

30th November 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 15th November 2023 at 7.00pm** 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	Actions
133/23	<p>Present: Cllr Sandra Kennedy Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Paul Baxter Cllr John Warren Cllr Kevin Smith Cllr Derek Northwood Cllr Carol Northwood – Acting Chair for this meeting Cllr Judy Kite</p> <p>Donna Moore – Clerk</p>	
134/23	<p>Apologies for Absence: Cllr Linda Morgan - 9 votes to accept apologies. Cllr Abid Anwar - 9 votes to accept apologies.</p> <p style="text-align: right;">Resolved</p>	
135/23	<p>Declarations of Interest: Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.</p> <p>Cllr P Baxter for agenda item 152/23. Cllr C Northwood for agenda item 155/23. Cllr D Northwood for agenda item 155/23. Cllr J Kite for agenda item 155/23.</p>	
136/23	<p>Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). – None.</p>	
137/23	<p>Chair's Remarks: N/A</p>	
138/23	<p>Minutes: Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 18th October 2023 – Agreed 10 votes for.</p> <p style="text-align: right;">Resolved</p>	
139/23	<p>Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p>	TC/KF

Signature:..... Date:

	<p>Clerk made Council aware the selling of the coach trip tickets for London are slow. Council to decide if they wish to cancel the second coach. If we don't cancel the second coach and not all tickets are sold we might incur charges from the provider. – Council agreed to cancel the second coach. Agreed</p>	
140/23	<p>Reports: a) Crimewave Report – Council acknowledges new report, Council requested a procedure is created to record who is asking for the cameras. b) Parish Ranger Supervisor report – Council acknowledges new report. Cllr Baxter raised concerns over grit bins, Clerk to arrange a meeting with MKCC, via the Clerk access. c) Enforcement Officer Report – No concerns or questions. d) Planning Report – No concerns or questions.</p> <p>Council acknowledges all reports 9 votes for. Agreed.</p>	<p>KF DM</p>
141/23	<p>Finance Reports: a) Payments Due over £1000 November 2023 – Cllr Ronaldson queried the staff pension and salary details are missing, Clerk explained this information is not on this report. Agreed 9 votes for, 1 abstained. b) Bank Summary October 2023 – Agreed 9 votes for. c) Payments Made October 2023 – Agreed 9 votes for. d) Community Hub Summary Income and Expenditure YTD 2023/24 – Agreed 9 votes for.</p> <p>Resolved</p>	RFO
142/23	<p>Bradwell Road Play Park: Council to discuss how they wish to proceed. Councillors did not agree with proposal from MKCC reference this play park, Council wish to have a meeting to discuss. Clerk to send a letter. Agree</p>	DM
143/23	<p>Great Yarmouth Coach Trip: Council to discuss and agree if they want to issue refunds to the residents travelling on the coach that had faults and broke down. Council agreed to award a return of 50% to the residents on Coach 5 as a goodwill gesture. Agreed 9 votes for. Agreed</p>	KF
144/23	<p>Finance Committee Vacancy: Council to appoint a new member to the Finance Committee to replace Councillor Kite. Clerk explained 3 councillors had requested to be considered, Cllr C Northwood, Cllr Kennedy, Cllr Morgan. Councillors carried out blind vote and Cllr Kennedy received majority vote. Resolved</p>	TC / DM
145/23	<p>Visual Display Unit Policy: Council to review and adopt Visual Display Unit policy (VDUSPC200723) as recommended by Human Resources Committee. – Agreed 9 votes for. Resolved</p>	TC

Signature:..... Date:

146/23	<p>Councillor Allowances and Expenses Policy: Council to review and adopt Councillor Allowances and Expenses Policy (CAESPC170523.2) as recommended by Human Resources Committee. *Clerk acknowledged this was recommended by the Finance Committee. After a long discussion, Clerk to amend the policy with the changes requested by Full Council and to present at the next Main Meeting.</p> <p style="text-align: right;">Agreed</p>	DM
147/23	<p>Community Hub Committee Terms of Reference: Council to review and adopt Community Hub Committee Terms of Reference (CHC130923) as recommended by Community Hub Committee. Cllr Smith raised their concerns over the electing the Chair comment on the TOR. All agreed to approve – 9 Votes for.</p> <p style="text-align: right;">Resolved</p>	TC
148/23	<p>Community Payback Scheme: Council to consider working the HM Prison & Probation service to offer Community Support within our Parish. Council agreed to sign up and apply for this service, Clerk asked Councillors to provide any details of areas they wish to be worked on.</p> <p style="text-align: right;">Agreed</p>	KF
149/23	<p>HR Support To consider recommendation from HR Committee agenda item 38/23 to remain with current provider BrightHR, Full Council to review the service we receive from BrightHR and compare against Peninsular. Council agreed with HR Committee recommendation to stay with BrightHR. 8 Votes for, 1 abstained.</p> <p style="text-align: right;">Resolved</p>	ST
150/23	<p>Winter Warmer Funds – MK City Council. Council to confirm to agree to terms below from MK City Council to receive the £10,000 funding.</p> <ul style="list-style-type: none"> • Deliver / support initiatives that support those who are facing challenges in relation to the cost of living crisis. • Provide periodic updates on spend so that we can summarise for the Council how the money has been used. • Advise us of initiatives that you are working on so that we can signpost them through Council communications channels for the benefit of local people. <p>Council agreed 9 votes for, Office to work on getting more companies to sign up, then produce leaflets and put them through resident doors.</p> <p style="text-align: right;">Agreed</p>	KF
151/23	<p>a) 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 9 votes for.</p> <p>b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – Agreed 9 votes for.</p>	
Confidential - Part 2 - Consideration of matters related to the following items:		

Signature:..... Date:

