

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07932 016856 Email: laxtonpc@btinternet.com

15/06/2021

To: All Members of the Council

You are summoned to attend the meeting of **Laxton Parish Council** that will be held at the on **Wednesday 23 June 2021 at 7:00pm** to transact the business set out below. The meeting will take at Victory Hall, Station Road, Laxton, DN14 7TW. The Agenda is as set out below.

Members of the public and press are welcome to attend and may address the Council during the public participation section. It is recommended that all Councillors, public and press should perform a lateral flow test before attending the meeting. The meeting will be held in accordance with COVID-19 safe working practises.

Yours sincerely



Clerk to the Council

A G E N D A

1. To carry out a roll call and to receive apologies for absence
2. To record declarations of interest by any member of the council in respect of the agenda items below.
3. To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 5 May, 2021 as a true and correct record
4. Public Participation - to temporarily suspend the meeting to receive questions from the public.
5. To agree to reopen the meeting following suspension
6. To receive an update from the Clerk
 - Damaged notice board
 - Land at Allotments
 - Phone Box Update
 - Bank Mandates

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7. To receive an update from Parish Councillors
 - Allotment Tools – Councillor Goulden
8. To receive an update from Ward Councillors
9. To discuss the following correspondence:
 - i. ERYC, Anti Social Behaviour Statistics
 - ii. East Riding CCG, Newsletter
 - iii. ERNLLCA, Newsletter
 - iv. PCC. Introducing New Police and Crime Commissioner – Jonathan Evison, and details of say no to fraud campaign.
 - v. ERYC CCG, Newsletter
 - vi. ERYC, Responding to a Concern raised by a local resident.
 - vii. ERNLLCA, Newsletter
 - viii. ERYC, Invitation to comment on Draft Local Plan Update -
 - ix. ERYC, Advice on Public Meetings.
 - x. ERNLLCA, Invitation for representatives on district committees.
 - xi. ERYC, Details of the “Do it For East Yorkshire Community Grant”,
 - xii. ERYC, New bus strategy in England.
 - xiii. Humberside Police, Newsletter
 - xiv. ERYC / Yorkshire Ramblers Update on the Cotness Bridge
 - xv. ERYC – Community tree Planting Fund
10. To consider planning application: Erection of two storey extension to rear following demolition of existing conservatory Location: 3 Back Street Laxton
11. To discuss power cut at Cotness Corner, 31st May, 2021
12. To discuss purchasing “Tommys” for Remembrance Day 2021
13. To consider a grant funding request from St Michael’s Church
14. To raise any highways, dykes or drainage issues
15. To approve the schedule of accounts for payment
16. To approve the Annual Governance Statement 2020/2021
17. To approve the Accounting Statements and Bank Reconciliation 2020/2021
18. To agree any agenda items for the Parish Council meeting on 21 July 2021

LAXTON PARISH COUNCIL

7.10pm 5 May 2021

PRESENT: Councillors Bray, Goulden, Newton, Sweeting and Yarrow.

Ward Councillor Bayram.

Lee Davison, Secretary, West Riding Area Footpath Committee, The Ramblers attended for agenda item 51.

Apologies were received from Councillor Collins.

There were no members of the public.

Clerk: Alan Bravey

The meeting was held virtually by Zoom due to COVID restrictions.

36/21 **ELECTION OF CHAIR – Resolved** – That Councillor Goulden should be appointed Chair of the Parish Council until the Annual Meeting in May 2022 and that Councillor Bray be thanked for his contribution as outgoing chair.

37/21 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations of interest.

38/21 **PUBLIC PARTICIPATION-** There were no members of the public present.

39/21 **ELECTION OF DEPUTY CHAIR – Resolved** – That Councillor Sweeting should be appointed Deputy Chair of the Parish Council until the Annual Meeting in May 2022.

40/21 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations.

41/21 **MINUTES OF PREVIOUS MEETING – Resolved** – That the minutes of the meeting of the Council held on Wednesday 24 March 2021 be confirmed as a correct record and signed at a later date by the Chair.

42/21 **APPOINTMENT TO THE PERSONNEL COMMITTEE – Resolved** – That Councillors Bray, Sweeting and Yarrow should be appointed to the Personnel Committee.

43/21 **APPOINTMENT TO THE SIXPENNY WOOD FARM COMMUNITY BENEFIT MEETING – Resolved** – That Councillor Goulden would be the Parish Council's representative on this meeting.

44/21 **APPOINTMENT TO SALTMARSHE AND LAXTON CHARITY – Resolved** - That Councillor Yarrow should be appointed to the Saltmarshe and Laxton Charity.

45/21 **APPOINTMENT TO LAXTON VILLAGE HALL COMMITTEE – Resolved** – That Councillor Collins would be asked to represent the Parish Council on the Village Hall Committee

46/21 **APPOINTMENT TO THE LAXTON ALLOTMENTS COMMITTEE – Resolved** – That Councillor Sweeting would represent the Parish Council on the Allotments Committee.

47/21 **FUTURE MEETING DATES - Resolved** – i) That the Parish Council would meet on the following dates at 7:00pm: 2021: 23/6, 21/7, 22/9, 20/10, 24/11, 22/12, 26/2, 2022: 26/1, 23/2, 23/3, 27/4 ii) that it be noted that the Council was required to meet in person for future meetings and iii) the Clerk should ensure the necessary risk assessments had been completed to allow a resumption of physical meetings, including a recommendation that all attendees take a lateral flow test prior to the meeting.

48/21 **CLERK UPDATE** – The Village Hall had agreed in principle to have a “Tommy” installed for Remembrance Sunday. The Church graveyard, the beacon and lampposts were also options and it was agreed to discuss at the next meeting. The phone booth would be painted and racked in the next few weeks and a request had been made for a dog fouling sign on the grass verge at the junction of Front Street and St Peter’s Lane.

49/21 **WARD COUNCILLOR UPDATE** – Councillor Owen had been appointed as Leader of East Riding of Yorkshire Council and indicated that there would be specific consultation on the devolution proposals. There were Speed Watch schemes operating in Kilpin, North Cave and Wressle, and it was agreed to ask the community again for volunteers.

50/21 **CORRESPONDENCE** – Councillor Yarrow gave a verbal report on the Village Task Force meeting, where ERYC had agreed to paint benches, repair potholes and write to local residents regarding overgrown hedges on the footpath.

Resolved – (a) that the following correspondence should be received by the Council:

- i. ERYC – Devolution Update
- ii. PWLB, Loan Statement
- iii. The Ramblers, Cotness Bridge PROW.
- iv. Humberside Police, Newsletter
- v. ERYC, Task Force Schedule
- vi. ERNLLCA, Training Courses
- vii. ERYC, Recovery and Support Workshops.
- viii. ERNLLCA, End of Remote Meetings

51/21 **COTNESS BRIDGE PUBLIC RIGHT OF WAY** – Mr Davison advised that the Ramblers Association was increasingly concerned at the time taken by East Riding of

Yorkshire Council to repair the footbridge at Cotness, and were considering serving a Section 56 notice under the Highways Act 1980. An email from the Definitive Map Officer at ERYC indicated that despite substantial research, it had not been possible to identify the owner of the land, and therefore funding was not available to carry out the repair. Discussions were ongoing with local landowners to agree alternative options. Councillor Bray reported that the local farmer had permitted ramblers to use an alternative route through their land, but that recently a map had been displayed highlighting a different route.

Resolved – i) That ERYC would be asked to provide further details of the options being considered and the anticipated timescales and ii) that Councillor Bray would take photographs of the sign.

52/21 **HIGHWAYS, DRAINS AND DYKES** – Councillor Newton reported that the footbridge on the Laxton to Skelton footpath had been barriered off for more than two years.

Resolved – that the Clerk would enquire on the expected timescales for repair from ERYC.

53/21 **EXCEMPTION FROM EXTERNAL AUDIT** - **Resolved** – the Parish Council would submit an exemption from external audit.

54/21 **PARISH COUNCIL SAVINGS ACCOUNT** – The Parish Council's savings account had been closed to additional funds.

Resolved – That an additional account should be opened for the Council's reserves.

54/21 **ACCOUNTS FOR PAYMENT** – **Resolved** – i) that it be noted that the following accounts had been paid by bank transfer:

- a) Ouse and Humber Drainage Board, Drainage Rates - £3.13
- b) Alan Bravey, Re-imbursement for Phone Box Paint - £131.52

and ii) that the following accounts be approved for payment:

- a. Clerk, Salary and Expenses - £505.57
- b. HMRC – PAYE December - £65.40
- c. ERNLLCA Membership - £293.07

SIGNED:

DATE:

Laxton Parish Council Correspondence Record

1 May to 15 June

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
5 th May	Y	ERYC	Anti Social Behaviour Statistics
5 th May	Y	East Riding CCG	Newsletter
7 th May	Y	ERNLCCA	Newsletter
21 st May	N	Police and Crime Commissioner	Introducing New Police and Crime Commissioner – Jonathan Evison, and details of say no to fraud campaign.
26 th May	Y	ERYC CCG	Newsletter
27 May	N	ERYC	Responding to a Concern raised by a local resident.
28 May	N	ERNLCCA	Newsletter
28 May	N	ERYC	Invitation to comment on Draft Local Plan Update - https://www.eastriding.gov.uk/planning-permission-and-building-control/planning-policy-and-the-local-plan/local-plan-update/draft-local-plan-update-consultation/

1 June	N	ERYC	Advice on Public Meetings. There is still a requirement to allow members of the public to attend meetings in person. Some may prefer to attend by Zoom. If more members of the public want to attend than space allows (as identified in COVID safe risk assessments) then the numbers of Members will need to reduce.
2 June	N	ERNLLCA	Invitation for representatives on district committees.
3 June	N	ERYC	Details of the “Do it For East Yorkshire Community Grant”, which will open on 1st June. This small grant fund is open to all communities within the East Riding. The fund, created from the Reimagining Market and Coastal Towns budget uplift, is intended to enable Town and Parish Councils, Voluntary and Community Sector organisations and others to hold events & festivals, organise COVID recovery community activity and extend access to services, all intended to encourage residents back onto high streets and to utilise arts, cultural and community facilities. Applicants will be able to access grants from £500 - £5000. The total grant fund is currently £250,000 made up of £200,000 from the budget uplift and an additional £50,000 from the public health team. This additional budget is particularly aimed at supporting vulnerable residents to participate in planned activities, particularly those who have been shielding and might need additional support to get involved. Grants will be available until March 2023, or until the full funding is spent, whichever is sooner.

9 June	N	ERYC	<p>The Government have announced a £3 billion investment package for a new bus strategy in England. ERYC ask for local views on: What improvements (if any) do you think are needed to make bus services better for your town or parish? For instance more frequent services, simpler and better value fares, better bus information, more evening or weekend services, new demand responsive services? Try and rank these or other interventions in order of priority, and think carefully about the likely level of demand that exists locally. Be realistic in your assessment of this latter element.</p> <ul style="list-style-type: none"> What currently are the main problems (if any) with the bus service(s) in your town or parish? What do local people want most from their bus service that is currently lacking? Whose needs are currently not being met – young people, jobseekers, people with mobility challenges?
9 June	Y	Humberside Police	Newsletter
15 June	N	ERYC	Update on the Cotness Bridge PROW – the landowners were sent options for consideration last week. An update was expected at the beginning of next month.
15 June	N	ERYC	Community Tree Fund – up to £5k funding for creating new areas / planting new native trees / woodland. Fund open to any landowner, usually not gardens.
15 June	Y	St Michael's Church	Request for grant funding support for grass cutting due to COVID financial implications.



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Howdenshire - Update for June 2021

1. Crime and ASB

Unfortunately due to technical changes we are unable to provide the monthly information at the moment. However you can obtain Crime and ASB data for your own area by visiting www.police.uk, clicking on "whats happening in your area" and enter your postcode.

2. Crime issues of particular note

- Windows in the bird watching hides at Eastington Ponds have been damaged.
- A wall and sign at the entrance to Bubwith has been damaged.
- Entry was gained into a business near Bubwith and items stolen.

3. Community Priorities.

The Neighbourhood Policing Team meets regularly with partners to ensure we have a multi-agency approach to local issues, individuals and problem solving. These meetings are attended by local partners, including Humberside Fire and Rescue Service, Youth and Family Support, Housing Officers, Environmental Health and the East Riding Anti-Social Behaviour Team, among others. We share information and resources to deal with local neighbourhood issues, in particular, those identified as causing the most harm in the community.

We also continue to patrol the Howdenshire areas during our shifts and post on Social Media on a regular basis as a way of keeping everyone updated.

4. Crime Reduction Advice

Bicycle security

Over 100,000 bikes are stolen every year across the UK, so what can you do to protect your bike?

