



**ANNUAL MEETING**  
**7.30pm 19<sup>TH</sup> MAY 2021**  
**RISBURY VILLAGE HALL**

**MEETING PAPERS**

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# Humber, Ford & Stoke Prior

## Group Parish Council

Agenda 19<sup>th</sup> May 2021


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Councillors are summoned to the Annual Meeting of the Group Parish Council to be held on

**Wednesday 19<sup>th</sup> May 2021 at 7.30pm**

**in Risbury Village Hall**

which will consider the business set out in the agenda below.

10 May 2021

Allan M Drew  
Clerk to the Council

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### Explanatory note

The Annual Meeting of the Council is required by law to be held in May (or, in an election year, on or within 14 days of the date councillors take office) and for its first business to be the election of a Chairman for the following year.

During the COVID pandemic, Government passed legislation to allow Councils to use remote meetings using ZOOM or similar. This legislation expired on 6 May 2021 and, although there has been an unsuccessful High Court challenge, all Council meetings must now be held face to face for the decisions taken to be legal. Although COVID rules on meeting have been relaxed recently they have not disappeared and this gives Councils a problem when holding face to face meetings all of which normally have to be open for anyone to attend.

Council will hold this meeting in Risbury village hall which has a limited capacity for attendees under COVID secure rules. If that capacity is exceeded by more people trying to attend than the hall can accommodate the legal advice is to close the meeting and defer any business not yet dealt with to a future meeting. To try to avoid this situation, Council has decided to defer as many items as possible on the Annual Meeting agenda to a future meeting when hopefully the restrictions will be fewer. However, all the items have been included on this agenda with a note of deferral if the item is not to be dealt with at this meeting.

# AGENDA

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## First business

**1. Election of Chairman**

- (a) *To elect:* a Chairman for 2021-22.
- (b) *To receive:* the elected Chairman's Declaration of Acceptance of Office

**2. Election of vice-chairman**

*To elect:* a vice-chairman for 2021-22

**3. Apologies for absence**

*To receive:* any apologies for absence.

**4. Declaration of interests and dispensations**

- (a) *To receive and record:* any declarations of interest in agenda items in accordance with the Council's adopted Code of Conduct.
- (b) *To consider:* any applications for dispensations from the rules on participation by members with a disclosable pecuniary interest, in accordance with Standing Order 25.

**5. Elections and co-option to vacancy**

This item has been deferred to a future suitable meeting

**6. Minutes of the last meeting**

- (a) *To approve:* the minutes of the Ordinary Meeting held on 17 March 2021
- (b) *To note:* any matters for report arising from the minutes not covered elsewhere on the agenda.

**7. Chairman's Announcements**

*To note:* any announcements from the Chairman.

**8. Public participation**

*Under Standing Order 8, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and answer questions from councillors. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.*

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## Annual business – previous year

**9. Annual reports 2020-21**

This item has been deferred to a future suitable meeting

**10. Statement of Accounts and Annual Return for 2020-21**

- (a) *To consider:* a report from the Responsible Financial Officer

- (b) *To approve:* the Statement of Accounts for the year ended 31 March 2021
  - (c) *To approve:* the Bank Reconciliation Statement for the year ended 31 March 2021
  - (d) *To consider:* the Internal Audit Reports and checklist
  - (e) *To approve:* the Annual Governance Statement for year ended 31 March 2021
  - (f) *To approve:* the Accounting Statement for the year ended 31 March 2021
  - (g) *To approve:* the Certificate of Exemption from external audit for the year ended 31 March
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### **Annual business – review of current regulations and policies**

**11. Review of Standing Orders**

This item has been deferred to a future suitable meeting

**12. Review of Financial Regulations**

This item has been deferred to a future suitable meeting

**13. Review of Council procedures and policies**

This item has been deferred to a future suitable meeting

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### **Annual business – forthcoming year**

**14. Review of assets, risk assessment and insurance**

See items 6 & 7 of the RFO's report

**15. Committees and membership 2021-22**

This item has been deferred to a future suitable meeting

**16. Membership of other bodies, representatives and portfolios 2019-20**

This item has been deferred to a future suitable meeting

**17. Dates of meetings for 2021-22**

*To note:* the following dates have been agreed for meetings:

Wednesday 21 July 2021, Wednesday 15 September 2021, Wednesday 17 November 2021, Wednesday 19 January 2022, Wednesday 16 March 2022 all at 7.30pm.

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### **Ordinary business**

**18. Clerk's Report**

*To receive:* a report from the Clerk on any current matters not covered elsewhere on the agenda.

**19. District Councillor**

*To receive:* a report from Cllr Harrington.