152/23	<p>Grant Application: Council to review and discuss the grant application received from Winter Night Shelter at a cost of £500. Council reviewed the application and agreed to award £500 – Agreed 9 votes for.</p> <p style="text-align: right;">Resolved</p>	TC
153/23	<p>National Salary Award 2023: Council to acknowledge National Salary Award. – Agreed 9 votes for.</p> <p style="text-align: right;">Resolved</p>	RFO
154/23	<p>GDPR: Clerk to advise the Council of a potential GDPR breach. Clerk made Council aware of a potential GDPR breach and it has been reported to the Information Commissioner’s Office. Clerk will update the Council once correspondence has been received.</p> <p style="text-align: right;">Noted</p>	DM
155/23	<p>Community Hub Committee decision: Clerk to advise the Council of a Committee decision which has been changed without following the correct procedures, how does the council wish to proceed.</p> <p>Clerk informed the Council a meeting took place outside the normal protocol and a committee decision had tried to be change. Clerk explained the existing decision still stand, but did the Full Council wish to consider changing the decision due to the new factors that had come to light.</p> <p>Council agreed to send a letter to the Fitness organisation to confirm his conditions of using the MUGA and to extend his allowance of using the MUGA till 31st March 2024, however if any of the rules are broken they will be asked to leave immediately.</p> <p>Agreed 9 votes for.</p> <p style="text-align: right;">Agreed</p>	ST

Meeting closed 21:20pm

Rangers report November 2023

Tip run

A total of 11 tip runs have been done this month. Total amount taken 1520KG.
220KG from path clearing the ally way between 26-24 Crispin Road Bradville.
260KG from path clearing on Melton, Jennings, and Stowe Court Stantonbury.
260KG from path clearing on Culbertson Lane Bluebridge
100KG from Hedge cutting on Grassington Bancroft.
200KG from Dumped tree branches On Bradville and Stantonbury.
120KG from Garden waste from Main office
360KG from fly tipping, ABBRA litter pick and grass cutting at The Community Hub

TSID

Bluebridge top speed 45MPH at 10am.
Redbridge Stantonbury top speed 40MPH at 2pm.

Hedge cutting / Path clearing.

Has been completed on
Ally way between 26-24 Crispin Road Bradville.
Ally way from Grassington Bancroft to red way.
Melton Stantonbury
Jennings Stantonbury
Stowe Court Stantonbury
Cut back the bushes around the benches on Melton.
Culbertson Lane Bluebridge
Redway between Bishopston and Shipton Hill Bradville

Vans

The Nissan van has had its MOT and service.
The Toyota has had its service and is waiting its MOT due to back rear light being broken and are waiting for this to be delivered.

Noticeboards

All noticeboards have been updated and cleaned. Removing small snails that are eating the notices that are in the boards.

Work Experience

We had a student from Stantonbury School do a week's work experience with us. He was very keen and enjoyed his time with us.
He helped with all duties, but he did really enjoy path clearing Bradville, Bancroft and Stantonbury.
The garden at the front of the main office.
Cutting up and loading onto the van dumped tree branches from Bradville and Stantonbury. As well as litter picking.

The Community Hub

We have jet washed the outside of the Hub due to footballs being kicked against the building leaving muddy ball marks all over the walls and windows.

The stones around the Cherry blossom tree have now been removed due to them being thrown all over the grass area. The area has been filled with compost ready for planting in the spring.

Grit bins

I have spoken to Highways team as they were doing surveys on the locations and conditions of the grit bins on the Parish. They have taken photos of the damaged ones, and we will have to wait to see what action will be taken.

Wheelie bins

A few residents are not using the wheelie bins correctly and putting black bags out at the side of the bin when it is full. Unfortunately, SUEZ will not collect them as it is not in the bin. Where this is happening, we are reporting it to MKCC but it's taking time to collect.

Shopping Trolleys

There have only been 8 shopping trolleys around the Parish that we have found. We have been taking them back to the Supermarket to get them removed straight away so that they are not moved around the Parish from where we have reported them to MKCC.

Litter Pick

Litter pick was done on the following streets and red ways on Bradville. A total of 10 bags collected, a bike tyre and children's scooter.
Wheeler's lane, Mathiesen Road, Bradwell Road, Wallingford, Withington, Bishopston

Grassington Bancroft



Jennings Stantonbury



Melton Stantonbury





Stowe Court Stantonbury



Redway between Bishopstone and Shipton Hill Bradville



Culbertson Lane Bluebridge



Litter pick Bradville



D & L Environmental

Enforcement activities month November 2023 (Stantonbury Parish Council)

I have continued to work in a safe manor, as always wearing disposable gloves when investigating fly-tipping/waste issues,

There have been some Issues the new waste collections residents getting mixed up with what bins to put out on the correct days etc, which items go onto the red and blue bins, I have waste leaflets and calendars to give out to residents to try and resolve this, **Update** as from the 6th November the waste service will no longer be collecting black sacks side waste unless the property has opted out of the the new bin system, or flats, **Further Update** There have been a few issues with residents who have opted to remain on the sack collection, where their sacks are not being collected

I attended Milton Keynes Magistrates Court on the 18th October as a witness for Milton Keynes council re a fly tipping case, in Shipton Hill, 2021, unfortunately the defendant did not appear and a warrant for his arrest was issued by the courts, **Update** this case was adjourned yet again on the 24/11/23

I have made up some new leaflets for when there are any fly tips, asking for information from residents who may have seen it happen I will post these through the homes in the immediate vicinity of the fly - tip

Over the month of November I have patrolled the estates as follows

Week	Estate	Time
1	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park Oakridge park linfood wood	2 ½ hrs 2 ½ hrs 3hrs 1hr 1hr
2	Stantonbury/Stantonbury Fields Bradville linfood wood Oakridge park Bluebridge/Bancroft/Bancroft Park	3hrs 3hrs 1 hr 1hr 2hrs
3	Bradville Stantonbury/stantonbury Fields Bancroft/Bluebridge/Bancroft Park linfood wood	3hrs 3 ½ hrs 2 ½ hrs 1hr