- If you haven't done so already register your bicycle's frame number along with any pictures and other details you have on www.immobilise.com. (Registration on Immobilise only takes a few minutes and it's free. All you need is your bike's make, model, identifying number code(s) and a few photographs). If your bike is stolen or lost this free online register will inform all UK police and registered second hand dealers that your bike is missing and should it be offered for sale to a registered dealer or come into contact with any police force then a check of the system could reunite you with your stolen or lost bike.
- Invest in a quality lock or chain, eg a D lock, to help reduce the risk of your bike being stolen. Consider using two different types at the same time, as thieves rarely carry tools to break two different lock types.
- Lock your bike every time you leave it – it only takes seconds to steal! Keep the gap between the bike and the lock small, so inserting tools is made harder and where ever possible keep the locking barrel facing the ground too as this makes access more difficult.
- Look at where you are storing your bike and make sure that your shed or garage is secured with a good quality lock. Many shed windows are never used, if this is the case – why not screw them shut. Fitting mesh or steel bars across the window from the inside allows light to enter but means the thief has to go to a lot of trouble to remove them. Replace broken glass with laminated glass. Consider putting an alarm on the shed too – this could be a battery alarm or look at having the shed connected to the house alarm if you already have one.



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- Consider buying a cycle anchor that can be bolted to the wall or floor of your shed which your cycle can then be fastened to or if you have several cycles lock them altogether.
- If you are having to leave your bike out on the street, where possible leave it in a well lit area and lock both the frame and wheels to the bike stand. If there is no stand, ensure that it's locked to secure street furniture eg railings or a lamp post. Try and avoid leaving your bike out overnight (even if well secured) and take with you anything that can easily be removed eg lights or quick release wheels.

Also if you are considering buying a second-hand bike, make sure it's not stolen:

- Check the cycle for postcode security engravings and question the seller if the postcode does not match their address.
- Ask for the buyer's pack - original documents, receipts, tools and handbook, which came with the bike.
- Check the seller's knowledge of the bike, its size, make/model, who rode it, why they are selling, is their story credible?
- Checkmend - for a small fee you could see if it is registered stolen by checking any frame numbers or security engravings with the immobilise stolen database by visiting [their website](#)

5. News/Appeals

- **Say No to Fraud**

IT'S OK TO SAY NO! - STOP FRAUD
TAKE 5 MINUTES & HAVE A PLAN.

Remember YOU HAVE THE RIGHT TO SAY NO.

TAKE FIVE TO STOP FRAUD™

You do not have to answer the door. Be ready to Say **NO** and close the door.

You can say **NO** and hang up. Be ready to say **NO**.

If you get lots of letters asking for money - **BIN them** and tell someone you trust.

If you become a victim of fraud, the impact can be considerable and have a huge impact on your confidence and wellbeing as well as your financial situation.

Say No To Fraud, developed by the Police and Crime Commissioner's Community Engagement Team, features the real stories of local victims of fraud and aims to reduce the number of victims by committing to increase knowledge of the types of fraud, the methods used by the criminals and advice on how to protect yourself and those you love from becoming a victim of these crimes.



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We are also asking you to take 5 minutes to talk about fraud with people you care about. Some victims of fraud are embarrassed and might find it embarrassing to tell anyone, because they feel they have been duped, victims often blame themselves. **It is never your fault.**

We need to stop feeling embarrassed about becoming victims and take back our right to say no to fraud! Close the door, press delete or hang up on these criminals. The website (www.saynotofraud.uk) is full of information to help you protect yourself. Take 5 minutes to have a browse and let's beat the fraudsters together.

- **Stay informed**

Stay informed through our social media channels, find us on [Twitter](#), [Facebook](#) and [Instagram](#):

<https://www.humberside.police.uk/teams/howdenshire>

Facebook – Humberside Police – East Riding of Yorkshire West

Twitter - Humberside Police – East Riding of Yorkshire West - @Humberbeat_ERYW

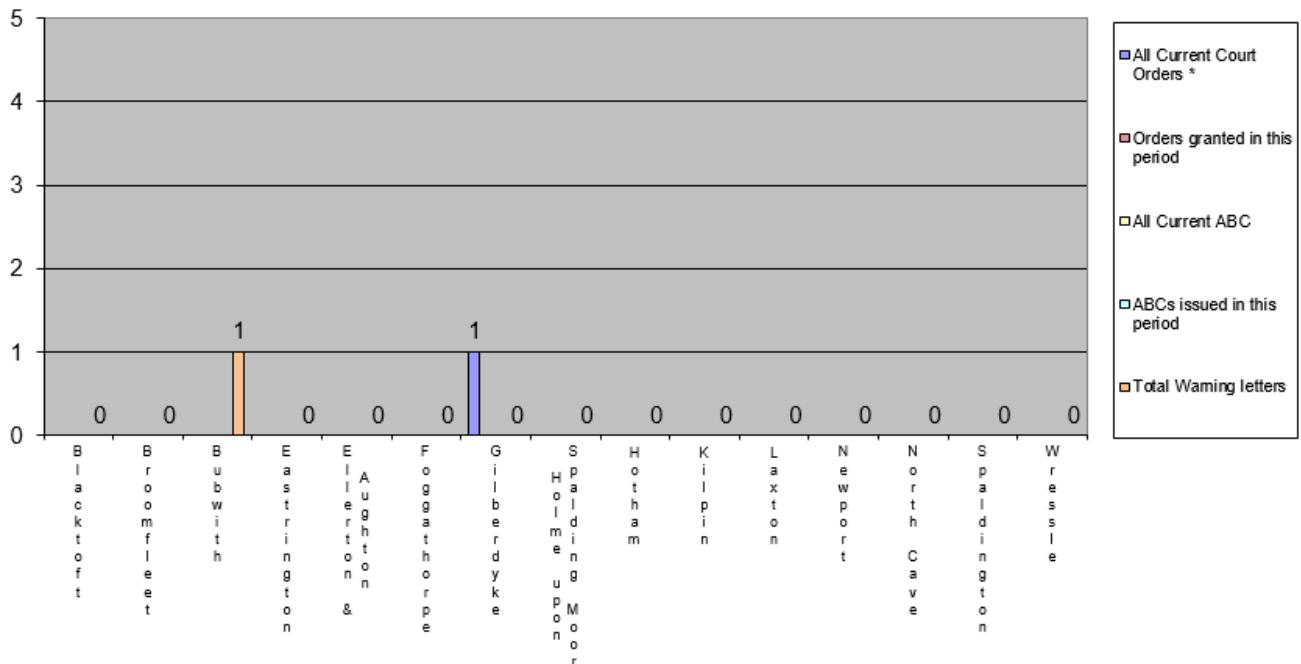
We encourage everyone to follow the Government guidance. You will still see us out and about as we continue to do our job and keep our communities safe. As always there are a number of ways you can get in touch with us if you need us.

For incidents that don't require an immediate response call our non-emergency 101 line. You can also report [non-emergency crimes online](#) via our reporting portal. In an emergency always dial 999.

Six month data represents 1 October 2020 to 31 March 2021

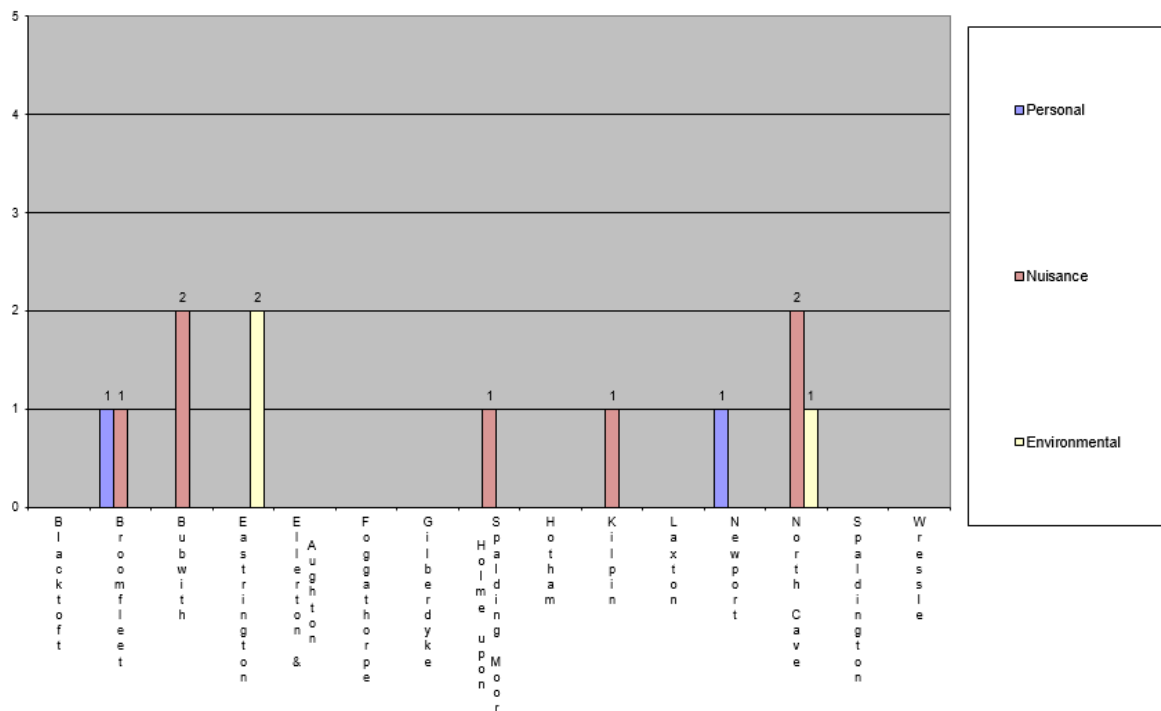
Breakdown by Parish and Town Council area