**20. Planning Committee and Planning updates**

- (a) *To consider:* The following planning applications

210974 Risbury -Land adjacent to Butt Oak Farm -Proposed new split level family house with triple garage/workshop and parking area.

211703 Stoke Prior Oak Tree cottage – Non material amendment to DCNC2007/0656 Change of garage doors from side hinged to up-and over. (NB Comments not invited on this application)

- (b) *To note:* further updates on planning applications previously considered or comments not required
- (c) To receive: a verbal update from the Chairman on The Lamb Inn

**21. Community Week Committee**

This item has been deferred to a future suitable meeting

**22. General Financial Matters**

*To approve:* the authorisation of payments

**23. Matters for information and future business**

*To note:* any other matters for information or future decision.

The chairman will close the meeting.

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# Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to  
confirmation

Draft Minutes

of the meeting of the Group Parish Council Wednesday 17<sup>th</sup> March  
2021 at 7.30pm

Present:                    Cllr Ken Bemand                    Cllr Steph Wilson  
                                 Cllr Richard Collins                Cllr Hugh Fowler-Wright  
                                 Cllr Janette Fullwood              Cllr William Jackson (Chairman)  
                                 Cllr Chris Marston                 Cllr Gill Stovold  
                                 Cllr Richard Thomas

Clerk & RFO:             Allan Drew

*Note: This meeting was held by video-conference because of the Coronavirus emergency, as permitted by the Coronavirus Act 2020 s.78 and subsidiary Statutory Regulations.*

## **14/21 Apologies for absence.**

- (a) Cllr. Zoe Burge, Ward Councillor: Cllr. John Harrington
- (b) No applications were made under Standing Order 10.

## **15/21 Declaration of interests and dispensations.**

- (a) No declarations of interest in agenda items were made.
- (b) No applications were made for dispensations under Standing Order 25.

## **16/21 Minutes of the last meeting.**

- (a) **Resolved:** to approve the minutes of the meeting of 20<sup>th</sup> January 2021.
- (b) There were no matters for report arising from the minutes not covered elsewhere on the agenda.

## **17/21 Chairman's announcements.**

The Chairman expressed his thanks to Cllr. Bathurst who had resigned from Council at the previous meeting. Other Council members added their thanks for Cllr. Bathurst's service to the community over nearly eight years since 2013.

## **18/21 Public participation.**

No members of the public were present.

## **19/21 Clerk's Report.**

**Received:** a report from the Clerk (Paper B). The key discussion point was the disconnect in the defect reporting system which meant that it was not possible to see how reported defects such as drainage problems were being progressed. The Clerk is working with a number of individuals in Herefordshire and BB to gain clarity and improvement in the reporting/progress process.

The annual maintenance plan for Lengthsman works and PROW work had been submitted with budgets unchanged since last year (Lengthsman £2320 and PROW £600). David Campbell of D C Garden Services had confirmed that he would be prepared to continue with the Lengthsman contract for 2021-22 on the same terms as 2020-21.

There has been a significant improvement in the COVID 19 situation with the Herefordshire case rate falling from 311 cases/ 100,000 residents in January to 73 cases/100k residents now. The latest data from Herefordshire showed only one new case in the week within the Shobden, Luston and Bodenham area of which the Group Parish is a member.

#### **20/21 District Councillor**

Cllr. Harrington was not present at the meeting

#### **21/21 Planning Committee and Planning updates**

- (a) **To receive:** Draft minutes of the planning committee meeting held on 3<sup>rd</sup> February.
- (b) **Noted:** Non material amendment to 203224, 2 The Stables, Risbury

#### **22/21 General Financial Matters**

- (a) **Received:** a report from the Responsible Financial Officer (Paper C).

**Noted:** The forecast outturn for the year end is-

Income £21765; Expenditure £19968; Surplus £1797.

This forecast outturn includes payments to be authorised at this meeting and two accruals proper to 2020-21 but to be paid in next financial year (PAYE £490.30 and audit fee estimated at £240).

- (b) **Noted:** The cash books for the quarter ended 31<sup>st</sup> March 2021 reconciled to the bank statements making due allowance for payments to be made as a result of this meeting. Forecast bank balance on 31<sup>st</sup> March 2021 is £9860.39
- (c) **Noted:** Payments made as authorised by the last meeting
- (d) **Resolved:** to approve the authorisation of payments as detailed in the RFO Report.
- (e) **Resolved:** That Cllr. Richard Collins would replace Cllr. Bathurst as the fourth signatory on the Council bank account. The Clerk would arrange for Cllr. Collins to sign the necessary paperwork.