4	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park Linford Wood	3hrs 3hrs 2hrs 1hr
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5	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park Oakridge park linford wood	2 ½ hrs 2 ½ hrs 3hrs 1hr 1 hr
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Estate,	Activities	Outcome	Extraordinary
Bradville	15 Fly tips in this area	All of the flytips have been investigated, And reported to MKC for removal, not all have been cleared by Suez	None found with evidence Spoken to 6 residents with regards to the new bin collection and the correct waste for each bin, two in Harrowden, and four in Crispin
Bancroft Bancroft Park Oakridge Park Bluebridge Linford wood Stantonbury Fields NOS canisters	1 property large pile of black sacks out No issues reported No issues reported No issues reported none this month only 3 Canisters found in total across the parish	Milecastle, details found in the sacks relating to a property, visited the property but no one home, I left a calling note, and waste leaflet As from 8th November a law has been passed to make possession of Nos canisters if it is to be wrongfully inhaled classifying it	No call back from the resident, on my second visit I noticed they were now using the bins correctly

		as Class C Drug, under the Misuse Of Drugs Act 1971, - looks like this new law may have had a good effect	
Stantonbury	14 Fly tips in this area	All have been investigated and then cleared by Mkc	<p>One found with evidence and reported to Mkc Enforcement for further investigation, Rowle close large pile of cardboard, address found on labels, i visited the property, the resident wast home so I left a calling note, they did call me back and I was able to speak to them about the correct procedures for cardboard waste,</p> <p>Ormond garages fly tip, I came across a lady sorting items in her garage, a few days later luke from crimewave came across some waste in front of the said garage which looked like it had been fly tipped, he passed it onto MKC ECU for further investigation ,</p> <p>I have been coming across sacks been put out on the wrong collection week, in Fowler unfortunately no details as yet who it is, I'm going to write to residents explaining the correct weeks for the Blue/Red sacks to be collected</p>
Fines issued	31/10/23 Temple Fly -Tip	I identified the culprit responsible	MKC ECU, issued a £400FPN on our behalf, which has now been paid
Abandoned Vehicles	Two have been removed I am monitoring Two vehicles that are currently fully legal but may be abandoned,	one of them is the vehicle that has accident damage, which is parked in Walshes manor with the police aware sticker on	the Dvla have also been around and put non tax stickers on some cares around the parish area, which are a few days out of their Tax,

Dog Fouling	Outcome
Dog fouling patrols	<p>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 lamposts</p> <p>Patrols of Stanton Low, Stonepit Fields, along Railway walk, Abby way, Bradwell road sports fields, Bancroft Park areas, there has been a slight decrease in dog fouling across the areas, I suspect with the clocks changing and the darker nights/lower temperatures dog walkers are not walking as far, and with the amount of leaf droppage this time of year it is easy to miss dog fouling,</p> <p>we have had reports of Dog fouling around Wallingford , I've patrolled around this area, but unfortunately I haven't come across them yet,</p>
Regular patrols	<p>I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, if any of the Councillors feel there are certain areas that require more attention please let me know</p> <p>I can say however that the short period that the new bins have been in place that the litter level generally has dropped, but there is a issue with the litter bins being emptied regularly, Update, the bins are slowly returning back to normal,</p> <p>With the new bin system I will continue to educate residents on the correct procedures, on a whole the system is now starting to work, But since the 6th November when the collection of side waste ceased (black sacks) we have had issues with residents still presenting waste sacks and not been collected, particularly from the flats,</p>

**Planning Backing Paper for MM 13.12.23
For period 11.11.23 – 06.12.23**

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Bradville	HOU- Householder Application	57 Mercers Drive, Bradville, Milton Keynes, MK13 7HG.	23/02563/HOU	Erection of single storey side (garage) & rear extensions, conversion of garage to form a new entrance hall, internal alterations, new fenestration to side & rear elevations & extended crossover.	20.12.23	Ongoing.
Bradville	DISCON- Discharge of Conditions	Stanton Hight Cottage, Mercers Drive, MK13 7AY	23/02672/DISCON	Approval of details required by conditions 9 (Landscaping) and 11 (Boundary Treatments) of permission ref. 20/00933/OUT.	N/A	Ongoing.

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Linford Wood	FUL- Full applications (including householder applications)	Land At Woodlands Business Park Breckland Linford Wood Milton Keynes	23/02449/FUL	Erection of two employment units for Class E(g)(iii), B2 and B8 with associated access, car parking, landscaping and drainage	13.12.23	Ongoing.

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Stantonbury	HOU- Householder Application	29 Jennings, Stantonbury, MK14 6AN.	23/02613/HOU	Erection of two-storey side extension to form annex and single storey rear extension.	<ul style="list-style-type: none"> Initial closing date=18.12.23. After 1st Request to extend. Closing date increased to 21.12.23. After 2nd request to extend further increased to end of December 2023. 	CIIs PB & SK expressed concerns- Request to discuss at MM 13.12.23.

**Planning Backing Paper for MM 13.12.23
For period 11.11.23 – 06.12.23**

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Stantonbury Fields	FUL-Full apps (inc. householder applications)	23 Hunsdon Cl S/bury Fields Milton Keynes MK14 6TB	23/02533/FUL	The erection of a 1 bedroom two-storey dwelling and associated parking following the demolition of a redundant substation.	12.12.23	Ongoing.

Complaint	Case Number	Location	Date Received	Case Officer	Complaint Details/Outcome.
Large plastic shed in the rear garden close to dividing wall.	23/00409/ENF	106 Crispin Road Bradville	30.11.23	Madison Graham	Although found to be upheld it was decided not to pursue so the case was closed.

No new applications/updates received for Bancroft/Bancroft Park/Blue Bridge or Oakridge Park.

No new/renewal of licencing requests received for the Parish during the period stated.

Payments Due over £1000

Stantonbury Parish Council

Dec-23

Contact	Description	Total
Crimewave	CCTV Service	5310.00
Total		5310.00

Signature: Date:

Chair - Stantonbury Parish Council

Signature: Date:

Bank Summary

Stantonbury Parish Council

For the period 1 November 2023 to 30 November 2023

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank				
CCLA PSDF - PS3078877	456,866.37	2,089.45	-	458,955.82
Charity Bank Ethical Easy Access	123,433.50	-	-	123,433.50
Co-operative Bank Current	74,833.24	37,086.19	42,801.35	69,118.08
Nationwide 125 Day Saver	140,111.76	443.37	-	140,555.13
Petty Cash	136.24	157.50	2.19	291.55
Santander Business Reserve	125,833.72	345.20	25,000.00	101,178.92
Santander Current	1,386.88	-	-	1,386.88
Soldo Prepaid Debit Cards	584.95	-	274.44	310.51
SUMUP Card Charges Taken at Source	-	22.91	22.91	-
Unity 12 Month Fixed Term Deposit	125,000.00	-	-	125,000.00
Unity Trust Bank - Instant Access	2,233.40	-	-	2,233.40
Total Bank	1,050,420.06	40,144.62	68,100.89	1,022,463.79
Total	1,050,420.06	40,144.62	68,100.89	1,022,463.79