Interventions to Tackle ASB



*Court Orders include ASBOs, Criminal Behaviour Orders and Civil Injunctions

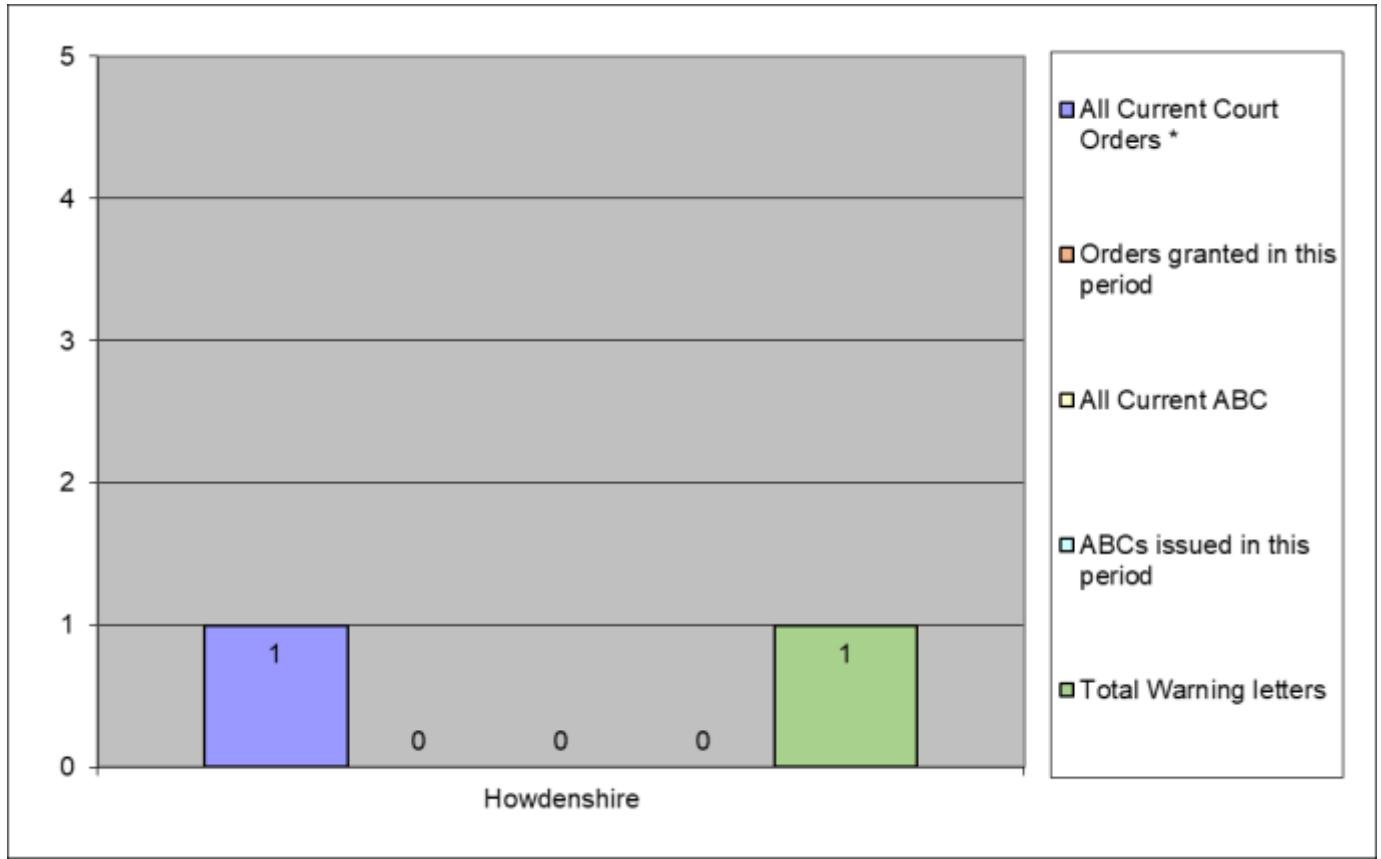
Calls for Service to the ASB Team



Six month data represents 1 October 2020 to 31 March 2021

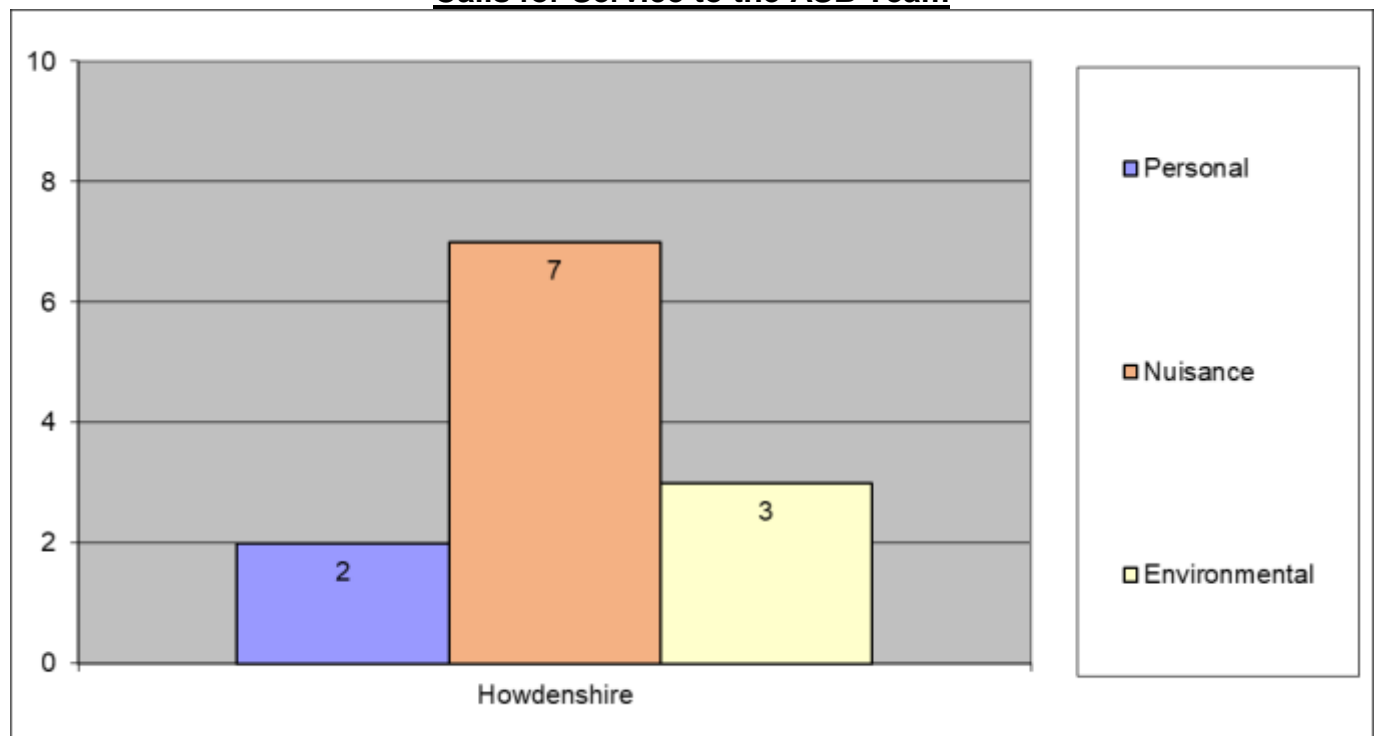
Breakdown by Ward

Interventions to Tackle ASB



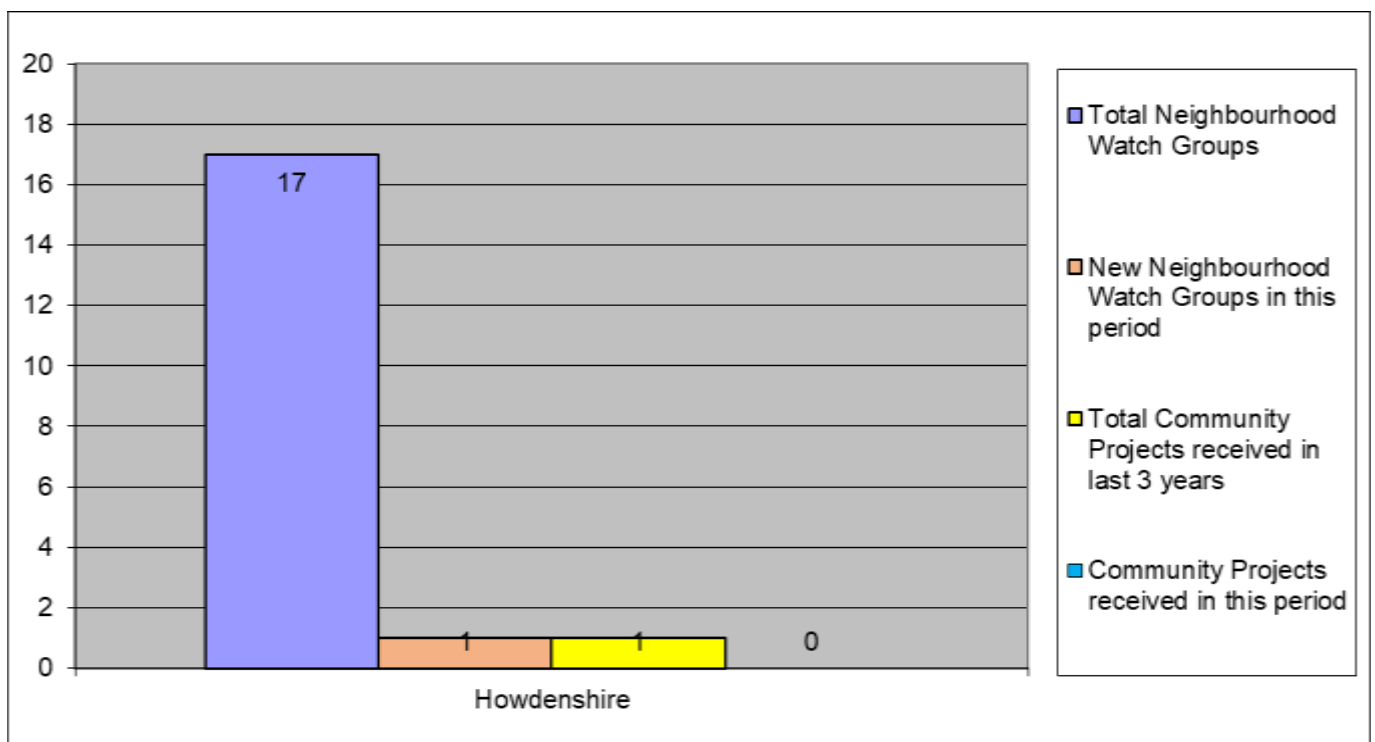
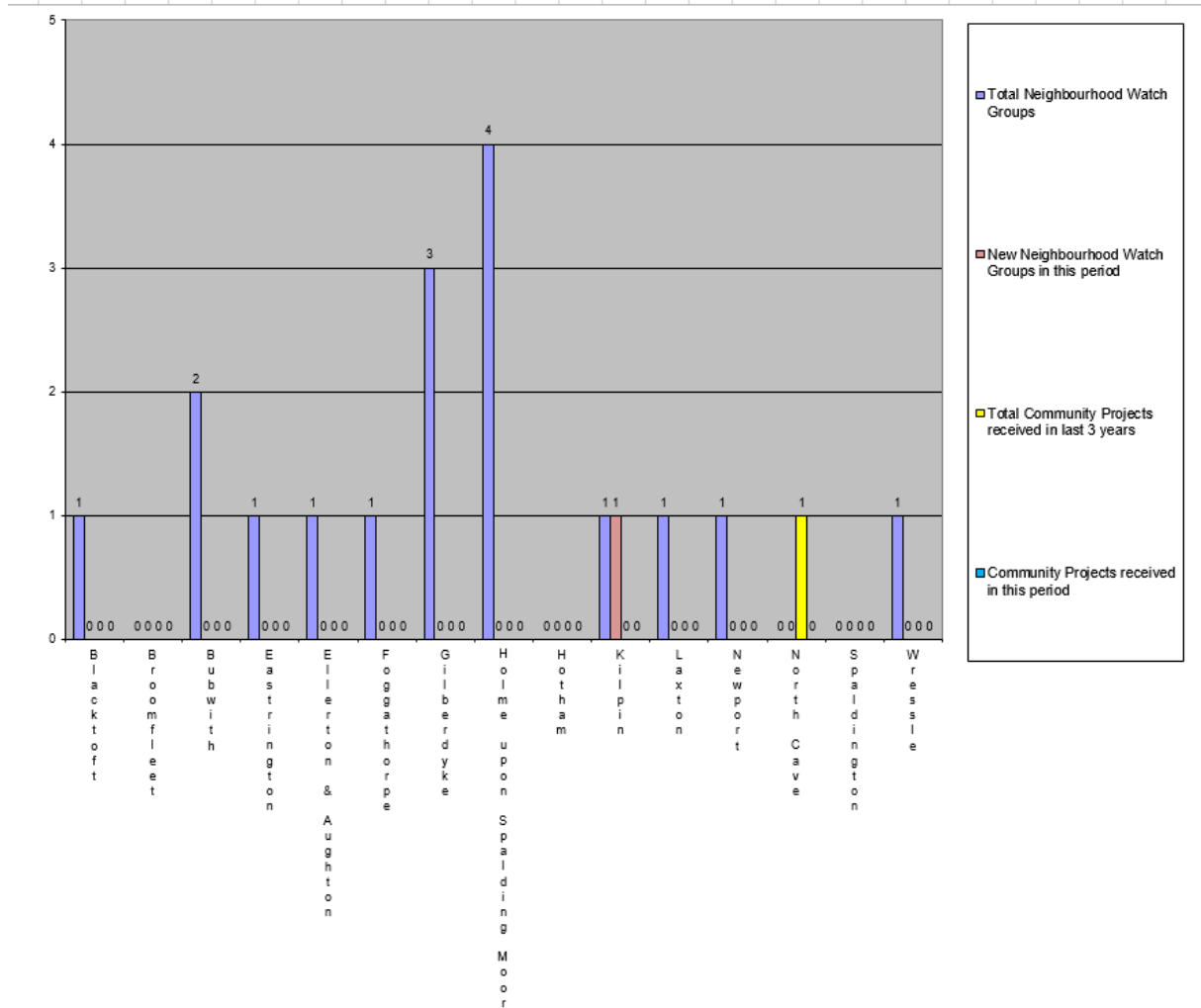
*Court Orders include ASBOs, Criminal Behaviour Orders and Civil Injunctions

Calls for Service to the ASB Team



Six month data represents 1 October 2020 to 31 March 2021

Neighbourhood Watch Groups and Community Projects





Clerks' and Chairmen's Chats

The next round of "Chats" on Zoom for Clerks and Chairman are:

Tuesday 25 May at 10.00am - Chairmen

Tuesday 25 May at 2.00pm - Clerks

These are just discussion forums and there is no fixed agenda, Clerks and Chairmen can bring up any subject. Even if you would just welcome the opportunity for a chat – please join us.

To take part, please contact ruth.johnson-ross@ernllca.info and we will send you the link.

Remote meetings – call for evidence

Do you have a view, positive or negative about remote meetings? Although the Government has not extended the regulations allowing remote meetings, it has nonetheless issued a Call for Evidence which ERNLLCA encourages everyone to take part in.

ERNLLCA is urging councils, councillors and clerks to complete the survey form:

<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence/>

The closing date is 17 June 2021.

Contacting ERNLLCA via email

We are pleased to confirm that our email system has been upgraded and all enquiries to the Desktop Advisory Service should once again be sent to enquiries@ernllca.info

If you want verbal advice, please continue to phone Steve on 07934 554469. Alternatively, you can leave a message on the office voice-mail at 01652 661617 and that will be automatically forwarded to Steve. Please remember that Steve's hours of work are Monday to Wednesday 9.00am to 17.00pm.

Once our new website is ready there will be a further access system in place which we hope will enhance the service.

We have also made changes to how you should contact ERNLLCA on matters such as training, newsletters or with other general administrative matters which will now be dealt using the email address ruth.johnson-ross@ernllca.info

Appointing councillors as ERNLLCA representatives

The district committees will hold their annual meetings in July and, at these meetings, there will be a vote to appoint representatives to serve on the ERNLLCA Executive Committee.

Only councillors appointed by their council as official ERNLLCA representatives can be nominated for membership of the Executive Committee. If you are interested in being put forward as a candidate for election to the Executive Committee, please ensure that your council has made this appointment.

We will be writing to councils to remind them of this requirement and of the need for this information to be passed to ERNLLCA.