#### **23/21 Drainage and highways works**

Council felt that there had been sufficient discussion of this item under other agenda items during the meeting and no further comments were necessary

#### **24/21 Neighbourhood Development Plan**

**Noted:** The River Lugg position paper which made clear that there would be no progress on development until the phosphate problem in the river was addressed by an approved plan.

**Noted:** That changes to the NDP can still progress but the changes cannot be approved (and so cannot carry weight) until the River Lugg problem is resolved.

**Noted:** That homeworking and the climate related flooding risks should be considered as part of the NDP revision.

#### **25/21 To agree the policy on co-option for the replacement of Cllr. Bathurst.**

**To receive:** Draft policy on co-option of Members. Council was generally satisfied with the draft policy but felt that the policy should emphasise that being a Councillor is something that any community minded person can do. The role is interesting but not too demanding and can be very fulfilling. The Clerk undertook to include these points in the policy and circulate for further comment/agreement.

Note: Following this meeting the vacancy notice was posted in two locations in Stoke Prior and one in Risbury (for information only), along with a signature sheet for 10 electors to call for an election. The vacancy notice was posted on Monday 22<sup>nd</sup> March and will remain until Wednesday 14<sup>th</sup> April 2021.

#### **26/21 Consultation on extension of Public spaces Protection Order for Dog control**

**Received:** The paper on extending The Public Spaces Protection Order; Dog Control

Councillors unanimously agreed that the order should be extended for a further three years and the Clerk would submit a “Yes” vote on behalf of Council.

#### **27/21 Clerk’s trial period**

The Chairman had contacted all Councillors in advance of the meeting seeking views on the Clerk’s performance during the 6-month trial period. Councillors had unanimously agreed that the Clerk’s performance had been satisfactory during the 6 months and that his appointment should be confirmed.

#### **28/21 Matters for information and future business**

(a) **Noted:** circulars sent to the Council, and circulated on date shown to councillors by email:

Number	Title	Date circulated
1	Feedback on budget consultation	14/01/2021
2	Briefing for the week ending Sunday 28th February 2021	01/03/2021
3	Healthwatch Herefordshire - February eBulletin	01/03/2021
4	Talk Community Covid update 26 February 2021	01/03/2021
5	Revitalising Rural: Realising the Vision	01/03/2021
6	Office for National Statistics 2021 Census	08/03/2021
7	Talk Community Covid update 5 March 2021	08/03/2021
8	Neighbourhood Development Plans in the River Lugg catchment area	08/03/2021
9	No Smoking Day	09/03/2021
10	Consultation re the extension of the Public spaces Protection Order for Dog control	09/03/2021
11	Hereford transport strategy review – Letter to Parish Councils and how to keep updated	09/03/2021

#### **(b) Matters for discussion at next meeting**

Review of Parish Pump

#### **29/21 Dates of meetings for 2021-22**

**Noted:** date of next meeting (the “annual” meeting) is Wed 19<sup>th</sup> May 2021, 7.30pm.

**Dates for future meetings: Council has agreed the following dates for future meetings:** Wed 19<sup>th</sup> May 2021 (Annual meeting), Wed 21<sup>st</sup> July 2021, Wed 15<sup>th</sup> September 2021, Wed 17<sup>th</sup> November 2021, Wed 19<sup>th</sup> January 2022, Wed 16<sup>th</sup> March 2022

The meeting closed at 8.25pm.

Signed (Chairman) ..... Date .....

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# Humber, Ford & Stoke Prior

## Group Parish Council

### Annual Council Meeting, 19<sup>th</sup> May 2021

Report from the Clerk & Responsible Financial Officer

#### 1. Summary

In many ways 2020-21 was a difficult year for both our communities and the Council. The Council meeting for last May was not held but by July it was clear that new technologies such as ZOOM could be harnessed to allow virtual meetings to take place. Since the July 2020 meeting Council has been able to continue with its planned meetings so business, after a fashion, has been possible.

Financially however, the year has been unremarkable with the overriding issue that Council has been unable to engage as closely with the community as usual. Consequently, funds which in normal years would have been used for community projects have gone unspent resulting in a surplus of £2291 in the year's accounts. As so often though the community pulled together during the COVID crisis- local businesses stepped up to find ways to serve their customers and neighbours supported each other with collecting shopping, medications and other essentials. The Parish Pump continued in production when possible and in recognition of the help from local business advertising charges were waived. The tireless Community Week volunteers worked hard to bring people together in a virtual, socially distanced way but the revenues expected from these activities naturally did not arrive.

However, the Parishes were successful in obtaining a grant of £7910 from Herefordshire Council to address some of the longstanding drainage issues and this work continued unhindered through the summer and autumn. So, rather paradoxically there was increased spending overall – up by 22% compared with 2019-20. Helpful though the drainage work has been, residents all know of the significant flooding blackspots within the Parishes and, with (hopefully) further funding in coming years, we will gradually resolve these problems.