Payments Made

Stantonbury Parish Council

For the period 1 November 2023 to 30 November 2023

Date	Description	Amount
01 Nov 2023	SumUp Payments	£ 1.89
01 Nov 2023	O2 DD	£ 49.26
01 Nov 2023	Wave DD	£ 815.37
02 Nov 2023	Aldi	£ 5.62
02 Nov 2023	Soldo DD	£ 8.40
02 Nov 2023	Trade UK	£ 16.99
02 Nov 2023	Roxana Sandulescu	£ 50.00
02 Nov 2023	Buckinghamshire & Milton Keynes Association of Local Councils	£ 70.00
02 Nov 2023	CH Deposit Refund	£ 100.00
02 Nov 2023	CH Deposit Refund	£ 100.00
02 Nov 2023	MK DONS SET	£ 450.00
02 Nov 2023	Jackie Bennett	£ 455.00
02 Nov 2023	Helen B. Davison	£ 500.00
06 Nov 2023	Tesco	£ 14.75
06 Nov 2023	Xero (UK) Ltd DD	£ 56.40
07 Nov 2023	Co-op	£ 1.25
07 Nov 2023	SumUp Payments	£ 4.23
07 Nov 2023	Go Outdoors	£ 60.00
07 Nov 2023	British Gas DD CH Elec	£ 70.90
07 Nov 2023	BrightHR DD	£ 99.62
08 Nov 2023	Aldi	£ 10.76
08 Nov 2023	Post Office	£ 15.00
08 Nov 2023	O2 DD	£ 27.60
09 Nov 2023	SumUp Payments	£ 1.02
09 Nov 2023	Aldi	£ 2.19
10 Nov 2023	SumUp Payments	£ 0.25
10 Nov 2023	Aldi	£ 24.49
10 Nov 2023	British Gas DD CH GAS	£ 111.99
10 Nov 2023	Ragdolly Annas Ltd	£ 190.00
13 Nov 2023	Tesco	£ 8.50
13 Nov 2023	Amazon	£ 9.80
13 Nov 2023	Amazon	£ 13.29
13 Nov 2023	Amazon	£ 14.88
13 Nov 2023	Royal Mail	£ 15.58
13 Nov 2023	Amazon	£ 22.45
13 Nov 2023	Amazon	£ 86.97
13 Nov 2023	Viking	£ 186.89
13 Nov 2023	D&L Environmental	£ 647.50

13 Nov 2023	Gt Linford Football Club	£	1,000.00
14 Nov 2023	SumUp Payments	£	1.89
14 Nov 2023	ASDA	£	8.50
14 Nov 2023	fuelGenie DD	£	216.19
15 Nov 2023	SumUp Payments	£	1.25
15 Nov 2023	Onkaar Home EssentialsNewport Pagne GB	£	8.97
15 Nov 2023	HMRC	£	3,916.37
16 Nov 2023	SumUp Payments	£	0.51
16 Nov 2023	Aldi	£	3.64
16 Nov 2023	Trade UK	£	12.84
16 Nov 2023	Staff Expenses	£	50.00
16 Nov 2023	Staff Expenses	£	50.00
16 Nov 2023	CH Deposit Refund	£	100.00
16 Nov 2023	Highfield Elearning	£	120.00
16 Nov 2023	Skyline Taxis	£	151.01
16 Nov 2023	Smiths Fire LLP	£	210.00
16 Nov 2023	Unity MK - Winter Night Shelter	£	500.00
16 Nov 2023	Marcus Young	£	1,086.72
16 Nov 2023	S2D LEAFLETS LTD	£	2,804.68
17 Nov 2023	British Gas DD CH GAS	£	63.81
17 Nov 2023	Howden Insurance	£	823.26
17 Nov 2023	Bucks LGPS Pension Scheme	£	7,411.42
21 Nov 2023	Co-op	£	4.55
21 Nov 2023	Staff Expenses	£	54.36
21 Nov 2023	Total Energies DD	£	244.42
21 Nov 2023	Total Energies DD	£	323.77
22 Nov 2023	SumUp Payments	£	0.50
22 Nov 2023	Glyn Hopkin Ltd	£	474.24
23 Nov 2023	Aldi	£	1.20
23 Nov 2023	SumUp Payments	£	2.96
23 Nov 2023	Tesco	£	136.00
23 Nov 2023	Wave DD	£	402.88
23 Nov 2023	Bank Transfer from Santander to Co-operative Bank Current	£	10,000.00
23 Nov 2023	Bank Transfer from Santander to Co-operative Bank Current	£	15,000.00
24 Nov 2023	Aldi	£	1.45
24 Nov 2023	Tesco	£	60.58
24 Nov 2023	PAPA LUIGI	£	67.60
24 Nov 2023	Payroll - Cllr Allowances	£	670.89
24 Nov 2023	Payroll - Salaries	£	17,056.08
28 Nov 2023	Mailchimp	£	0.69
28 Nov 2023	Mailchimp	£	25.40
28 Nov 2023	Halfords	£	28.56
29 Nov 2023	SumUp Payments	£	3.97

29 Nov 2023	Tesco	£	75.83
29 Nov 2023	Viking	£	131.59
30 Nov 2023	Aldi	£	1.20
30 Nov 2023	SumUp Payments	£	4.44
30 Nov 2023	Mirus DD	£	10.74
30 Nov 2023	Mirus DD	£	163.09
30 Nov 2023	Steven Eagell Toyota MK	£	294.00
Total		£	68,100.89

Signed: Date:.....