Upcoming training events

We are pleased to announce the first part of our training programme for 2021/2022. Booking forms have been sent to your Clerk and can be downloaded from the Members' section of ERNLLCA website (www.ernllca.info)

Topic	Date	Attendees	Time	Cost
Building an effective community strategy	11 May 2021	Clerks and other officers	10.00am to 12.00 noon	Free – some places still available
Public speaking for councillors	12 May 2021	Councillors	6.30pm to 8.30 pm	£30+VAT, £20+Vat for small councils
Social media skills for councillors	18 May 2021	Councillors	6.30pm to 8.30pm	£30+VAT, £20+Vat for small councils
Building a 2-way conversation with your community	19 May 2021	Councillors and officers	10.00am to 12.00 noon	Fully booked, please let us know of further interest.
Chairmanship	26 May 2021	Councillors	10.30am to 12.00 noon and 1.30pm to 3.30pm	Fully booked, please let us know of further interest.
Managing a Disciplinary Procedure	3 June 2021	Councillors and Officers	2.00pm to 4.00pm	£30+VAT, £20+Vat for small councils
			6.30pm to 8.30pm	£35+VAT, £25+Vat for small councils

Further training events are planned on:

- Report writing
- Cemetery management (already fully booked)
- Being a Good Councillor
- Finance for councillors

Toilets Bill receives Royal Assent

NALC's long-standing campaign to secure business rates relief on public toilets has come to a successful conclusion with end this week, with the Non-Domestic Rating (Public Lavatories) Bill receiving Royal Assent.

NALC will now work towards ensuring backdated rebates are paid as soon as possible and Chairman, Cllr Sue Baxter, has raised this directly with the local government minister, Luke Hall MP. They are due to meet shortly to discuss this and other issues such as remote meetings.

Resolutions to ERNLLCA's Annual General Meeting

This year's Annual General Meeting will be held in the Autumn. At this point in time we do not know if it will be possible for this to be a physical meeting.

Every year councils have the opportunity to submit motions for consideration at the meeting. Motions should comply with the following guidelines:

- be of national or regional significance; or
- call for a response from the Government, NALC or another national or regional body; or
- call for a response from or be directed at a body which covers the whole of the former area.

Resolutions should also indicate the body to whom it is to be directed.

Please ensure that motions are received by ERNLLCA no later than 12 noon on Tuesday 20 July 2021. Resolutions received after that date will not be eligible for consideration at the AGM.

Each of the district committees are able to submit motions which all councils present at the meeting can contribute to.

We will be writing to each council to confirm this procedure.

2021/2022 Pay Award

At the present time ERNLLCA has not been informed of any progress on the outcome of the negotiations for the current year's pay award. As soon as we have any information, that will be forwarded to councils.

Snippets from the Desktop Advisory Service

General Data Protection Regulation:

It is vitally important that councils continue to engage with the requirements of the Regulation. Whilst this Regulation was brought in whilst the UK was still in membership of the EU, it nonetheless still applies. The UK Government adopted what is sometimes referred to as GDPR-UK which is simply a re-titling of the original Regulation.

Councils are reminded that they should conduct an annual review of all data they hold to ensure that it is needed and is kept in a secure format.

The Information Commissioner remains the regulatory body and it has the power to levy substantial fines where data is lost, misused or where there has been a breach.

The Clerk is the Proper Officer of the council and is therefore the person to be responsible for holding all data.

Consent forms should be obtained where necessary, and each council should have a privacy policy in place. Sample forms and notices are available from the ERNLLCA website.

Meeting venues:

The outcome of the court case regarding the continuation of remote meetings for councils was disappointing. ERNLLCA has previously advised that councils, which may find it impossible to physically meet, should devolve any necessary authorities to the Clerk or they should use Covid-secure venues for their meetings.

Where councils intend to return to the use of physical meetings, NALC has issued the following which should be taken into account by councils in terms of their responsibility towards staff expected to attend these meetings.

It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.

Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face-to-face meetings.

The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government **safer workplaces guidance**

ACAS have produced useful **guidance for employers and employees** related to COVID-19, including advice on how to support staff to **return to the workplace** and how to manage situations where staff may be worried or not wish to return.

Invoicing

We are in the process of having our IT and financial recording systems improved. This will mean a delay in invoices being issued for training booked during April and May. Be assured – we won't forget to send you an invoice!

ERNLLCA Executive Committee

The Executive Committee met via Zoom at the end of April, under the chairmanship of Councillor David Knowles.

The main items of business covered included a report from Councillor Brian Brooks, ERNLLCA's representative to NALC, who summarised NALC's healthy year-end financial position. He went to cover an "open" session for NALC representatives which centred on future priorities at which the concept of induction training for all councillors and chairmen was discussed.

The Resources Sub-Committee members reported on ERNLLCA's year-end financial position and the welcome surplus that had been achieved.

The Executive Officer presented report on governance and service delivery, drawing attention to a very successful training programme of events. The training plan for 2021 was agreed and would be released, over time, to member councils.

A working group of three members of the Executive Committee has been appointed to examine how more councils might be recruited into membership.

The next meeting of the Executive Committee will be held at the end of July. This will be the annual meeting of the Executive at which appointments of office-holders, sub-committees and representatives will be made.

ERNLLCA

Suite 8, Waters Edge Business Centre, Maltkiln Road, Barton upon Humber, DN18 5JR

**Tel: 01652 661617 Email: enquiries@ernllca.info Website: www.ernllca.info
Twitter @ERNLLCA**



Petition

ERNLLCA has been asked to share details of the following petition which calls on the Government to amend current legislation to enable Councillors to be suspended, or even disqualified, for breaching their council's Code of Conduct.

The petition organisers agree that most councillors maintain high standards of conduct but some Councillors behave unacceptably, yet the current sanctions do not enable them to be suspended, or even disqualified, where there have been serious breaches of their Code of Conduct. Examples of such behaviour include harassment, bullying and even abuse.

The organisers state that such activity would be grounds for dismissal in an employment setting and, the petition organisers' claim, equivalent sanctions should exist for Councillors.

If this is something you wish to support? If so, the petition can be accessed via the link below.

[Sign this petition](#)

Remote meetings – call for evidence

Do you have a view, positive or negative, about remote meetings? Although the Government has not extended the regulations allowing remote meetings, it has nonetheless issued a Call for Evidence which ERNLLCA encourages everyone to take part in.

ERNLLCA is urging councils, councillors and clerks to complete the survey form:

<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence/>

ERNLLCA has made a submission.

The closing date is 17 June 2021.

Appointing councillors as ERNLLCA representatives

The district committees will hold their annual meetings in July and, at these meetings, there will be a vote to appoint representatives to serve on the ERNLLCA Executive Committee.

Only councillors appointed by their council as official ERNLLCA representatives can be nominated for membership of the Executive Committee. If you are interested in being put forward as a candidate for election to the Executive Committee, please ensure that your council has made this appointment and communicated that fact to ERNLLCA.

We have written to councils about this and will shortly send a reminder of this requirement and of the need for this information to be passed to ERNLLCA.

Resolutions to ERNLLCA's Annual General Meeting

This year's Annual General Meeting will be held in the Autumn. At this point in time we do not know if it will be possible for this to be a physical meeting.

Every year councils have the opportunity to submit motions for consideration at the meeting. Motions should comply with the following guidelines:

- be of national or regional significance; or
- call for a response from the Government, NALC or another national or regional body; or
- call for a response from or be directed at a body which covers the whole of the former area.

Resolutions should also indicate the body to whom it is to be directed.

Please ensure that motions are received by ERNLLCA no later than 12 noon on Tuesday 20 July 2021. Resolutions received after that date will not be eligible for consideration at the AGM.

Each of the district committees are able to submit motions which all councils present at the meeting can contribute to.

We will be writing to each council to confirm this procedure.

Snippets from the Desktop Advisory Service

Data Subject Access Requests

Everyone has the right to ask an organisation if it holds any data about them, these are referred to as Data Subject Access Requests. This obviously applies to parish and town councils indeed it also applies to ERNLLCA. From time to time, member councils seek advice from ERNLLCA on matters that may involve a member, or members, of the public.

The purpose of this article is to remind councils that where advice is sought, no information should be provided that might identify a member of the public. This obviously includes a person's name but could also include an email address. Where such enquiries are made, the council seeking advice must redact, from any documents it may share with us, the names of any members of the public, together with any other data which may identify an individual.

We are seeing an increasing number of members of the public contacting ERNLLCA to request details of any data we may hold about them. This usually happens where there has been some controversy involving the council and the individual, or individuals. There is a legal requirement for ERNLLCA to provide this data but, in doing so, members of our team have to redact all the other information councils have provided that may identify other individuals. This is hugely time-consuming task but there is also the question of whether ERNLLCA, as a membership association, has any right to hold data about private persons. If challenged on this latter point, ERNLLCA may find itself in some difficulty with the Information Commissioner.

With immediate effect ERNLLCA will not be able to provide advice on a matter raised by a member council where data about private individuals has been provided. We will have to return the request and ask that the personal data is redacted.

We are sorry that this stance will have to be taken but our Privacy Policy makes no allowance for holding data about private persons. Technically, if we are provided with details of a private person, we should then write to that person seeking their express written consent to hold that data. The simple fact is that we do not have the time for such activity.

We are sure you understand the difficult position ERNLLCA is in.

Good recruitment

Recruitment of a good Clerk can be a challenge for councils. Turnover of Clerks in the ERNLLCA area remains high and the following is offered as a reminder of good recruitment practice.

Limited information exists as to why turnover is high but anecdotal evidence suggests that underselling of the vacancy is a contributory factor. "The job is so much bigger than it appeared when advertised" is a regular refrain we have heard from outgoing Clerks.

ERNLLCA's advice is that councils should be clear about the job to be filled and that prior to advertising councils should:

- agree job description and person specification, otherwise how does a council know what it wants in the way of an employee?
- agree all terms and conditions – hours; pay etc
- agree the job advert and where it will be placed
- get the governance right - who will interview and make sure a committee has the power to appoint?
- agree in advance the questions to be asked of candidates
- what value will be placed on responses?
- Agree any induction period, how it will be managed and, preferably, draw up a professional development plan
- what records should be kept and for how long?

Job adverts should be imaginative. Councils should include the hours of work; the salary (or at least the grade); work location; a brief summary of the role; contractual benefits such as pension provision; and local (sometimes referred to as "soft") benefits, e.g. a job to fit around family commitments; home-working; interesting work; and reference to the council's website where potential applicants can glean more information about the council.

Councils should never ask that the successful applicant must provide their IT, owing to information security and GDPR implications.

Councils should use an application form to properly measure candidates and to gain a sense of the written communication skills. ERNLLCA actively discourages the use of CV's for the role of Clerk. On the application form, councils must also explain to all candidates how the data they provide about themselves will be protected.

A letter of appointment should be issued to the successful candidate and the details provided by unsuccessful candidates should be securely held for six months and then safely destroyed.

The contract of employment should be drawn up before the successful candidate starts. Indeed, it is a legal requirement that this is issued to the new employee on the first day of employment.

Councils should manage the induction period and then confirm the appointment in writing.

ERNLLCA can help with all of the documentation mentioned above and provide qualified Human Resources guidance for your recruitment process.

ERNLLCA District Committees

The annual meetings of the district committees will take place via Zoom on the following dates:

North Lincolnshire District Committee: Tuesday 13 July
 North East Lincolnshire District Committee: Thursday 15 July
 East Riding District Committee: Tuesday 20 July

All meetings will commence at 7.00pm.

At the meetings, councils which are represented will be able to vote for the positions of Chairman and Vice-Chairman of their committee, as well as appointing representatives from their district to be members of the Executive Committee.

We would also like to hear from councils about topics they would like to appear on the agenda for discussion. Agendas for the meetings will be sent out two weeks before the meeting dates, so please ensure any subject you would like to be included on your district committee's agenda reaches us in good time. Suggestions should be sent to ruth.johnson-ross@ernllca.info

Councillor training

We are interested in assessing the number of councillors who might be interested in taking part in a virtual two-part course on the role of a parish or town councillor. We have already received expressions of interest from a few councils but the limited number of councillors who are currently interested unfortunately makes delivery unviable.

This two-part session will cover the following:

Roles:

- What do parish and town councils do?
- What is the councillor's role?
- What skills are needed to be a good councillor?

The Law:

- The importance of the agenda
- Powers and duties
- Good meetings and good meeting procedure
- Effective decision-making
- Minutes, records and who is responsible for them

Corporate issues:

- The Council as the employer

Whilst this is primarily aimed at newer councillors, it may also be of benefit to longer-serving councillors who wish to refresh their knowledge. We are simply looking for expressions of interest and councillors are not expected, at this stage, to commit to attendance.

Please email ruth.johnson.ross@ernllca.info with details of the number of potential attendees together with an indication of whether day-time or evening attendance is preferred.

ERNLLCA

Suite 8, Waters Edge Business Centre, Maltkiln Road, Barton upon Humber, DN18 5JR

**Tel: 01652 661617 Email: enquiries@ernllca.info Website: www.ernllca.info
Twitter [@ERNLLCA](https://twitter.com/ERNLLCA)**

Welcome to your email update from East Riding of Yorkshire CCG! We hope you are finding these updates useful and they are helping you or someone you know to access help and support during these unprecedented times. The update below is full of the latest news and events.

Local NHS staff honour World Hand Hygiene Day



This World Hand Hygiene Day, it's never been more important to practice good hand hygiene. Watch the YouTube video to see local NHS staff and other volunteers show you why it's so vital. Save lives, clean your hands!

www.youtube.com/watch?v=BO9W362Dk0c

International Day of the Midwife

Over the past year, midwives have worked in extraordinary circumstances to provide excellent care to women and their families across our region.

To mark [International Day of the Midwife](#) on Wednesday 5 May, the Communications team at Humber, Coast and Vale Health and Care Partnership (HCV) spoke to Sallie Ward, Lead Midwife for the Local Maternity System (LMS). Read the interview [here](#).