The reduction in some community activities released time for the Council to make some changes to its financial operations, most importantly by changing Banks in October 2020. Lloyds Bank had been used for a number of years but increasingly the RFO saw that high street banks were not best suited to provide services to public bodies where taxpayers money has to be properly authorised when spent. So, in October Council switched its banking over to Unity Trust Bank which specialises in public sector banking. One obvious change has been that all internet banking transactions raised by the RFO now have to be authorised by named councillors before payment can be made. This change puts IB transactions on the same basis as cheque payments which have always required multiple signatories.

In summary 2020-21 has seen the Council transition from traditional Parish Council ways of doing business into an organisation which is pretty much fully e-enabled. All our financial operations can be carried out remotely and meetings can be run successfully without being face to face. Whilst many agree that with the reduction of human contact these new ways are not ideal, everyone does

see the advantage of at least being able to carry on business which, with previous arrangements, had become impossible.

## **2. Statement of Accounts for the year ended 31 March 2021**

The Statement of Accounts for the year ended 31 March 2019 is below for approval. This includes a summary of the accounts on a receipts and payments basis, the updated Assets Register, and statements from the RFO as required by the Accounts and Audit Regulations 2015 and our Financial Regulations.

## **3. Bank Statements and Reconciliations for 2020-21**

A bank reconciliation statement covering all the Council's accounts has been prepared showing agreement between the Council's balances held in accounts and the cashbooks. A copy of the annual reconciliation statement is attached and all bank statements and cashbooks will be available for inspection at the meeting or at any time by arrangement with the RFO.

## **4. Annual Internal Audit Report for the year ended 31 March 2021**

The Council's appointed Internal Auditor Mr Ian Pardoe, has undertaken a thorough audit of the Council's procedures and financial records and statements for the year ending 31 March 2019. His signed checklist is attached.

## **5. Annual Governance and Accountability Return for the year ended 31 March 2021**

The Accounts and Audit Regulations 2015 require the Council to approve an Annual Governance and Accountability Return which includes a Certificate of Exemption, the Internal Auditor's Statement, an Annual Governance Statement and an Accounts Statement, supported by papers explaining any significant variances from the previous year's accounts.

Under these arrangements, a local Council with a turnover of less than £25,000 can certify itself exempt from submission of these documents to the External Auditors, but must still prepare, approve and publish the Annual Return on its website. Under the 2015 Regulations, the Council must set and advertise a period for the exercise of public rights to inspect the Annual Return and all accounts and documents underlying this. This must be a period of 30 working days and must include the first 10 working days of July. The RFO has prepared notices to post following approval of the Annual Return by the Council, advertising that this period will run from 17 June to 26 July.

The Annual Return has been completed by the RFO and Internal Auditor and is attached for approval.

## **6. Risk Assessment and Management**

The Council maintains a comprehensive risk register which was last reviewed in May 2020. Minor changes have now been made by the RFO to the risk register and all these have been in the downward direction. Summary of the changes as follows-

Risk	Current risk (1-6)	Revised risk	Reasoning
Deterioration of physical assets	3	2	Photocopier no longer in use
Loss of investments and savings	3	Nil	All deposits covered by Government guarantees
Errors in financial controls and records or financial loss through dishonesty or fraud by Council officers or councillors	3	2	Our financial controls are robust -all payments require multiple authorisation
Non-compliance with borrowing restrictions	3	Nil	We have no borrowing
Misuse or loss of debit card	1	Nil	We have no debit card
Loss of services of Clerk/RFO temporarily	3	2	With new Clerk in place risk has reduced

Council is invited to discuss the above changes and, if agreed, to sign off on item 5 of the Annual Governance Statement 2020-21.

## 7. Insurance provision

The Council changed insurer to Zurich Municipal from 1 June 2018, as the cover was more appropriate to our needs, cover for all risks to property was included, and the premium was lower.

