In these examples, it is NALC's view that the members hold a DPI (arising from holding a beneficial interest in land or a licence to occupy land in the parish) and will, without a dispensation, be subject to the statutory restrictions which prevent them from participating in or voting at a meeting on such business. The statutory grounds listed in paragraph 28 above would permit a parish council to grant a dispensation to members. If the function of granting dispensation requests has been delegated to an officer pursuant to s.101(1) of the 1972 Act, dispensation requests made by many or all members of a council can be handled with relative ease. If the function has not been delegated to an officer, then members are free to participate and vote on the question to grant themselves dispensations (see paragraphs 28-31 above). In the example of a parish council meeting which is setting the precept, some Monitoring Officers share NALC's view that members hold a DPI. However, some Monitoring Officers do not share NALC's view. NALC understands that the informal government view is that members of a principal authority at a meeting which sets the council tax or members of a parish council at a meeting which sets the precept do not hold a DPI.

33. Notwithstanding different legal opinions as to whether or not a member holds a DPI in the examples given above, it is a criminal offence (see paragraph 35 below) for a member to participate and vote at a meeting on a matter in which they are deemed to have a DPI. If a member is unsure if they hold a DPI in a matter being considered at a meeting and they want to participate in a discussion and vote on the matter, the safest course of action would be for them to seek a dispensation. A dispensation will ensure that the member is not at risk of prosecution.

34. Although some Monitoring Officers may hold a contrary opinion, it is NALC's view that a member of a parish council or another local authority who receives an allowance by virtue of their public office holds a DPI. This particularly applies to members of parish councils who are also members of principal authorities and automatically receive an allowance from the principal authority.

Criminal offences

35. Under s.34, a failure to register a DPI within 28 days of election or co-option (or re-election or re-appointment), or the deliberate or reckless provision of false or misleading information on registration, or participation in discussion or voting in a meeting on a matter in which the member has a DPI will be criminal offences, potentially carrying a Scale 5 fine of £5000 and/or disqualification for up to five years. Prosecution is at the instigation of the Director of Public Prosecutions.

Other Legal Topic Notes (LTNs) relevant to this subject

LTN	Title	Relevance
5	Parish and community Council Meetings	Explains the law and procedure relating to council meetings.

Document No: EDSPC150622



EQUALITY AND DIVERSITY POLICY

Signed: Main Adoption Meeting Date:

Chair-Stantonbury Parish Council

Document History

Review NALC Policy to override BB24 & BB24B, Created by Donna Moore	07.06.22
Reviewed by Full Council for changes	15.06.22
Adopted and signed off at Main Meeting	15.06.22

EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile,

degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will provide training in/raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to/raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Document No: DWSPC150622



DIGNITY AT WORK POLICY

Signed: Main Adoption Meeting Date:

Chair-Stantonbury Parish Council

Document History

DM reviewed policies from other Parishes	07.06.22
Adopted and signed off at Main Meeting	15.06.22

Dignity at Work

Note: This policy should be used in conjunction with the Council's Disciplinary and Grievance procedures and Cllrs Code of Conduct.

1. Purpose and scope

1.1. Statement: In support of our value to respect others Great Linford Parish Council will not tolerate bullying or harassment by, or of, any of their employees, officials, councillors, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

1.2. This policy reflects the spirit in which the council intends to undertake all its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on

1.2.1. Grievance and Disciplinary handling and

1.2.2. the Code of Conduct and

1.2.3. Equality and Diversity Policy

1.3. The council will issue this policy to all employees and councillors as part of their induction. The council may also wish to share this policy with contractors, visitors and councillors of the public.

2. Definitions

2.1. Bullying - "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

2.2. Harassment – "is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment". This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

2.3. These definitions are derived from the ACAS guidance on the topic.

2.4. Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the council's reputation and ultimately,

Employment Tribunal or other court cases and payment of unlimited compensation.

2.5. Examples of unacceptable behaviour are as follows; (this list is not exhaustive) Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face -to-face, in meetings, through written communication, including e-mail, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

3. Penalties

3.1. Bullying and harassment by an employed person are examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council.

3.2. For an employee if they are bullied or harassed by a third party the council will act reasonably in upholding its duty of care towards its own employees.