Chair - Stantonbury Parish Council

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

Community Hub Income & Expenditure YTD as at 07.12.23

Stantonbury Parish Council

For the period 1 April 2023 to 31 March 2024

Account	Date	Description	INCOME	OUTGOINGS	Running Balance (GBP)
Income CH VAT Exempt			£ 7,425.00	£ 147.50	£ 7,277.50
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (4390)			£ 158.00	£ 8,230.41	£ 8,072.41
CH - Events (4360)			£ -	£ 905.06	£ 905.06
CH - General Maintenance and Sundries (4380)			£ 39.57	£ 751.16	£ 711.59
CH - IT/Tel Maintenance Services (4383)			£ -	£ 384.00	£ 384.00
FC - ASSETS CH Non IT (4381)			£ 302.48	£ 653.76	£ 351.28
FC - CH Utilities (4385)			£ -	£ 1,367.40	£ 1,367.40
GP - CH Cleaning (4388)			£ 0.53	£ 1,410.95	£ 1,410.42
GP - CH Security/Fire Services (4389)			£ -	£ 1,238.96	£ 1,238.96
Total			£ 7,925.58	£ 15,089.20	£ 7,163.62

Document No: CAESPC170523.3



Councillor Allowances and Expenses Policy

Signed:
The Chair-Stantonbury Parish Council

Date:

Document History

Reviewed by RFO	02/02/2022
Reviewed at MM February 2022	16/02/2022
Updated by RFO – Expense Claims	10/03/2022
Updated by RFO – Expense Claims	23/04/2022
Draft Revision – Appendix A added. Changes to Policy Statement.	28/04/2022
Adopted at Main Meeting	04/05/2022
Reviewed & Updated by RFO	30/03/2023
Adopted and signed at the Annual Meeting	17/05/2023
Reviewed and updated by Finance Committee	19/10/2023
Reviewed and Signed at Main Meeting	15/11/2023
Full Council requested changes Clerk amended	05/12/2023
Reviewed and Signed at Main Meeting	13/12/2023

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Policy Statement

This Policy is made under the terms of the Local Authorities (Members Allowances) (England) Regulations 2003.

This Policy takes into consideration the recommendations made by the Independent Parish Remuneration Panel appointed by the principal Authority (Milton Keynes Council) who meet and report every 4 years. Their most recent report was issued in December 2021.

Whilst Stantonbury Parish Council recognises the recommendation of the Independent Parish Remuneration Panel.

1. Background

Parish councillors are volunteers, they do not get paid. The allowance although it is not a salary is treated by HMRC as taxable income and is processed on the Parish Councils payroll software. It is a figure which is calculated to cover the expenses which are normally associated with the basic duties of being a councillor.

The amount paid to the Chair may differ from that of other Councillors (i.e. a higher sum may be paid in light of the extra duties and responsibilities that are required of the Chair) but otherwise the sum shall be the same for each Councillor.

The payment of Councillors' allowances is subject to a statutory process which involves a local remuneration (independent of the local council) panel, whose role is to make recommendations as to the level of the various allowances that a council can pay.

The Parish Remuneration Panel was convened by Milton Keynes Council as the 'Responsible Authority' so required by the 2003 Regulations:

- The Local Authorities (Members Allowances) (England) Regulations 2003
- Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Members of a Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

Stantonbury Parish Council does not have the Quality Award as set by [NALC](#).

2. Basic Allowance (as of May 2023)

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Milton Keynes Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 10% of the Basic Allowance for Milton Keynes Council for Quality approved Parish Councils.

For those Councils that are **not Quality approved they should be able to pay an amount up to 7.5%** of the Basic Allowance for Milton Keynes Council.

The recommended Basic Allowance for Milton Keynes Council is £11,688;
10% of this is £1,169
7.5% of this is £877.

This should **only** be paid to Members who are elected not those co-opted.

3. Chairs Allowance (as of May 2023)

The Chair's allowance that can be recommended by the Independent Remuneration Panel can be for any amount up to 100 percent of the Basic Allowance paid by Milton Keynes Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish and town councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance for Quality approved Parish and Town Councils should be up to 20% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; 20% of this is £2,338.

The Panel further recommends that the Chair's Allowance for those Councils **not Quality** approved should be up to 15% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; **15% of this is £1,754.**

The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

4. Indexation of Allowances

The indexation of the allowances paid to Members of the Council should be in line with the indexation applied to Members Allowances at Milton Keynes Council, namely linked to staff salary increases of Council employees.

5. Foregoing Allowances

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer.

6. Expense Claims

Travel and Subsistence - Regulation 26 permits both elected and co-opted members allowances in respect of travelling and subsistence. Travel and subsistence is for approved councillor duties

only incurred in connection with the performance of any duty within one or more of the following categories—

- a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the authority is a member;
- c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

The Panel recommends that the Parish Councils should pay a mileage allowance of **45p** per mile (for a car) and **45p** per mile for an electric car which are in line with the HMRC recommendations. Subsistence rates should be paid in line with Milton Keynes Councillors.

For the purposes of calculating claims, a councillor's normal place of residence (his/her home) is regarded as his or her normal place of work, so expenses associated with travel from home to the council office, and other locations to conduct council business, may be claimed back. Where a councillor travels on council business from his or her employment or business (which is not council related) he or she may be reimbursed for the cost of the journey. However, if the cost of making this journey would have been lower had it started from the councillor's home, then that lower cost is the maximum amount which should be reimbursed. For example if the distance from a councillor's home to council offices is 5 miles and from a councillor's business to council offices is 10 miles, a maximum of 5 miles may be reimbursed.

Travel by Private Transport

In addition to the mileage allowance covered above, Councillors can also claim the costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges - receipted costs of expenses incurred
- Road and bridge tolls (if appropriate) - costs of expenses incurred
- Road pricing/congestion charging - receipted costs of expenses incurred

Parking fines will **not** be reimbursed.

Travel by Public Transport

The following expenses may be claimed back by councillors who use public transport to carry out their duties:

- Buses and trams - expenses incurred, including season ticket/passes where this is considered more cost effective
- Taxis, trains, air travel, ferry travel - receipted cost of fare

It is expected that councillors should travel by standard/economy class for their journeys. Councillors and local authorities should consider cost effectiveness and value for money when choosing the mode and class of transport for a journey on council business.

Councillors with the following situations can use taxis and claim back cost:

- Councillors with mobility issues preventing the use of public transport or private vehicle.
- Councillors where a direct route to the Parish Office(s) from the registered place of residence, is unavailable or unnecessarily arduous or time consuming. Arduous also includes consideration of nighttime travel by councillors who may be vulnerable.
- Notwithstanding the stated approved travel as set out in Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692 - Part 2 Councillor Allowances 5. 1 Items a) to i) (2) items a) to (c) and (3).

Other travel expenses will be subject to prior approval of the Proper Officer or RFO.

Other Expenses - Any expense incurred at the direction of the council shall be reimbursed.