The following cover would be provided from 1 June 2021, with no change to the premium:

Property, all risks	£10,000
Money – cheques & in safe	£250,000
Money – elsewhere (in custody / not)	£5000 / £250
Employer liability	£10,000,000
Public liability	£10,000,000
Fidelity guarantee	£25,000
Libel and slander	£100,000
Officials indemnity	£10,000,000
Personal accident compensation	£20,000 /£50 per week
Legal expenses	£100,000

These levels of cover are still considered adequate for the level of risks the Council has. **It is recommended to Council that insurance be taken out with Zurich Municipal for the year from 1 June 2021 at a cost of £167.44.**

## Humber, Ford & Stoke Prior Group Parish Council

### Statement of Accounts 2020-21

Budget heading	Note	Year ending	
		31 March 2020 £	31 March 2021 £
<b>RECEIPTS</b>			
Precept	1	12289.00	12289.00
Council Tax Support Grant	1	0	0
Advertising in Parish Pump	2	612.00	0
Wayleaves for poles & stays	3	3.06	0
Savings account interest	4	8.37	2.07
VAT reclaimed from previous year	5	896.62	1566.32
Grants and donations	6	300.00	110
Community Week fundraising	7	633.86	0
Lengthsman Scheme funding	8	834.32	7910
<b>Total Receipts</b>		<b>15577.23</b>	<b>21877.39</b>
<b>PAYMENTS (net of reclaimable VAT)</b>			
<b>A. Clerk</b> Clerk's salary	9	3990.00	4720.98
Clerk's expenses	10	282.00	65.20
<b>B. Admin</b> Stationery, postage	11	208.14	227.04
General photocopying charges	12	90.17	0
<b>C. Professional Fees</b> Insurance	13	167.44	167.44
Internal and External audit fees	14	200.00	0
HALC subscriptions	15	450.34	452.53
CPRE subscription	16	36.00	36.00
Clerk's subscriptions	17	109.00	0
Information Commissioner and DP adviser fees	18	35.00	35.00
Parish Online fee	19	30.00	0
Website and IT support fees	20	540.00	0
<b>D. Hire of halls for meetings</b>	21	279.00	0
<b>E. Parish Pump printing &amp; postage</b>	22	1210.00	617.96
<b>F. Training &amp; development</b> Books & training materials	23	0	0
Training courses for Clerk & Councillors	24	435.35	525.00
<b>G. Maintenance and equipment</b> Miscellaneous	25	5.66	0
Defibrillator and phone kiosk refurbishment	25	704.36	0
Laptop computer	25	0	0
Salt-grit bins	25	0	0
Gas barbecue & PA system (Community Week surplus)	26	370.82	0
<b>H/I. Grants and donations</b>	27	30.00	0
<b>J Election costs</b>	28	0	149.74
<b>K. Lengthsman work</b> Minor Highways maintenance	29	1525.00	10198.70
PROW maintenance	29	307.58	0
<b>L. Special projects</b> Physical activity classes	30	0	0
The Lamb valuation	30	500.00	0
Sandbags	30	539.83	0
We Don't Buy Crime initiative	30	2006.10	0
<b>M. Community Week costs</b>	31	470.00	115.50
<b>N. Reclaimable VAT paid on above</b>	32	1566.32	2274.92
<b>Total Payments</b>		<b>16088.11</b>	<b>19586.01</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>8320.00</b>	<b>7809.12</b>
<b>SURPLUS (DEFICIT) IN YEAR</b>		<b>(510.88)</b>	<b>2291.38</b>
<b>BALANCES CARRIED FORWARD</b>		<b>7809.12</b>	<b>10100.50</b>

Cash Balances as at 31 March 2021	£
Current bank account	5564.29
Deposit account	4536.21
Cash in hand	0.00
<b>Total</b>	<b>10100.50</b>

<b>Debtors and Creditors as at 31 March 2020</b>	<b>Debtors</b>	<b>Creditors</b>	
	<b>£</b>	<b>(£)</b>	<b>£</b>
<b>Totals</b>	<b>0</b>	<b>(0)</b>	
<b>Balance of debtors and creditors</b>			<b>0</b>