Free hospital parking for disabled drivers at NLaG hospitals

Blue badge holders parking at Grimsby, Goole and Scunthorpe hospitals will no longer be charged to park.

Jug Johal, director of estates and facilities, at Northern Lincolnshire and Goole NHS Foundation Trust, said: "For a long time now we have offered a low fixed rate tariff fee for disabled drivers but from April 26 we are implementing free parking for blue badge holders at our three hospitals.

"Our car parks operate using automatic number plate recognition technology so patients and visitors who are already registered on our systems won't need to do anything to claim the concession, the barrier will simply lift for them, there is no need to visit the pay station."

Anyone who is not on the system needs to follow the instructions below.

Cancer patients attending for a course of treatment, those visiting for prolonged visits with a patient who is at the end of their life and parents staying with a sick child overnight can already claim free parking and will continue to be able to.

Staff parking continues to be free during the pandemic, but when charges do get re-instated disabled staff members will be able to claim free parking, and night shift workers will also get discounted parking.

How to claim each concession

Blue badge holders: patients and visitors who have already registered their blue badge with the car parking team will not need to do anything. If people have not registered yet they need to email parking.nlag@uk.issworld.com with their name, blue badge number (and a copy of the front and back of the blue badge) and their vehicle registration number. Staff parking is currently free but when they are re-instated disabled staff will also be able to register for free parking. Staff do not need to do anything yet as staff parking remains free during the pandemic.

Frequent outpatient attenders: This applies to patients who have to attend hospital for an appointment at least three times within a month and for an overall period of at least three consecutive months. Those eligible can pick up a claim form from the Car Parking and Security Offices on site. They will need to keep hold of their receipts and put a claim in retrospectively outlining which department they attended on which date. This starts from the end of April, so the earlier that patients will be able to claim is in August for the period May – July.

Parents staying with a sick child overnight, cancer patients and those visiting for prolonged visits with a patient who is at the end of their life: these concessions are already offered by the Trust. Ward managers, or their deputies, can provide a letter detailing the reason for the concession which needs to be emailed to the Car Parking and Security team on parking.nlag@uk.issworld.com

Free webinar for small and medium sized enterprises to help prevent modern slavery

The Shiva Foundation and STOP THE TRAFFIK are running a free webinar for small and medium sized enterprises to help them address modern slavery risk in their business. The workshop aims to explain the key steps outlined in a free toolkit the organisations have created specifically for SMEs.

The toolkit includes key features such as a simple risk self-assessment, practical steps to protect employees, and clear guidance on how to report modern slavery

concerns (it can be accessed [here](#)). The workshops will cover the business case for modern slavery prevention, key steps SMEs can take with tools to support, and a Q&A with attendees.

The webinar takes place on Thursday 27 May, 10-11am, click the following link to register: <https://bit.ly/30u6LQn>.

Making life easier for individuals and families affected by acquired brain injury



Every 90 seconds there is a hospital admission for an Acquired Brain Injury* It can happen to anyone, any place, at any time.

After suffering a brain injury and upon leaving hospital, life can be very different. Recovery can often be a long, challenging journey and in many cases, people are vulnerable as they adapt to life as their brain recovers. Some people struggle to maintain their relationships, friendships and the normal daily routines they had before their injury. The effects of brain injury can be life-long.

What we do

Working in partnership with NHS Hull CCG and the City Health Care Partnership, the P.A.U.L for Brain Recovery charity provide a post-acute support service, with an access point in the community for individuals and families affected by brain injury. We aim to make life easier after brain injury by offering community support, guidance and education to help manage the different stages of recovery and minimise the long-term effects.

Our story

Founder and CEO of the charity – Paul Spence knows of the impact of brain injury after he suffered a brain haemorrhage in 2012. Paul faced a difficult recovery journey, in which he soon realised there was a lack of support in the community for himself and his family. Paul set-up the P.A.U.L for Brain Recovery charity in 2015 after he felt there needed to be somewhere to go, a lifeline, a place to obtain Positivity, Awareness, Understanding and Love during brain injury recovery.

Support plan

Since brain injury recovery is experienced differently by everybody, we take a person-centred and holistic approach. Our sessions focus on engaging in activities that help the brain to heal and adapt, whilst working towards any aspirations that the individual would like to achieve. Support plans can combine any of our free sessions and activities. These include, frequent social meet-ups, day trips, yoga, gym, time at our allotment, walking groups, peer support and advocacy/signposting. We also hold family support sessions and one-to-one and group education sessions.

How our sessions and activities help

All of our sessions and activities aim to improve quality of life. They help service users to manage their difficulties by offering practical skills and knowledge.

Many of our sessions and activities aim to reduce social isolation which can be a common consequence of brain injury. The charity provides a safe place to feel supported by others going through a similar experience, which [provides reassurance that they are not alone in how they are feeling](#). Other benefits include improved health and wellbeing, finding purpose and feeling a sense of belonging.

We have built a thriving, social community of people who support one another towards living a happy and meaningful life.

COVID-19 impact

Over the past year or so, the charity service has been mainly operating as a remote service. From the w/c 19 April 2021 we will begin to introduce small group, face-to-face sessions at the charity. Other services will continue to be run virtually with the aim of resuming our full-service provision from the P.A.U.L For Brain Recovery centre as soon as possible.

How you can help our community

If you know of any person over the age of 18 that has suffered an acquired brain injury, please let them know about our service. New enquiries can call the centre on 01482 620229 or email info@paulforbrainrecovery.co.uk

We heavily rely on fundraising from the kind-hearted members of the public. This ensures we can continue to support, guide and ultimately change lives in our community. For more information on fundraising call 01482 620229 or email info@paulforbrainrecovery.co.uk

*UKABIF APPG 2018

Please stay safe and keep smiling.

Best wishes,

East Riding of Yorkshire Clinical Commissioning Group

Welcome to your update from East Riding of Yorkshire CCG! We hope you are finding these updates useful and they are helping you or someone you know to access help and support during these unprecedented times. The update below is full of the latest news and events.

Have your say on the paediatric services at Scarborough Hospital

Are you interested in sharing your experience of the paediatric services at Scarborough Hospital? We would like to invite you to take part in a focus group to hear your views.

The focus groups will be held via Zoom and take place:

- Tuesday 8 June 2021 - 2pm - 3.30pm
- Thursday 10 June 2021 - 10am - 11.30am
- Wednesday 16 June 2021 - 5.30pm - 7pm

This is a great opportunity for us to gather meaningful and informed feedback from service users and carers with experience of accessing the service. (Paediatrics is the area of medicine that manages medical conditions affecting infants, children and young people).

If you would like to take part in one of the focus groups, please confirm your attendance by emailing nyccg.engagement@nhs.net or phone 01723 343660 and advise the date you would like to join. We will send further details, with a link to the Zoom meeting a couple of days before the event.

Your feedback will help us to understand how our services are performing and are being received by local communities.

Help us help you be prepared for the bank holiday weekend

Hull and East Riding residents are encouraged to ensure they are prepared for the upcoming bank holiday, Monday 31 May 2021, and reminded which NHS services will be available.

Urgent Treatment Centres (UTC), out of hours GP services and some pharmacies across Hull and East Riding of Yorkshire will remain open. However, GP practices and most pharmacies will be closed on the bank holiday.

If you need medical help, the NHS is still here for you. Be prepared by checking your medicine supply and making sure you order any required prescriptions in good time.

Some pharmacies will be open on bank holiday Monday to ensure you can access services if necessary. You can find out which pharmacy is open near you by visiting www.nhs.uk/service-search/find-a-pharmacy.

If you need to access GP services on bank holiday Monday, routine appointments are available by contacting your GP if you live in Hull, or through [Improving Access in the East Riding](#).

For urgent medical help, please use the NHS 111 online service (<http://111.nhs.uk>). If you cannot get online, call 111.

UTCs can treat minor ailments such as cuts, burns and suspected fractures, with no appointment necessary. Find out more about East Riding UTCs [here](#) and Hull UTCs [here](#).

If you need mental health support, the Hull and East Riding Mental Health Response Service will remain operational over the bank holiday weekend. Individuals in crisis can access their services on 01482 301701.

If you are in a serious or life-threatening emergency, call 999.

NHS Hull and NHS East Riding of Yorkshire CCGs want to thank local NHS services for their continued support during this difficult and challenging time.

Better Care stakeholder bulletin

East Riding of Yorkshire Clinical Commissioning Group, East Riding of Yorkshire Council and other partner organisations are working together to transform the way health and care is delivered to patients by bringing services closer together. Through the Better Care project we have implemented a number of different projects, designed to improve local residents' health and wellbeing. [Please see the latest Better Care bulletin giving you an update on progress of our project to date.](#)

Humber, Coast and Vale Cancer Alliance – Get Involved

Our Cancer Alliance brings together all the organisations that commission and provide cancer services in the Humber, Coast and Vale region. Together, we are working to improve early diagnosis, survival, quality of life and patient experience for people with cancer. We are committed to ensuring that the voices of people affected by cancer are at the heart of service improvements. So if you are a patient, family member, carer or friend, we would love you to get involved.

We are currently seeking a patient representative for the Cancer Alliance System Board and a Public and Patient Voices Forum Member for the NHS Cancer Programme. For more information and to apply, please visit <https://hvcanceralliance.org.uk/get-involved-2/>. By championing the patient, service user, carer and family perspective, you can help make sure that the care provided is what people really need.

To find out more about Humber, Coast and Vale Cancer Alliance, you can visit our [website](#), read our [quarterly newsletters](#), or follow us on [Facebook](#) and [Twitter](#).

Is your child vaccinated? No, we're not talking about COVID!

Vaccines are the hottest topic on everyone's lips at the moment, but the COVID-19 vaccine isn't the only one parents need to remember.

Vaccination is the most important thing we can do to protect our children against ill health. In fact, they prevent up to three million deaths worldwide every year.

Since vaccines were introduced in the UK, diseases like smallpox, polio and tetanus that used to kill or disable millions of people are either gone or seen very rarely.

However, if people stop having vaccines, it's possible for infectious diseases to quickly spread again and so it is very important to ensure your child is vaccinated.

You'll usually be contacted by your GP surgery when your child is due for a routine vaccination, however, if you know your child is due for a vaccination, it's best to speak to your GP surgery to book an appointment, you do not need to wait for them to contact you.

Dr Amy Oehring, local GP and member of the Hull Children, Young People and Families Board, said: "Vaccines teach your child's immune system how to create antibodies that protect them from diseases. It's much safer for their immune system to learn this through vaccination than by catching the diseases and treating them.

"All vaccines are thoroughly tested to make sure they will not harm you or your child and it often takes many years for a vaccine to make it through the trials and tests it needs to pass for approval.

"Protecting your children through vaccination is one of the most important things you can do. I understand it is hard to see your little one feeling uncomfortable, but any mild side effects, such as a high temperature or sore arm, will only last a couple of days and can be eased with liquid paracetamol or ibuprofen."

You can find out when your child is due their vaccinations online here: <https://www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them/>

Draw a Logo Competition for a new Hull and East Riding Children's Neurodiversity Service

We are inviting children and young people who live in Hull and East Riding of Yorkshire to draw a logo for a new service, the Hull and East Riding of Yorkshire Children's Neurodiversity Service.

The competition runs across the month of June with the last day for receipt of an entry being 30 June. Judging will take place by the end of July, 2021 and winners will be notified as soon as possible after that.

We would like you to draw a picture that can be used and shared as a new logo for the service that will bring many different services working together to support children and young people (0-25 years) with lots of different needs.

This service will support children/young people with neurodiverse needs such as autism, learning disabilities, epilepsy, cerebral palsy, ADHD, sensory processing, speech and language, occupational therapy, physiotherapy and much more. There are 3 prizes to be won:

- 1st prize - £30 voucher and being the logo used by the service.
- 2nd prize - £20 voucher
- 3rd prize - £10 voucher
-

The entry form should be printed, with the picture drawn in the box and returned to the FREEPOST address included on [the form](#).

Parents must sign the entries and give a contact number/email please. Good luck!

HUTHT Patient Engagement Forum

Hull University Teaching Hospitals NHS Trust's Improvement Team's next Patient Engagement Forum is on Wednesday 23 June.

Dr Liz Herrieven, Consultant in the Emergency Department Paediatric team, will be sharing the processes the trust have in place to assist patients attending who have a learning disability, autism or additional needs, enabling them to have a better experience.

[Click here to register.](#)

Please stay safe and keep smiling.

Best wishes,

East Riding of Yorkshire Clinical Commissioning Group



Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	3
Suffix	
Property name	
Address line 1	Back Street
Address line 2	
Address line 3	
Town/city	Laxton
Postcode	DN14 7TP

Description of site location must be completed if postcode is not known:

Easting (x)	479180
Northing (y)	425605

Description

--

2. Applicant Details

Title	Mr
First name	Daniel
Surname	Williamson
Company name	
Address line 1	3, Back Street
Address line 2	
Address line 3	
Town/city	Laxton
Country	

2. Applicant Details

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Postcode	<input type="text" value="DN14 7TP"/>
Are you an agent acting on behalf of the applicant?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="David"/>
Surname	<input type="text" value="Huntley"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="The Bricklayers Arms"/>
Address line 2	<input type="text" value="Front Street"/>
Address line 3	<input type="text" value="Laxton,"/>
Town/city	<input type="text" value="Goole"/>
Country	<input type="text"/>
Postcode	<input type="text" value="DN14 7TS"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

4. Description of Proposed Works

Please describe the proposed works:

Two Storey hipped roof extension to rear of property to provide new Kitchen and Master Bedroom Facilities

Has the work already been started without consent?