Incidental costs such as broadband, stationery, use of home, telephone, and printing costs are compensated for by the allowance scheme.

Expense claims should be submitted to the Responsible Financial Officer within three months of being incurred using the appropriate Stantonbury Parish Council expense claim form together with any relevant supporting documentation.

Council may offer to pay for the travel, by taxi or season tickets where they consider it more cost effective to do so. Any such costs should be recorded as a cost to the relevant councillor and published annually on the Council's website.

7. IT Equipment

Councillors will be provided with a laptop and printer (if required) which will remain the property of the Stantonbury Parish Council.

8. Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more newspapers”.

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish and Town Councillors and the public. Each Parish and Town Council is required to formally adopt the recommendations in the Independent Panel report.

This Policy will be reviewed annually.



MKC Parish and
Town Council Report



The Local
Authorities (Members)



The Local
Authorities (Members)

Noticeboard - Walsh's Manor

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Classic 58 Post Mounted External Notice Board

- 58mm deep aluminium profile
- Zinc electroplated steel backboard for use with magnets
- Side hinged door with 4mm plexishock glazing
- Key lock with two keys supplied
- Supplied with a set of posts
- Optional base plates
- 5 Year Guarantee

750 x 750mm wide (6 x A4)

Base plate for mounting onto a concrete surface

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Classic 58 Post Mounted External Notice Board

- 58mm deep aluminium profile
- Zinc electroplated steel backboard for use with magnets
- Side hinged door with 4mm plexishock glazing
- Key lock with two keys supplied
- Supplied with a set of posts
- Optional base plates
- 5 Year Guarantee

1050 x 750mm wide (9 x A4)

Base plate for mounting onto a concrete surface

Accessories not required

£594.00 ex. VAT

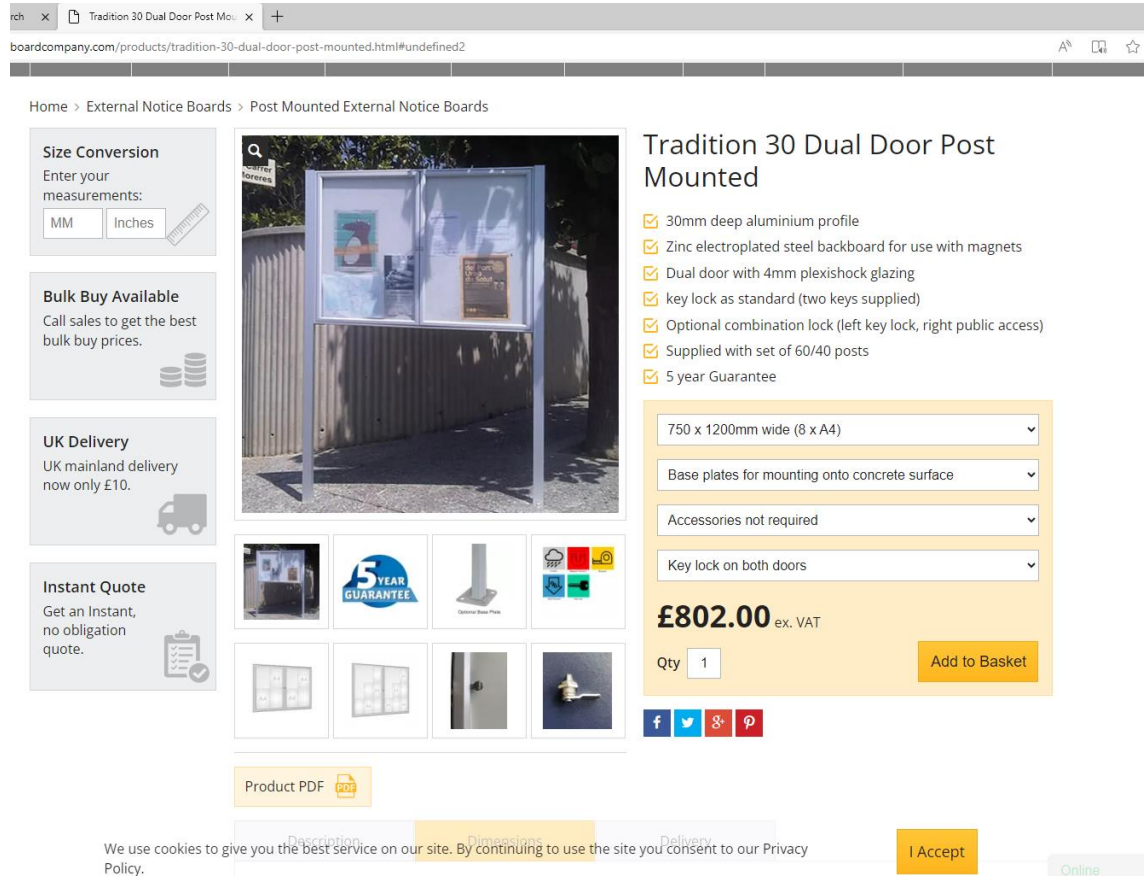
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Size above is for 9 x A4

Noticeboard - Walsh's Manor

About Classic 58

The Classic 58 external notice board has a 58mm deep aluminium frame with single side hinged door glazed with 4mm plexishock and is supplied with two keys. The board has a rapid swap door system which allows you to replace the door easily should it become damaged without the use of tools or removing the poster display. The board has an elastomer seal, anti-condensation vents and zinc electroplated steel backboard for use with magnets.



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Instant Quote
Get an Instant, no obligation quote.

Tradition 30 Dual Door Post Mounted

- 30mm deep aluminium profile
- Zinc electroplated steel backboard for use with magnets
- Dual door with 4mm plexishock glazing
- key lock as standard (two keys supplied)
- Optional combination lock (left key lock, right public access)
- Supplied with set of 60/40 posts
- 5 year Guarantee

750 x 1200mm wide (8 x A4)

Base plates for mounting onto concrete surface

Accessories not required

Key lock on both doors

£802.00 ex. VAT

Qty 1 [Add to Basket](#)

Product PDF

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Size above is for 8 x A4.

About Tradition 30 Dual Door

The Tradition 30 dual door external notice board has a 30mm deep aluminium frame with double doors opening from the centre. The doors are glazed with 4mm shatterproof plexishock and have a double key lock. The elastomer seal and anti condensation vents mean minimal amount of condensation. Inside the board is a zinc electroplated steel backboard allowing you to attach your notices and posters with magnets. The central locking bar allows one door to be opened at a time and stops doors swinging open in high winds.