### Notes to receipts and payments account summary

1. Any element of the Council Tax Support Grant (CTSG) devolved to local councils has to be shown separately from the net precept paid by local taxpayers.
2. Contribution rates for advertising in the Parish Pump were waived due to COVID.
3. The Council receives a small sum from Western Power for the stays on the un-registered land near Normans Lane. Because of the small sum, payment is now made every two years.
4. The Business 10-day notice account at Barclays paid interest at 0.1% decreasing to 0.01% from 24 July 2020 .
5. The Council can reclaim VAT on 'non-business activities' (broadly, the running and normal non-revenue generating activities of the Council) and also (provided specified limits are observed) VAT-exempt 'business' activities (eg charging for use of property). All expenditure is therefore stated as exclusive of reclaimable VAT, with reclaimable VAT paid as a separate item. Item 5 is not strictly net income, but a reimbursement of the reclaimable VAT paid out the previous year.
6. £110 received from Unity Trust bank as refund against an error with a stopped cheque.
7. Although Community Week funds are handled through the Council's accounts, the understanding is that the Community Week committee will determine the use for any surplus (see note 26).
8. A grant for Lengthsman work was obtained from Herefordshire Council
9. This expenditure includes PAYE paid to HMRC.
10. The Clerk has claimed car-use expenses only, of 163 miles at 40p per mile..
11. Petty cash account is currently £0 and is not expected to be used in future
12. The Council had a photocopier maintenance/copying contract with BOSS until 30/9/21. Currently the Clerk uses other facilities and papers are increasingly distributed electronically
13. The Council's insurers are Zurich Municipal.
14. The Council declared itself exempt from external audit under the new audit regulations (having turnover of less than £25,000), so there were no external audit fees. Mr Ian Pardoe is the internal auditor and his fee of £50 has been held in reserves pending receipt of invoice
15. HALC subscriptions are now payable in advance for the financial year.
16. The CPRE subscription for local authorities is a voluntary amount but has been £36 since 2014.
17. In 2020-21 the Clerk paid his own subscription to SLCC
18. The Information Commissioner fee is a statutory fee for the Council to register as a public body holding personal data. With the introduction of the General Data Protection Regulation provisions in the Data Protection Act 2018, the Council – whilst not required to appoint a Data Protection Officer, appointed a Data Protection Adviser to undertake a GDPR-compliance audit, advise on data protection issues and handle any data breach concerns.
19. Parish Online provides access for the Clerk and councillors to on-line local maps. Invoice for £36 for authorisation at 19 May meeting
20. No invoices have yet been received for website hosting
21. Village Halls hire costs are £9 per hour but no hires during the year
22. Reduced payments in 2020-21 due to fewer editions published.
23. An updated copy of the standard legal reference work for the Clerk was purchased in 2018-19.
24. The Clerk attended training as required by his contract of employment
25. Nil expenditure
26. Nil expenditure
27. Nil expenditure
28. Invoice received for 2019 elections
29. Expenditure includes a grant of £7910 received from Herefordshire Council.
30. Nil expenditure
31. Limited expenditure on reduced activity during the year
32. See item 5 above.

## Register of Fixed Assets as at 31 March 2021

<b>Fixed Assets 2020-21</b>						
<b>Asset</b>	<b>Location</b>	<b>Notes</b>	<b>Date acquired</b>	<b>Purchase Price (Book value) (£)</b>	<b>Estimated current value (£)</b>	<b>Estimated replacement cost (£)</b>
Bus shelter	Risbury Cross	built locally	unknown	1.00	50.00	1500.00
Noticeboard	Humber Close		unknown	1.00	0.00	250.00
Noticeboard	Risbury bus shelter	donated	01/09/2012	1.00	0.00	120.00
Noticeboard	Risbury Village Hall	bought second-hand	22/11/2012	25.00	0.00	450.00
Noticeboard	Stoke Prior Post Office	bought second-hand	22/11/2012	25.00	0.00	450.00
Waste bin	Risbury bus shelter		23/11/2005	114.29	5.00	180.00
Waste bin	Stoke Prior Village Hall		23/11/2005	114.29	5.00	180.00
Bench	The Lamb Inn, Stoke Prior	On highway	21/07/2008	273.58	100.00	450.00
Bench	Stoke Prior Lane, near School	On highway	21/07/2008	273.58	100.00	450.00
Bench	St Luke's Church, Stoke Prior	On Church land	21/07/2008	273.58	100.00	450.00
Bench	Ford Chapel	On Church land	21/07/2008	273.58	100.00	450.00
Bench	Verge outside Bank Cottage, Stoke Prior	On private land	21/07/2008	273.58	100.00	450.00
Bench	Humber Woodland of Remembrance	On private land	21/07/2008	273.58	100.00	450.00
Bench	Risbury Village Hall	On Village Hall land	21/07/2008	273.58	100.00	450.00
Bench	Bowley Lane/Blacksmiths Lane junction	On highway	21/07/2008	273.58	100.00	450.00
Bench	Humber Close, children's play area	On private land	21/07/2008	273.58	100.00	450.00
Data projector	Clerk's home		04/06/2014	299.00	100.00	299.00
Portable tripod screen	Risbury Village Hall		04/06/2014	59.00	15.00	59.00
Salt-grit bin	Marston Cottages, U94009	On verge	14/01/2015	59.95	30.00	80.00
Salt-grit bin	Upper House Farm, C1113	On verge	14/01/2015	59.95	30.00	80.00
Queen 90th commemorative medal	Cash box	Free sample	29/02/2016	1.00	2.00	2.00
Defibrillator and SADS cabinet	Risbury Village Hall		16/11/2016	500.00	300.00	1000.00
K6 telephone kiosk	Risbury Cross	Adopted from BT	11/11/2017	1.00	1500.00	1500.00
Salt-grit bin	School Hill, Risbury C1110	On verge	23/10/2018	77.49	50.00	80.00
Salt-grit bin	Near SP27 entrance C1110	On verge	23/10/2018	77.49	50.00	80.00
Lenovo Laptop computer	Clerk's home		16/01/2019	470.83	350.00	500.00
Minky gas barbecue	Great Marston Farmhouse HR6 0NJ	Community use	05/12/2019	216.65	216.65	216.65
QTX QR12PA portable PA system	Great Marston Farmhouse HR6 0NJ	Community use	31/03/2020	154.17	154.17	154.17
			TOTAL:	4720.33	3757.82	11230.82
<b>Assets disposed of in 2020-21</b>						
Photocopier	Transferred to previous Clerk	Nil value transfer	03/09/2013	175.00	0.00	
Filing cupboard	Transferred to previous Clerk	Nil value transfer	30/11/2007	158.28	0.00	