☒ Yes ☐ No

If Yes, please state when the development or work was started (date must be pre-application submission)

01/04/2019

Has the work already been completed without consent?

☐ Yes ☒ No

5. Materials

Does the proposed development require any materials to be used externally?

☒ Yes ☐ No

5. Materials

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Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	LBC Tudor brick
Description of proposed materials and finishes:	matching facing brick

Roof	
Description of existing materials and finishes (optional):	Interlocking concrete double pantile.
Description of proposed materials and finishes:	Interlocking concrete double pantile to match existing with colour matched half round hip and ridge tiles. Code 4 lead to valleys.

Windows	
Description of existing materials and finishes (optional):	White Pvcu window frames with double glazing
Description of proposed materials and finishes:	White Pvcu window frames double glazed

Are you supplying additional information on submitted plans, drawings or a design and access statement? ☒ Yes ☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Survey Drawing as at March 2019

Proposals Drawing (As Built)

6. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? ☐ Yes ☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☒ No

7. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way? ☐ Yes ☒ No

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☒ No

9. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

10. Pre-application Advice

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Has assistance or prior advice been sought from the local authority about this application?

☐ Yes ☒ No

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- ☐ The applicant
☒ The agent

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="David"/>
Surname	<input type="text" value="Huntley"/>
Declaration date (DD/MM/YYYY)	<input type="text" value="22/04/2021"/>

☒ Declaration made


13. Declaration

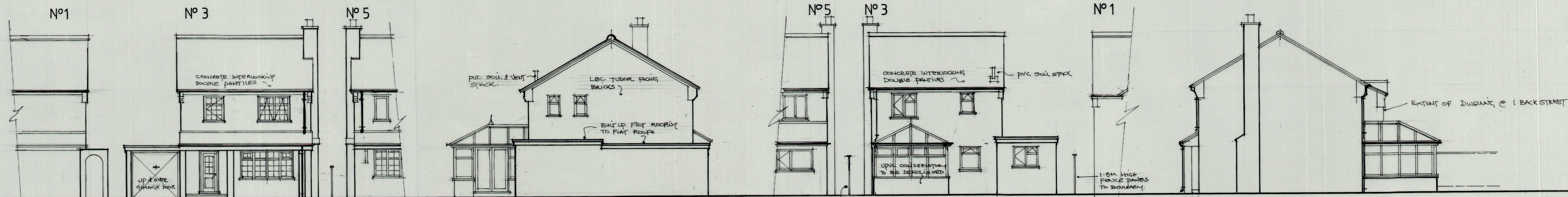
I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)	<input type="text" value="22/04/2021"/>
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FLOOD RISK ASSESSMENT

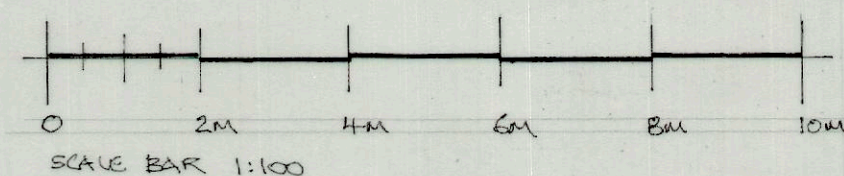
HOUSEHOLDER DEVELOPMENT AND NON-RESIDENTIAL EXTENSION NOT EXCEEDING 250M²

<ul style="list-style-type: none"> Floor levels within the proposed development will be set no lower than the existing levels AND, flood proofing of the proposed development has been incorporated where appropriate. 	
<ul style="list-style-type: none"> Floor levels within the extension will be set 300mm above the known modelled 1 in 100 annual probability river flood (1%) or 1 in 200 annual probability sea flood (0.5%) in any year. This flood level is the extent of the Flood Zones. 	



Existing Front Elevation indicating Adjacent Properties.

SCALE 1:100



Existing Gable Elevation from 1 Back Street.

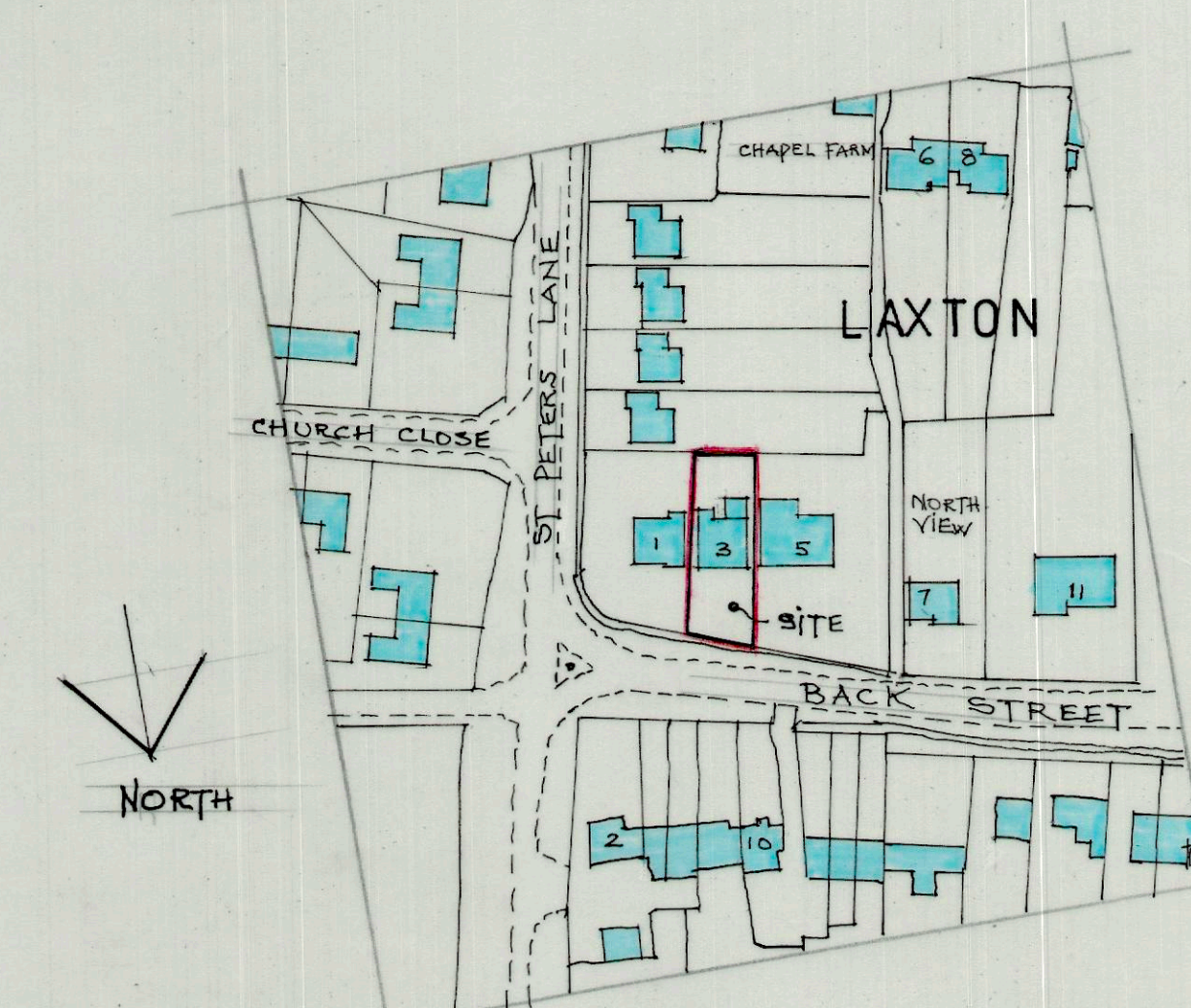
SCALE 1:100

Existing Rear Elevation indicating Adjacent Properties.

SCALE 1:100

Existing Gable Elevation from 5 Back Street.