3.3. Bullying and harassment from a Councillor may result in a referral to Milton Keynes Standard Committee, as a contravention of the Councillor's Code of Conduct which may result in penalties against the councillor concerned. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, sometimes available from the council's insurer, if such a matter arises.

4. The Legal position

4.1. Councils have a duty of care towards all their workers and liability under common law and under the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.

4.2. Under the following laws bullying or harassment may be considered unlawful discrimination; Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sex Discrimination) 2005, Employment Equality (Age) Regulations 2006.

4.3. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. The 1997 Act can be relevant to employment disputes, employers can be

liable for harassment in the workplace, that the conduct is viewed as “serious”, or “oppressive” and unacceptable, that a course of conduct needs to be established but that this can link incidents which are separated by long time periods and the damages for personal injury and distress can be awarded under the Act.

4.4. In addition, a harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal for sexual, racial, disability or age discrimination.

4.5. Unlawful discrimination could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrators.

5. Process for dealing with complaints of bullying and harassment

5.1. Any person who feels he or she is being bullied or harassed should raise their complaint in line with the council's complaint procedure.

5.2. Regardless of the person complaining or alleging harassment or bullying an informal approach of mediation is preferable but GLPC understands this is not always possible.

5.3. Employee – any employee can confidentially raise the concerns with the Lead Cllr Resourcing or another appropriate Councillor. A written complaint would invoke the Grievance procedure. The employee should provide evidence of their concern however the complaint is raised.

5.4. Councillors – a councillor feeling they are being bullied should discuss with the Lead Resourcing or the Chair. It may be appropriate for the nominated Cllrs for the staff grievance committee to investigate the complaints. If appropriate their conclusion could be passed to the MKC Standards Committee.

5.5. Public – a member of the public feeling that they have been harassed or bullied should follow the GLPC complaints procedure.

5.6. Impartial investigation and decision making are essential when any harassment or bullying complaint is raised.

5.7. Where the Council reasonably believes that a Councillor or Councillors have been bullying or harassing another person(s) whilst undertaking council activities the action taken to address the issue may include counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the council, where a councillor has been involved in bullying/harassment include: admonishment and an

undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the council and representation on any outside bodies, a referral to the Standards Committee (or equivalent) by the council and/or the aggrieved victim. There may also be a referral to the Police under the Protection from Harassment Act 1997, in the most extreme cases. This list is not exhaustive.

5.8. False or malicious allegations of harassment or bullying which damage the reputation of a fellow Officer/councillor will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Standards Committee.

6. Responsibilities

6.1. All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop.

Community Infrastructure Fund 2023-2024

Guidance & Criteria

Funding will be directed towards projects which support Milton Keynes Council themes.

The themes taken from MK Council Plan 2016 – 2022 which are:

- Getting the Basics Right,
- stronger communities,
- action on climate change
- sustainability sand biodiversity
- sustainable transport.

Full details of the Council Plan can be viewed on our website www.milton-keynes.gov.uk

2. As many Parish and Town Councils as possible will be awarded grants

3. The project shall be undertaken in exercise of a function for which both parishes and Milton Keynes Council have powers (incl. s.137 powers of the Local Government Act 1972)

4. The project shall be for investment in public realm assets, adhere to MKC design principles and involve and provide a permanent benefit to the parish. Public realm is defined as 'something that is provided for the use of the community'.

5. Locations should be:

- MK Council owned
- Parish/Town or Community Council owned (or available for parish acquisition)
- Long Term Lease (If the building is occupied on a long term lease, the terms of the lease will need to be reviewed prior to award of grant funding)

6. Parish, Town and Community Councils will be responsible for ensuring local residents are consulted on project proposals.

7. The maximum contribution from MK Council will be £20,000 per parish (£40,000 total project value).

8. Each Parish, Town or Community Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. You must indicate your preference for each project marking as 1st, 2nd or 3rd choice on the application.

9. MK Council's share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils those with a tax base of less than 200 /band D equivalent) or the lower of the following figures: the lowest quotation; or the maximum award approved by MK Council.

10. Any works carried out on an MK Council asset, building, or land must be undertaken by MK Council.

11. The project, once completed, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish, Town or Community Council. MK Council will only carry out maintenance in line with the relevant departments or service areas policies and procedures, if it is an MK Council asset or land.