### Internal controls and statement by Responsible Financial Officer

The accounting systems and internal controls operated by the Responsible Financial Officer were reviewed by the Council's standing Finance Working Group in October 2019, with some minor changes to procedures recommended. The mid-year change in banking arrangements from Lloyds to Unity Trust has not required changes to the Financial Regulations, though this view by the RFO has not yet been endorsed by the Finance Working group (but will be discussed when the group meets during 2021-22).

Currently the RFO believes the regulations are fit for purpose pending a review by the Finance Working group.

The above statement has been prepared from the Council's cashbooks and records of receipts and payments, and is a true statement of the Council's receipts, payments and fixed assets for the year ending 31 March 2021.

Allan M Drew

Clerk & Responsible Financial Officer

12 May 2021

## Banking Reconciliations as at 31<sup>st</sup> March 2021

<b>Humber, Ford &amp; Stoke Prior Group Parish Council</b>							
<b>Financial Year 2020-21</b>							
<b>Bank Reconciliation Statements as at 31/03/2021</b>							
Prepared by Allan Drew (RFO)	Date:	04/05/2021					
				£	£		
<b>Balance from Bank Statements</b>							
Unity Trust current account dated	31/03/21	Balance as at 31/03/2021			5564.29		
Barclays 10 day notice deposit account dated	06/04/21	Balance as at 31/03/2021			4536.21		
Petty cash in hand		As at 31/03/2021			0.00		
					<u>10100.50</u>		
<b>Less unrepresented items</b>							
				0.00			
					<u>0.00</u>		
<b>Plus receipts not banked/cleared</b>							
				0.00			
					<u>0.00</u>		
		<b>Net balance at 31/03/2021</b>			<b>10100.50</b>		
The net balance reconciles to the cash books for the year to 31/03/2021 as follows:							
<b>Balance in current account cash book</b>							
Opening balance at 01/04/2020				3240.54			
Add: receipts to 31/03/2021				21875.32			
Less: payments to 31/03/2021				19551.57			
		<b>Net balance at 31/03/2021</b>			<b>5564.29</b>		
<b>Balance in deposit account cash book</b>							
Opening balance at 01/04/2020				4534.14			
Add: receipts to 31/03/2021				2.07			
Less: payments to 31/03/2021				0.00			
		<b>Net balance at 31/03/2021</b>			<b>4536.21</b>		
<b>Balance in petty cash book</b>							
Opening balance at 01/04/2020				34.44			
Add: receipts to 31/03/2021				82.48			
Less: payments to 31/03/2021				116.92			
		<b>Net balance at 31/03/2021</b>			<b>0.00</b>		
<b>All Cash Books</b>							
		<b>Net balance at 31/03/2021</b>			<b>10100.50</b>		
<b>Difference</b>							
					<b>0.00</b>		
Signed:	RFO	Date					
Countersigned	Councillor	Date					

Internal Audit Reports and checklist

**Annual Internal Audit Report 2020/21**

**HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL**

**www.hfsp.org.uk** ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> 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:  05/05/2021  06/05/2021  07/05/2021

Name of person who carried out the internal audit: **Mr Ian Pardoe** CHIEF OF INTERNAL AUDITOR

Signature of person who carried out the internal audit:  SIGNATURE REQUIRED Date: **10/05/2021**

\*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).