SCALE 1:100



Site Location Plan 1:1250

Proposed Alterations and Extensions to

No. 3 Back Street

Laxton

Goole

DN14 7TP

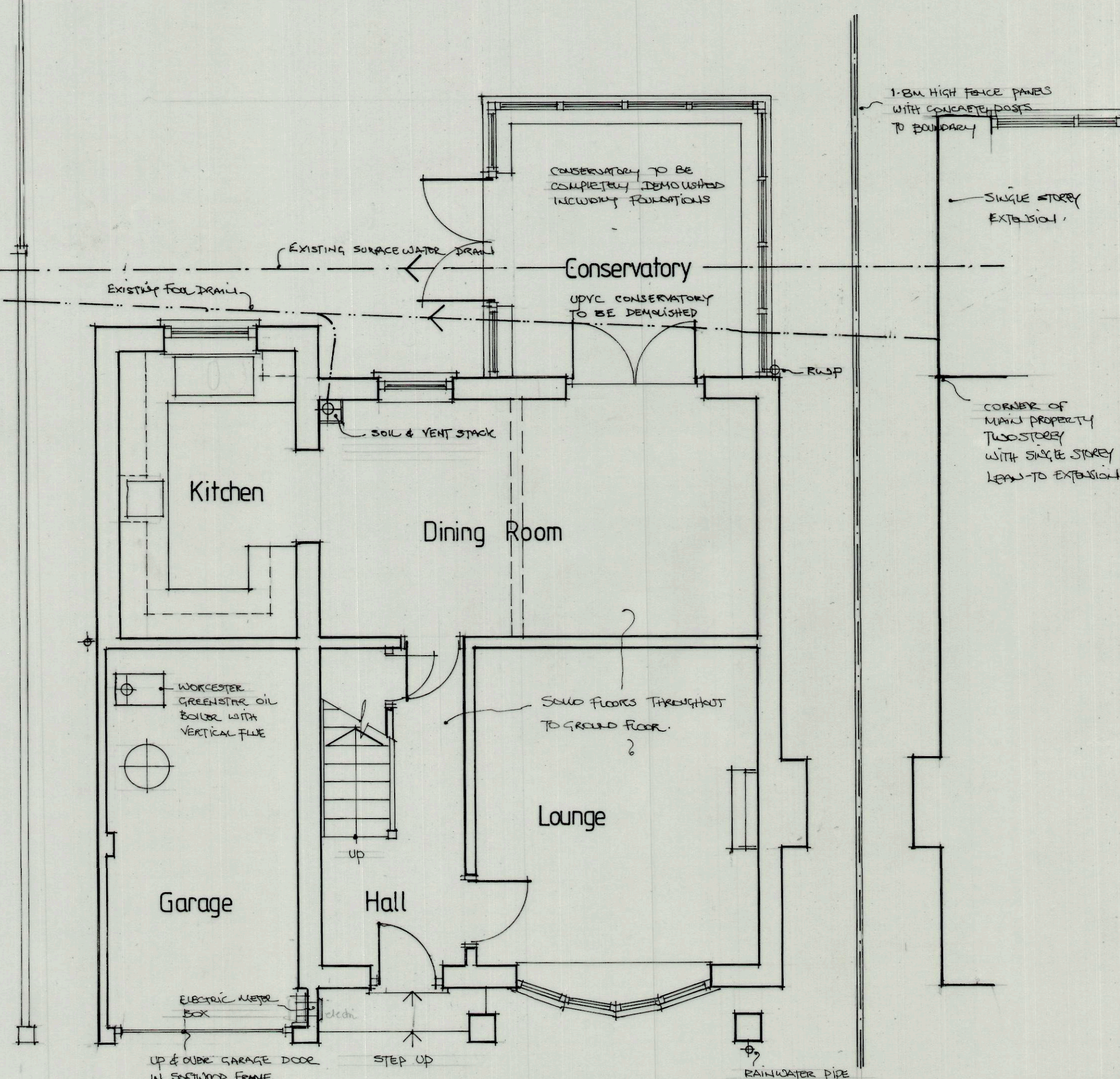
for

Mr. D.J. Williamson

DRAWN BY:-
DAVID HUNTLEY
THE BRICKLAYERS ARMS
FRONT STREET
LAXTON
GOOLE
DN14 7TS

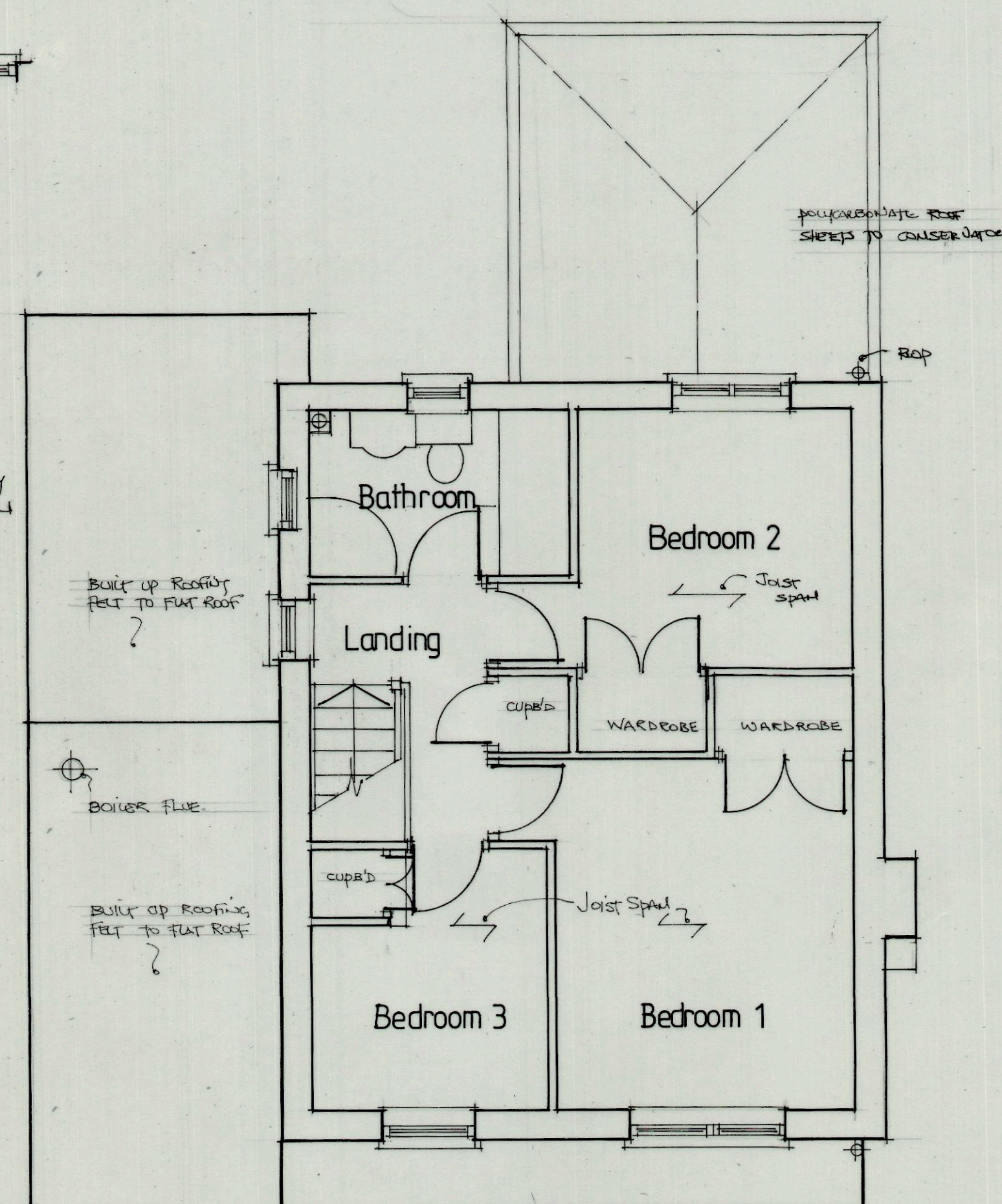
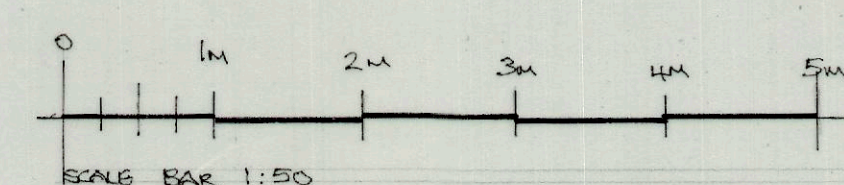
D.J. Huntley MAY 2013

Survey Drawing



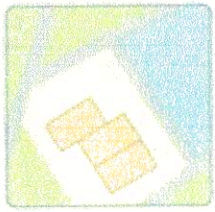
Ground Floor Plan as Existing

SCALE 1:50



First Floor Plan as Existing

SCALE 1:50



3 Back Street, Laxton, Goole, DN14 7TP





38



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Clothing & Accessories ▾ Council & Business

Council & Business

Explore our range of large, outdoor Tommy products specially designed for councils and businesses. A perfect way to commemorate our fallen heroes in your local community or business premises. All items can be personalised.

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8 products



Unknown Tommy Statue
£175.00



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Deny



Unknown Tommy for Lamp Posts
£225.00



Tommy Town Sign
£195.00



Tommy Garden Planter Bench
£179.99



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Got it!

Deny



Small Tommy Planter
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Large Tommy Planter
£89.99



'Hedgehog Headquarters' Hedgehog House and Planter
£57.00



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Got it!

Deny

43
The Chalet,
18 Front Street,
Laxton,
Nr. Goole,
East Yorkshire.
DN14 7TS
12th June 2021

Dear Laxton Parish Councillors,

I write on behalf of St. Peter's Church Laxton Parochial Church Council, to ask if any financial support could be made available to support us in our work within the churchyard. The ground around the old chancel is classed as closed and but the rest is open, with all areas being potential habitats for wildlife. The whole area is an asset to the village which is visited by many families to pay their respects to loved ones and so we do our best to keep it looking neat and tidy.

At the end of last year we reviewed the costings by inviting various companies to tender for cutting and strimming the grass within the churchyard and around the church. This resulted in us employing a local company to carry out the necessary work at £140m per cut. The estimated number of cuts per season is 12, between 1st April and 30th September. A total cost of £1,680, but as we all know this could be greater if the growing season is prolonged. The sum does not include any additional work carried out, ie. Spraying of weeds in and around graves or trimming of shrubs and trees. This was by far the cheapest quote.

Due to Covid-19 restrictions and the closure of church for services for several months and not being able to organise any fund-raising events, the income to church has been substantially reduced this past year. Our out-goings for Insurance and the Parish Share have still had to be met on a monthly basis, just short of £600. Which we have managed to pay.

However, as time goes on and we are allowed to open the church once more for service, this does give us a small income from collections but so too, do other bills come in. Following on from an audit with the Insurance company, just this last week we have had to cover the cost of upgrading the Lightning conductor and a full Electrical Compliance check + PAT testing. Without certified proof of which the Insurance Policy would be invalid.

As you can imagine all these things have taken a huge amount of our finances and having endeavoured to cover the cost of the works required on the church building ourselves, please would you consider supporting us with our work within the church grounds and churchyard. We do wish to keep the church viable for the village, but with an aging congregation this is becoming increasingly difficult so any financial support would be greatly appreciated.

Regards.

Jane Thompson (Churchwarden)

Law & Religion UK

Issues of law and religion in the United Kingdom – with occasional forays further afield

May a parish or town council grant-aid a place of worship? – yet further thoughts

Posted on **2 June 2020** by **Frank Cranmer**

In March 2017, I posted with permission a piece based on the HRBA's submission to the English Churches and Cathedrals Sustainability Review. My earlier post attracted various helpful comments and did not address the issue of burial grounds at all – and there have also been subsequent developments. I updated the post on 10 June 2019, but that update included a reference to a version of Parish Resources Funding Guide 13 that has been superseded.

What follows is a further update: the earlier post has been binned.

In 2017, the **Historic Religious Buildings Alliance** (HRBA) called on the DCMS English Churches and Cathedrals Sustainability Review to decide whether or not civil parish councils (and parish councils that have declared themselves by resolution to be “town councils”) may spend money on local church buildings and to resolve the current confusion. Under the current law, civil parish and town councils in England and Wales raise a precept that enables money to be spent on matters that are important to and benefit the local community: however, there are opposing views on whether or not they may make grants to places of worship.

Grant-aiding places of worship: the arguments against

The HRBA became aware that the Society of Local Council Clerks (SLCC) took the view that parish and town councils are prohibited from giving money to places of worship – the suggestion being that **s 8(1)(i) Local Government Act 1894** prohibits such financial support and that – unlike other aspects of that Act – there has been no subsequent legislation that has decisively overridden the prohibition. S.8 enumerates the powers of parish councils and 8(1)(i) reads as follows:

“(i) to execute any works (including works of maintenance or improvement) incidental to

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A letter dated 6 May 2014 from Brandon Lewis MP, who at the time was Parliamentary Under Secretary of State at DCMS, confirmed that the Government agreed that the 1894 prohibition was still in force, though it did not offer any analysis of the relationship between the 1894 Act and subsequent legislation. Mr Lewis suggested that the possibility of changing the legislation would be looked at, but so far as is known, there has still been no progress on the matter.

Michael Hall, a solicitor, suggested that the words in s.8 of the 1894 Act must be read in context – the context being that the powers and duties of the ecclesiastical parish vestry were being transferred to the civil parish except for those relating to the Church of England parish church – and that its intention was to make it clear that the (civil) parish council, unlike the parish vestry, had no particular connection with the Church of England and no particular responsibility for the parish church. Since, in his view, there is nothing in the Act which may be read as prohibiting spending money on non-Anglican places of worship such as a *gurdwara*, a synagogue or a mosque – and because statutes must be construed in a way that it non-discriminatory – s.8 cannot be read as prohibiting spending money on the Church of England parish church.

Gary Barker, however, pointed out that s.75(2) (Construction of the Act), as amended, provides that:

“The expression ‘ecclesiastical charity’ includes a charity, the endowment whereof is held for some one or more of the following purposes:—

- (a) for any spiritual purpose which is a legal purpose; or
- (b) for the benefit of any spiritual person or ecclesiastical officer as such; or
- (c) for use, if a building, as a church, chapel, mission room, or Sunday school, or otherwise by any particular church or denomination; or
- (d) for the maintenance, repair, or improvement of any such building as aforesaid, or for the maintenance of divine service therein; or
- (e) otherwise for the benefit of any particular church or denomination, or of any members thereof as such.

Provided that where any endowment of a charity, other than a building held for any of the purposes aforesaid, is held in part only for some of the purposes aforesaid, the charity, so far as that endowment is concerned, shall be an ecclesiastical charity within the meaning of this Act; and the Charity Commission shall, on application by any person interested, make such provision for the apportionment and management of that endowment as seems to it necessary or expedient for giving effect to this Act.

The expression shall also include any building which in the opinion of the Charity Commission has been erected or provided within forty years before the passing of this Act mainly by or at the cost of members of any particular church or denomination.”

Grant-aid to places of worship: the arguments in favour

Others take a different view of the legal position. The Church of England has previously suggested that parish councils already have the necessary powers to make such grants under the powers in [s 137\(1\) or \(3\) Local Government Act 1972](#) and an earlier version of its *Funding Guide 13*, now superseded, said as much in terms. The current [Funding Guide 13](#), however, makes no reference to the issue whatsoever.

In March 2017, the Church of England's Church Buildings Council posted an opinion, [Local Authority Investment in Church Property](#), in which it cast doubt on the position adopted by the National Association of Local Councils (NALC), as follows:

“1. The Church Buildings Council is aware that the National Association of Local Councils has recently circulated a briefing note in which they re-state their belief that the 1894 Local Government Act prevents parish councils from spending money on churches. This document lays out the views of the Church Buildings Council on this matter.

2. The Church Buildings Council, following legal advice, has concluded that the provisions of the Localism Act 2011 and the Local Government Act 1972 allow for all local authorities, including Parish Councils, to contribute to the upkeep of church property under certain circumstances – mainly related to the public benefit achieved.

3. Our view is supported by the 2017 English Cathedral and Church Buildings Sustainability Review (p.31-32), commissioned by HM Government (emphasis added):

“The law should be clarified, whether through legislative change or the issue of guidance, to establish that **local authorities are not prohibited from awarding funding to churches**.

Section 8 of the Local Government Act 1894 confers a number of additional powers on a parish council. Among these is the power to execute works subject to the condition that they do not relate to property relating to the affairs of the church. The Local Government Act 1972, however, permits a local authority (whether at the county, district or parish council level) to contribute towards the maintenance, repair or adaptation of churches and even possibly levy a parish rate on the basis that the expenditure would be in the interests of, and bring benefits to, some or all of the inhabitants of the area. Evidence submitted to the Review suggested that there is considerable confusion as to whether the 1972 Act supersedes the Local Government Act 1894, and that the 1894 Act is still perceived as a barrier, preventing investment in church buildings by local authorities.

Clarification on this point should be given, whether by repealing section 8 of the 1894 Act, or by the issue of guidance. This should clarify that **local authorities can invest in church buildings in accordance with Section 137 of the Local Government Act 1972. Additionally, repeal or the issue of guidance should clarify that certain parish councils are also able to fund church buildings using powers contained in**

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The Act allows certain parish councils, as long as they meet certain criteria, to pass a resolution which allows them to have the benefit of the so-called “General Power of Competence”. An eligible parish council is one in which at least two-thirds of the members have been elected (i.e. not co-opted), and in which the clerk has completed one of a specified range of training courses. Having passed such a resolution, the relevant parish council would have the power to fund repairs and improvements and changes to church property (albeit it would have to take such a decision in line with its proper internal processes)."

The Church Buildings Council's opinion went on to say that it was “working with the Government to implement this recommendation. In the meantime, we believe the intent behind it clearly indicates that parish councils and local authorities can invest in church buildings under two separate acts, both of which supersede the 1894 Act”.

It has also been suggested that if a parish council is “eligible” and has adopted the power of general competence under [s 1 Localism Act 2011](#), there will be no limit on the amount that it may spend on church repairs. However, the HRBA is aware of two cases in which an auditor told a parish council that the 1894 Act debarred it from giving money to a local church despite the express wish of the council to do so. Apparently, the SLCC raised the issue with the Government and asked for the removal of what the SLCC regards as a prohibition – but, so far as I am aware, nothing has been done.