The rapid swap door system which allows you to replace the door easily should it become damaged without the use of tools or removing the poster display.

Please note this cost does not include delivery charge.

The Rangers would install the notice board.

BIG SLIDE PLAYPARK-BACKING PAPER

Cllr Kevin Smith has made a request for Council to consider repairing the play park between Crispin and Kingsfold. Cllr Ann Ronaldson Seconded this request. See below photos.

		
<p>The overgrown path from the bottom of the steps</p>	<p>Broken Ground</p>	<p>Missing piece of equipment</p>
		
<p>Overgrown Path</p>	<p>Missing and broken flooring at Seesaw</p>	<p>Missing Mat at bottom of slide</p>

Swing set could do with painting.

Donna Moore (Clerk) has confirmed no funding specifically set aside for this play park.

Does the Council wish to get a cost from MKCC (PS) and to discuss MKCC to pay for H&S issues.

**Bradwell Road Play Park
Main Meeting Backing Paper – 13.12.23.**



Dimensions for climbing frame

Hight of climbing frame 3m 900mm - Area 8m 400mm x 6m 700mm x 6m 700mm.

Following a meeting held with the Clerk and several SPC Councillors on Friday 12th December 2023, Phil Snell (Strategic Landscape and Countryside Manager-MKCC) has agreed to add a slide to this climbing unit and to install a roundabout where existing slide is. He has also agreed to swap a swing from normal swing to parent and toddler swing.

Council have already agreed £7,500 just for a slide, total cost to SPC for the above will be £10,000.

Stantonbury Parish Council
Governance and Internal Controls
Interim Internal Audit Report
2023/24

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Action Plan	3
Findings and Recommendations	4

Audit dates	13 & 14 November 2023	Auditor	Margaret Sheppard (FCCA)
Draft Report Issued	22 November 2023		
Responses Received	24 November 2023		
Final Report Issued	28/11/2023		Responsible Financial Officer / 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 weaknesses that exist, or all of the improvements that may be required. While every care had 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 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 this 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 is not prepared and is not intended for any other purpose.

Executive Summary

1.1 Introduction

An interim review of Governance and Internal Controls was undertaken as part of the approved internal audit periodic plan for 2023/24. The period covered was from April – September.

The object of this review was to ensure that Governance continues to be sound and that the appropriate controls, policies, and procedures are in place up to date and completely effective, However, this review did not cover all aspects that would be covered when conducting the Annual Audit. This will be covered later in the year when the Annual Audit of the Annual Governance and Accounting Return is completed.

It was pleasing to note that there has been significant improvement in the general policies and procedures from the previous report and that recommendations have been considered. The majority of the policies are now complete and have been implemented.

It was, however, noted that there have been some breaches of the policies and procedures as laid down and that some of these are of high importance.

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

1.2 Scope of the Review

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

The scope of the review was limited to the areas of examined and to the extent to which they have been applied with a view to providing an opinion to the extent with which risks in this area are managed. Our work does not provide any guarantee against material errors, loss or fraud or provide 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.

1.3 Conclusion

Considering the issues identified, in our opinion the Parish Council cannot take Substantial Assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down are operated are consistently applied and effective. While the majority have been consistently applied there have been too many issues to confirm that categorically and more work will be required at the final visit when the AGAR is reviewed to confirm improvement in all areas.

1.4 Recommendations Summary

The following tables highlight the number and categories on recommendations made. The action plan in Section 2 details the specific recommendations made as well as agreed management actions to implement them.

Recommendations Made during this audit:

	High	Medium	Low
Recommendations brought forward			1
New Recommendations	4	2	3
Total	4	2	4

Recommendations Implemented since the previous audit in this area:

Date of Previous Audit March 2023	High	Medium	Low
Number of recommendations made during previous audit	0	2	4
Number of Recommendations Implemented		2	3
Number of Recommendations not Fully Implemented	0	0	1

2 Action Plan

Ref	Recommendation	Categorisation	Accepted y/n	Parish Council Comment
1	<p><u>Appointment of Chair for General Purpose Committee</u> While this followed the procedures laid down and therefore not wrong it would be better to have a procedure for this instance to appoint chair for that meeting only and then revisit to position when all members were able to attend and vote</p>	Low		<i>We have acted in line with our Terms of Reference our first meeting we elect a chair.</i>
4	<p><u>Review of Policies and Procedures – Staff Handbook.</u> Steps should be taken to ensure that this is rectified as soon as possible especially as there have been a number of changes to Employment Law over the last few years</p>	Medium		

	afterwards. Council also need to follow the Retention and Destruction Policy			
10	<p><u>Staff Cover</u></p> <p>This is noted on the risk register but there should be a backup plan or cross training to ensure that any situations can be covered.</p>	Low		<i>For long term absence of the Clerk, we have insurance in place, however to consider delegated work when Clerk is on Holiday, and to also consider this for other members of staff as well for example the RFO.</i>
14	<p><u>Performance related payments and training</u></p> <p>While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work and progress should also be undertaken</p> <p>It was also noted that requests for training have been deferred to a later meeting. If possible, they should be decided on a timely basis – especially if they are a legal requirement such as PA1 and PA6</p>	Low Low		<i>The HR Committee approved the appraisal template in September 2023.</i>
16	<p><u>Breach of Procedures in connection with the travel expenses on the Councillors and Expenses Policy.</u></p> <p>While this is not of significant value such a breach could result in other procedures not being correctly followed. It is recommended that:</p> <p>a) If the breaches are not resolved on a timely basis, then the account is</p>	High		<i>Clerk is revising this policy and it will be on the agenda for the Main meeting</i>

	<p>suspended for those individuals not complying with the breach; and</p> <p>b) all future bookings are made via the Clerk, RFO or authorised member of staff who will record details and reason for journey at the time of booking.</p>			
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3 Findings and Recommendations