# Annual Governance Statement

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

**HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL**

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

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No

www.hfsp.org.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

# Accounting Statements for 2020-21

## Section 2 – Accounting Statements 2020/21 for

### HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	8,320	7,809	<i>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.</i>
2. (+) Precept or Rates and Levies	12,289	12,289	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	3,288	9,586	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,272	4,786	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	11,816	14,800	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	7,809	10,100	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	7,809	10,100	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	4,325	3,758	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>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>

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Certificate of Exemption 2020-21

## Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

**HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL**

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: **£21,875** R AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21: **£19,586** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2021.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:
<b>SIGNATURE REQUIRED</b>	<b>DD/MM/YYYY</b>	
Signed by Chairman	Date	as recorded in minute reference:
<b>SIGNATURE REQUIRED</b>	<b>DD/MM/YYYY</b>	<b>MINUTE REFERENCE</b>
Generic email address of Authority	Telephone number	
<b>clerk@hfspgroup.org.uk</b> Y OWNED GENERIC EMAIL ADDRESS	<b>01885 400712</b> NUMBER	
*Published web address		
<b>www.hfsp.org.uk</b> ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS		

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT**





**ARBOR**  
architects

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4 Grenfell Road, Hereford, HR1 2GR.  
Registered No. 12007992  
www.arborarchitects.co.uk

NOTES:  
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Do not use any areas indicated for other purposes, as these will be our client's responsibility.  
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DISCREPANCY HAZARD IDENTIFICATION:

Revision	Number	Date	Description	Drawn	Checked
<b>PLANNING</b>					
Client:		James Rendle Tabitha Hartley			
Project:		New Home, Risbury			
Drawing Title					
<b>Proposed Site Plan</b>					
Scale:	1:1000 @ A3	Date:	14.02.21	Drawn:	MDG
Project No.:	1011	Drawing No.:	PL-1002	Revised:	-

### Site Plan of proposed development

Other details for the development are available from the Herefordshire planning portal-

[Planning Search – Herefordshire Council](#)

Other planning cases.

211703 Stoke Prior, Oak Tree cottage, Mr Keith Dowling Proposed change of side hinged garage doors to up and over door. Non-material amendment (No comments being accepted).

*To note:* further updates on planning applications previously discussed

211476 Stoke Prior Land at Heath Farm. Discharge of condition 11 – surface water management. Approved 5 May 2021.

204230 Stoke Prior, Priory Farm Proposed alterations and development of existing equine facilities to form a new indoor arena, stabling and an essential worker's dwelling. Undecided as at 11 May

204398 Risbury Land at Low Brook. Proposed erection of solar cells. Granted with conditions 15 Feb

204437 Stoke Prior Land at Old Hall. Proposed construction of a new self-build custom home and garage. Undecided as at 11 May

204457 Stoke Prior Eastmead Amendments to Plot 5 - extension to garage to form studio. Approved 16 March

204568 Stoke Prior Beechwood Proposed erection of detached garage/home office. Approved with conditions 12 March.

Other planning matters

*To receive:* a verbal update from the Chairman on The Lamb Inn

## General Financial Matters

Payments made since last meeting

Payments made as agreed at meeting of 17<sup>th</sup> March 2021

Date	Description	Value	Authorised by	Minute reference
30/3/2021	Clerk's salary January 2021	£313.38	WJ + ZB	22/21(d)
30/3/2021	Clerk's salary February 2021	£313.38	WJ + ZB	22/21(d)
30/3/2021	Clerk's salary March 2021	£313.38	WJ + ZB	22/21(d)
30/3/2021	HALC Annual subscriptions	£543.04	WJ + ZB	22/21(d)
30/3/2021	HMRC	£488.07	WJ + ZB	22/21(d)
30/3/2021	Viking Direct	£40.78	WJ + ZB	22/21(d)

Other payments made

Date	Description	Value	Authorised by
31/3/2021	Bank charges	£18.00	Automatic
10/5/2021	Autela payroll	£64.70+VAT(By agreement with Chairman to qualify for discount offered)	WJ + ZB
10/5/2021	Community week barn dance deposit	£100.00	WJ+ZB

Payments for authorisation

Description	Cost	VAT	Total	
Clerk's salary April 2021	£313.26		£313.26	
Clerk's salary May 2021	£313.26		£313.26	
Parish Online subscription	£30.00	£6.00	£36.00	Annual renewal
Zurich Insurance	£167.44		£167.44	Annual renewal

## Matters for information and future business

*To note:* any other matters for information or future decision.

EMAILS CIRCULATED TO COUNCILLORS		
Number	Title	Date circulated
1	Police & Crime Commissioner Elections - Thursday 6 May 2021	19/04/2021
2	Campaign wins and the latest countryside news	19/04/2021
3	Covid case information	03/05/2021
4	High Court dismisses claim for continuation of remote meeting	03/05/2021
5	Briefing for the week ending Sunday 2nd May 2021	03/05/2021
6	Bodenham Post Office	11/05/2021
7	A personal message from Paul Walker, New Chief Executive Herefordshire Council	11/05/2021
8	: Briefing for the week ending Sunday 16th May 2021	14/05/2021