Are burial grounds a special case?

In [advice](#) dated March 2018, Leicestershire and Rutland Association of Local Councils points out that the Local Government Act 1894 “expressly prohibits councils from spending any money on maintaining or improving church property. In practice, this includes the church building itself, the churchyard and the church hall”. As to burial grounds, however, it suggests that subsequent legislation appears to contradict the 1894 Act:

“For example, s.214(6) of the Local Government Act 1972 permits a parish council to contribute towards the expenses incurred by any person in providing or maintaining a cemetery and s.215 of the Local Government Act 1972 permits a parish council to maintain a closed churchyard.”

But though it is widely accepted that a parish council can legally maintain a closed churchyard – and many in fact do so:

“there remains a difference of opinion ... over whether a parish council is permitted to maintain or contribute to the maintenance of an open churchyard: the debate being, does s.214(6) of the Local Government Act 1972 override the provisions of the 1894 Act?”

Current guidance from the National Association of Local Councils (NALC) accepts that in the absence of case law and specific clarification from the Government there is no definitive answer to the question as to whether or not a council can legitimately maintain or contribute to

point because it believes that the restrictions in the 1894 Act do not override the provisions in the later Acts.

A tentative conclusion

The House of Commons Library's Briefing Paper of 25 February 2019, *Parish and town councils: recent issues*, sums up the position as follows at page 18:

“6.2 Parish council funding of churches

An issue arose in the late 2010s regarding the legal power of parish councils to fund repairs to local churches. This is a grey area in the law, with two statutory provisions pointing in opposite directions.

Section 8 of the Local Government Act 1894 provides that parish and town councils cannot give funding to ecclesiastical charities. There is a competing provision in section 137 (3) of the Local Government Act 1972 that allows parish and town councils to give funding to charitable bodies. Awareness that the law is unclear has discouraged many parish councils from providing funding for churches, in case they attract a legal challenge. Councils concerned over the legality of proposed donations should take legal advice.”

Furthermore, as we previously [noted](#), on 2 January 2018 the National Association of Local Councils issued a press release, *Taylor Report recommends clarity on parish councils' power to fund church buildings*, which stated, *inter alia*, that the Report had recommended:

“that the Government clarifies the legal powers of parish and town councils to fund church buildings, a matter SLCC in partnership with NALC has been raising this year with Government officials”.

For what it's worth, I remain in total agreement with the Taylor Review, the National Association of Local Councils, the Society of Local Council Clerks and (at least by implication) the author of the Commons Library paper: the current law is confused and needs to be clarified.

But I'm *still* not holding my breath.

Cite this article as: Frank Cranmer, "May a parish or town council grant-aid a place of worship? – yet further thoughts" in *Law & Religion UK*, 2 June 2020, <https://lawandreligionuk.com/2020/06/02/may-a-parish-or-town-council-grant-aid-a-place-of-worship-yet-further-thoughts/>

This entry was posted in [cemetery development](#), [church & state](#), [local government](#), [property](#) by [Frank Cranmer](#). Bookmark the [permalink](#) [<https://lawandreligionuk.com/2020/06/02/may-a-parish-or-town-council-grant-aid-a-place-of-worship-yet-further-thoughts/>].

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Trevor Cooper, Chair HRBA

on **2 June 2020 at 5:39 pm** said:

HRBA is disappointed that this legal issue is taking so long to resolve. Parish Councils have continuity, democratic legitimacy, fund-raising powers, access to personnel and a vision for place-making rooted in local needs. As the current pandemic eases we will need as many options as possible to help keep historic places of worship at the centre of their community. Clarifying the law in this area would be a major strategic move, freeing up elected representatives to allocate local resources to the most effect.



Frank Cranmer

on **3 June 2020 at 9:26 am** said:

Indeed. My guess is that if the income of places of worship falls dramatically as a result of COVID-19, one of the first things to be ducked will be routine building inspection and maintenance because “we can always put it off until next year”.



James Halsall

on **3 June 2020 at 2:23 pm** said:

This confusing situation can cause great difficulties at a parochial level. Some PCCs receive funding from their parish council and others are told it's not legal. Perhaps most frustrated are those PCCs where there has been a change of parish clerk. Invariably the new clerk stops funding where it may have been granted under the predecessor.

Lynne

on **16 April 2021 at 10:44 am** said:

This has happened in our parish where we contributed to the upkeep of the open cemetery. There is now huge controversy throughout the village that this funding has stopped!

31 JANUARY 2018

LO1-18 | FINANCIAL ASSISTANCE TO THE CHURCH

Introduction

The purpose of this briefing is to consider whether a parish council or, in Wales, a community council may provide financial assistance to the church (or other religious bodies).

Relevant legislation

s.6(1) (a) of the Local Government Act 1894 (“1894 Act”) transferred powers from the Vestry and Churchwardens to the newly formed parish councils **“except so far as relates to the affairs of the church or to ecclesiastical charities.”** s.6(1) (c) of the 1894 Act confirms the powers, duties and liabilities conferred on parish councils include “the holding and management of parish property **“not being property relating to affairs of the church or held for an ecclesiastical charity”**”.

S.8 of the 1894 Act gives parish councils further powers including the power “to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of the powers in s.6 , **“not being property relating to affairs of the church or held for an ecclesiastical charity”** and further “to contribute towards the expense of doing any of the things above mentioned, or to agree or combine with any other parish council to do or contribute towards the expense of doing any of the things above mentioned”. It should be noted that the prohibition relates to the nature of the property concerned not to the use to which that any funding will be put. Thus funding to make a church hall suitable for meetings of the guides and scouts is still prohibited because the building is church property.

Despite references in the above provisions to parish councils, the 1894 Act applies to both England and Wales.

The powers in the 1894 Act prohibit councils’ involvement in property relating to the affairs of the church e.g. the maintenance or improvement of buildings or land or contributing to the costs. The question often asked is whether that prohibition still applies or is it overridden by legislation made after the 1894 Act. Examples of such legislation are:

- s.214(6) of the Local Government Act 1972 (“the 1972 Act”) which provides that councils which are burial authorities may contribute to another

person's expenses (e.g. the PCC or synagogue) in providing a cemetery in which residents in the council's area may be buried.

- s.215 of the 1972 Act permits a council to maintain a closed churchyard.
- s.137 of the 1972 Act which allows a council to incur expenditure for any purpose except one which is subject to a statutory prohibition, restriction or limitation.
- s.138B of the 1972 Act empowers a parish council to support or facilitate a religious event.
- The General Power of Competence in s.1 of the Localism Act 2011 ("the 2011 Act") is available to eligible parish councils that satisfy the conditions in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965.

NALC's views

There is an accepted legal principle, applied by the courts, which is that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. In other words, if two statutory provisions are in conflict or overlap, the detailed provision will prevail over the more general one. In applying this principle, NALC's views are as summarised below.

Ss.137 and 138B of the 1972 Act and s.1 of the 2011 Act constitute general provisions and do not override the specific prohibitions in s.8 of the 1894 Act. S.137 expressly provides that expenditure cannot be incurred purposes which are subject to a statutory prohibition, restriction or limitation.

S.2 of the 2011 Act confirms that the general power of competence does not allow an eligible parish council to get round any statutory prohibition, restriction and limitation which existed before the general power was introduced.

S.214(6) of the 1972 Act which permits a council as a burial authority to contribute to the expenses of anyone else providing a cemetery, appears to overlap with the specific provision in s.8 of the 1894 Act which prevents a council from contributing to the affairs of the church and, in NALC's view, the specific provision would prevail.

S.215 of the 1972 Act is a specific provision in respect of the responsibilities of a council (whether or not a burial authority) to maintain a closed churchyard which, in NALC's opinion, thus overrides the prohibitions in ss. 6 and 8 of the 1894 Act.

Summary

There is no current case law to resolve the question of whether or not the 1894 Act restrictions override the provisions in later Acts of Parliament and ultimately it would be for the courts to determine the extent of any prohibition from the 1894 Act. Any court action started so as to resolve this point is likely to be expensive and time consuming.

It would, of course, be possible for Parliament to clarify the point with a specific provision in new legislation, however, the Government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament.

Whilst there is no consensus on this issue, a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid.


Clubs, Society & Charity


05-04-39 | 35271194

£12,738.88


£12,738.88 available

Transactions

Showing Custom  from

28 Apr 21

 to

14 Jun 21

All	Money In	Money Out	Repeating
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Date	Description	Type	Amount	Balance
17 May 21	MOB, Alan Bravey, Salary /Expense	Transfer	-£505.57	£12,738.88
17 May 21	MOB, Ernllca, SI-1149	Transfer	-£293.07	£13,244.45
04 May 21	MOB, Hmrc Cumbernauld, 120PC008738542112	Transfer	-£98.40	£13,537.52
04 May 21	Public Works Loans	Direct Debit	-£1,570.72	£13,635.92
30 Apr 21	E. RIDING OF YORKS PLAX001	Giro	£3,772.50	£15,206.64
29 Apr 21	MOB, Alan Bravey, Phone Box Paint	Transfer	-£131.52	£11,434.14

That's all we can find. Try changing your date range?

SAVINGS ACCOUNT

05-04-39 | 00227884

£1,446.28

£1,446.28 available

Transactions

Showing 3 months ▼ to 14 Jun 21 

All	Money In	Money Out	Repeating
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Date ▼	Description	Type	Amount	Balance
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No transactions found

Laxton Parish Council

Accounts for Payment

April/May 2021

Payments made to be noted

Payee	Details	Total	VAT

Payments to be Authorised

Payee	Details	Total	VAT
HMRC	PAYE	32.80	
Alan Bravey	Salary	131.04	
Rackhams Accountants	Annual Internal Audit	240	40

2020 / 2021 Outturn Report

<u>Expenditure</u>	Budget £	Actual Spend £	Difference £	Notes
Salaries / N.I.	1850	1,662.48	-187.52	
Training Budget	200	55.00	-145.00	
Postage/Stationery / Printing / Office	250	668.16	418.16	
Mileage / Subsistence	60	0.00	-60.00	
PC Insurance	280	257.60	-22.40	
Seats / Bins / Notice Boards	0	0.00	0.00	
Room Booking / Village Hall Rent	300	110.00	-190.00	
Grants	400	150.00	-250.00	
Emergency equipment	100	252.00	152.00	
Public Works Loan	3141.44	3,141.44	0.00	
Subscriptions	350	319.58	-30.42	
Audit	175	185.00	10.00	
Lighting SLA	285	254.72	-30.28	
Election Costs	0	0.00	0.00	
Drainage Rates	3	3.07	0.07	
Allotments	50	0.00	-50.00	
Contingencies	67.28	0.00	-67.28	
			0.00	
Total Expenditure	7511.72	7059.05	-452.67	
<u>Income</u>				
Precept	7361.72	7508	-146.28	
Allotments	150	100	-50.00	
Grants / Reimbursements	0	0	0.00	
Donations	0	0	0.00	
Other	0	63.8	-63.80	
Total Income	7511.72	7671.8	-260.08	
Out turn Figure			-612.75	

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.

LAXTON 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: **£7,781**

Total annual gross expenditure for the authority 2020/21: **£7,319**

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

24/04/2021

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chairman

Date

as recorded in minute reference:

Generic email address of Authority

laxtonpc@btinternet.com

Telephone number

01482662292

*Published web address

www.laxtonpc.org.uk

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

Annual Internal Audit Report 2020/21

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

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).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/05/21

Name of person who carried out the internal audit

T M RACKHAM

Signature of person who carried out the internal audit



Date

25/05/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LAXTON PARISH COUNCIL

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

	Agreed		‘Yes’ means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*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:

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

and recorded as minute reference:

Chairman

Clerk

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.laxtonpc.org.uk

Section 2 – Accounting Statements 2020/21 for

LAXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	11,831	12,912	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7,362	7,508	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	390	273	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,813	1,662	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	3,141	3,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,717	2,516	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	12,912	13,374	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	12,912	13,374	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,927	8,311	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	20,642	18,472	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Date

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

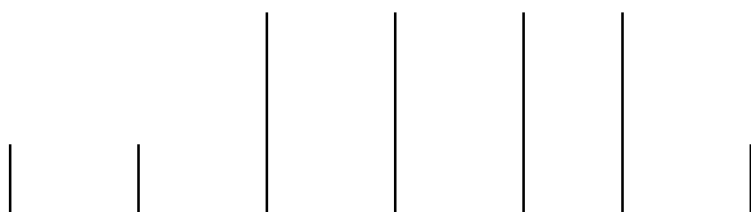
as recorded in minute reference:

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

Laxton Parish Council Bank Reconciliation 31 March 2021

Prepared by Alan Bravey, Clerk to Laxton Parish Council

Closing Statements 31 March 2021	£	£	£	£
Current Account 050439		11819		
Premium Account 227884		1446		
Petty Cash Float		60		
Undeposited Cheque		50		
			13375	
Less				
Unpresented Cheques:				
595 - BT			1	
Add				
Undeposited Cash:	0			
NET BALANCES				13374
Ledger				
Opening Balance		12912		
Add Reciepts in the Year		7781		
Less Payments in the Year		7319		
CLOSING CASH BOOK BALANCE				13374



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