	Controls	Adequate Design	Test Results/Implications	Recommendation	Categorisation
1 Risk: The Parish Councils Standing Orders and Financial Regulations have not been Met					
1	The parish Council operate with a number of committees/sub committees each with their own terms of reference	Y	<p>It is good to note that the structure and membership of these committees has been reviewed and acted upon.</p> <p>It is good to note that all meetings now have a minimum of 5 members.</p> <p>It was noted, however, that at one meeting not all members were able to attend and as a result a tied vote was arrived at. Therefore, the previous chair exercised a casting vote in his own favour.</p>	While this followed the procedures laid down and therefore not wrong it would be better to have a procedure for this instance to appoint chair for that meeting only and then revisit to position when all members were able to attend and vote	Low
2	Terms of Reference	Y	It is good to note that the terms of reference for each committee have been reviewed and updated this year.		
3	Staff Oversight	Y	It is good to note that staff oversight has been moved from a council member to the Proper Officer		
4	Review of Policies and Procedures	Y	All policies and procedures have been updated and approved during the current year, with the exception of the	Steps should be taken to ensure that this is rectified as soon as possible especially as there have been a number of changes to Employment Law over the last	Medium

			staff handbook	few years	
5	Override of Procedures	Y	It has been noticed in one instance that a decision made within a sub committee was overridden without reference back to that committee.	It is understood that this is being referred to the main committee to resolve. However, it is recommended that training for councillors of the rules and consequences is urgently sought.	High
6	Conflict between Standing Orders and Terms of Reference	Y	There is a conflict between the standing orders and the terms of reference for committees as to when the Chair for each committee is appointed.	It is understood that NALC have advised to leave the appointments as they stand for this year but to ensure the conflict is resolved going forward. It is recommended that this takes place at the earliest convenience. It is recommended that a read across from standing orders to Terms of Reference is carried out annually to ensure no other conflicts creep in.	High Medium
2 Risk is not assessed and managed effectively					
7	All items from the council meetings are minuted	Y	A review of all minutes from April 23 to September 2023 identified one out of court settlement which has been handled correctly via the HR committee procedures.	This is a historical item and procedures are in place to minimise the risk of this happening again.	
8	Annual Risk Register	Y	The latest risk register has now been published on the council website.		
9	GDPR Breach	Y	The minutes showed a breach of GDPR which, whole correctly reported to the ICO and managed could cause reputational damage	While it is accepted that sometimes non council assets need to be used on Council business it must be stressed that any documents sent should be copied to the Proper Officer at the same time and steps taken to ensure removal of those documents immediately afterwards. Council also need to follow the Retention and Destruction Policy	High
10	Staff Cover	Y	The small team employed at the council work well together and help each other but there is a risk that if	This is noted on the risk register but there should be a backup plan or cross training to ensure that any situations can be covered.	Low

			someone is away unexpectedly or for a long period that things could be missed.		
3 Risk Income and Expenditure is not correct and Valid					
11	Payments are transacted by BACS or other instructions to council bankers	Y	From a sample review it was confirmed that payments were made by BACS, except for some minor items		
12	Suitably authorised and minuted invoices support all payments. All invoices are signed and referred to minutes. All receipts are treated similarly	Y	A sample of invoices were tested from the accounting system for validity and cross referred to council minutes for authorisation.		
13	All income is recorded upon receipt in the accounting system	Y	We confirmed from a review of the accounting records that income received is banked properly on a timely basis.		
14	The salaries paid to the Proper Officer, the Responsible Financial Officer, are formally approved by the HR Committee. There is also a Councillors Scheme of Allowance in place	Y	From a review of the records it is confirmed that appropriate records are maintained in relation to all staff. Salaries are reviewed by the HR committee and are in line with NJC scales. They are not however, performance related. It was noted that training to improve skillsets was rewarded. Councillors Allowance was paid in accordance with the agreed increases.	While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work and progress should also be undertaken. It was also noted that requests for training have been deferred to a later meeting. If possible, they should be decided on a timely basis – especially if they are a legal requirement such as PA1 and PA6	Low Low

15	PAYE/NI is correctly operated and deducted	Y	A review of payroll records confirmed this to be correct.		
16	Breach of Procedures	Y	<p>A review of minutes noted that there is a breach of the procedure used to book taxis for attendance at meetings or on council business. It is noted that:</p> <p>a) Taxis were used for non - council business (resolved by deduction from council allowance); and</p> <p>b) Forms required to confirm details of journey and reason for it are not completed on a timely basis – in one instance several months.</p>	<p>While this is not of significant value such a breach could result in other procedures not being correctly followed. It is recommended that:</p> <p>a) If the breaches are not resolved n a timely basis, then the account is suspended for those individuals not complying with the breach; and</p> <p>b) All future bookings are made via the Clerk, RFO or authorised member of staff who will record details and reason for journey at the time of booking.</p>	High
4 Risk: Risk VAT is not properly Accounted for.					
17	VAT is identified and recorded in the accounting records and payments have been reclaimed	Y	<p>A review of accounting records showed receipt of all vat reclaimed under the old system of vat accounting for Parish Councils and that it has correctly been transferred to MTD for VAT.</p> <p>All receipts have been properly accounted for</p>		
5 Risk: The appropriate books of Account have not been kept throughout the period					
18	The RFO maintains the accounting records on a regular basis with monthly reports to each Parish Council Meeting	Y	<p>Financial reports are included in the meeting minutes.</p> <p>All payments over £500 are recorded on the council website and all over £1,000 require approval of the</p>		

			Council.		
19	Accounting updates are provided on a regular basis to the Parish Council with a final version produced at the year end.	Y	The Parish Council has a Financial Reserves Policy to ensure funds are available to cover operational and other contingencies, in line with government requirements and for a specific policy regarding devolved services. A draft investment policy has been drawn up and is under review.	The investment policy to be reviewed and, if appropriate, adopted. A review of reserves should also be carried out to ensure that they are adequate for requirement.	
6 Risk: Account Reconciliations are not timely and accurate					
20	There are Several Bank and Savings Accounts maintained	Y	The bank reconciliations are evidenced in the accounting records are being completed on receipt of the statement. They are regularly reviewed and signed off by the Internal Scrutineer.		
7 Risk: The Annual Precept request is not the result of a proper budgetary process and is not properly monitored					
21	Actual Expenditure against the budget is regularly reported to the council	Y	This is presented on a quarterly basis and is used to set the precept for the following financial year.		
22	All budget variances are discussed at council meetings	Y	A review of the budget documentation showed no unexplained variance arising.		