12. Applicants must provide outline costs for works at the application stage.
13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK Council's funding including Section 106 money.
14. Approved projects for the 2023-2024 CIF will normally be completed within the 2023-24 financial year.
15. Parish, Town and Community Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc. are in place upon application. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MK Council departments and have obtained permissions in principle.
17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community Council, to demonstrate the principles of Best Value.
18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s) e.g conservation requirements are for specialist contractors which may be limiting choices.
19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK Council officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, the amount allocated must be returned immediately to MK Council for re-allocation. Funds cannot be transferred to another project.
21. Funding can only be used for the projects for which they are approved by the MK Council.
22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MK Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community Council– to demonstrate the principles of Best Value.
23. The fund cannot be used for normal running costs i.e. officer salaries, energy bills or rent.
24. MK Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage ("before" and "after" pictures).
25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK Council together with their application.
26. The Parish, Town or Community Council is required to comply fully with relevant, current UK Health and Safety legislation and regulations.
27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that MK Council has an interest in it. If the asset is to be disposed of (sold), MK Council must be contacted before the disposal is made. MK Council may require a share of the proceeds in relation to the original contribution.
28. CIF funding is capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MK Council contractors.



Cost Guidance

The following examples may be used to give you an idea of estimated costs for proposed schemes. Please note that these are not definitive costs but are 'ball park' figures as an aid for estimation purposes. Actual costs will vary depending on local conditions and may increase due to additional requirements such as traffic management, underlying utilities and installation costs. There may also be cost rises due to other economic factors such as supply issues and impact of fuel prices.

New Bench Installation

- up to £1,200, depending on design of bench and base required.

Landscaping

Landscaping schemes are delivered by our service partner, Serco. Enquiries should be made via the 'Serco Services for Parishes' web page. If a parish is devolved they can self-serve. This could include:

- Pond enhancement (min costs in £1,000s).
- Removal and replacing whole beds/shrubs.
- Seating area /paving works (will be in order of £1,000's depends on scope of works).

Gateway Features

- 'Welcome To' signage £4,000 (based on 2 signs and this also includes installation).
- White Village Gateway entrance signs up to £10,000 (depending on design and cost of gateway sign selected).

Traffic Calming

- Speed Cushions from £35,000 (Based on 4 speed humps, includes minor footway improvements and street lighting works also includes Traffic Regulation Order notices).
- Build-Outs / Pinch Points from £25,000 (includes two priority narrowing features at the entrance point into the village, cost for sign illumination, lighting column relocation, installation of traffic island associated road closure with Traffic Management).
- Vehicle Activated Signs £5,000 (includes installation and a maintenance agreement).

Flood Prevention

Hydrosnakes, pumps, flood diverters or hydrosacks are some effective alternatives to sandbags. Contact the Flood & Water Management Team to see what options are best for your location.

Email ashish.patel@milton-keynes.gov.uk or call MK 252489.

Verge Protection

Costs would depend on the length of the verge sections you want to protect and whether any utilities are in the ground. After an assessment, we can provide a bespoke quote. Any post and rail fencing installed would need to be maintained at parish expense.



Reply to: Emily Kingswell
E-mail: emily.kingswell@milton-keynes.gov.uk
Our Ref: 22/00566/FUL

Donna Moore
Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
MK13 7DX

19th May 2022

Dear Sir/Madam,

**Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 22/00566/FUL**

Proposal: The erection of a new front porch. Two storey side extension including the widening of the existing garage. Single storey side/ rear extension with roof lights and bi-fold doors. New windows to side elevation

At: 19 Redbridge Stantonbury Milton Keynes MK14 6BD

I have received the above application which can be viewed via the Council's Public Access system using the link: <https://publicaccess2.milton-keynes.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8DQ0XKW0MQ00>.

I would be grateful to receive any comments you may have about the proposal by **16th June 2022**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Development Control Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Development Control Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the

Planning, Strategic Transport and Placemaking
Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ
01908 691691
www.milton-keynes.gov.uk/planning-and-building

Committee/Panel is expected. Failure to attend a Development Control Committee/Panel, following an undertaking to so do, on two occasions within a 6 month Period will result in;

- a. The Parish or Town Council being barred from requesting an application be referred to Development Control Committee/Panel for a 3 month period from the date of the second incidence; and,
- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Development Control Committee/Panel.

Yours faithfully,

Emily Kingswell
Planning Officer