

# LAXTON PARISH COUNCIL

[www.laxtonpc.org.uk](http://www.laxtonpc.org.uk)

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW

Telephone: 07932 016856 Email: [laxtonpc@btinternet.com](mailto:laxtonpc@btinternet.com)

28/04/2021

To: All Members of the Council

You are summoned to attend the Annual General Meeting of **Laxton Parish Council** that will be held on **Wednesday 5 May 2021**, on the conclusion of the Annual Parish Assembly, which begins at **7:00pm**, to transact the business set out below. Members of the public and press are welcome to attend and may address the Council during the public participation section.

The meeting will take place via Zoom Video Conferencing because COVID-19 social distancing restrictions prevents the Parish Council from physically meeting. Please click on the link below to join the meeting, or copy and paste into your browser:

<https://us02web.zoom.us/j/8820584062?pwd=dzk1amtvOGpqL2xTWGMrV0E1N1N1dz0>

You will be prompted to enter the meeting **ID** 882 058 4062 and the meeting password **040521**. Alternatively, you can **join from your landline or mobile telephone** by dialling **0330 088 5830** and entering the meeting ID and password when prompted.

Yours sincerely



Clerk to the Council

## A G E N D A

- 1) To receive apologies for absence
- 2) To elect a Chair until the Annual Meeting of the Council in May 2022
- 3) To elect a Vice-Chair until the Annual Meeting of the Council in May 2022
- 4) To record declarations of interest by any member of the council in respect of the agenda items below.
- 5) Public Participation - to temporarily suspend the meeting to receive questions from the public.

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- 6) To agree to reopen the meeting following suspension
- 7) To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 24 March, 2021 as a true and correct record
- 8) To decide on the appointment of Personnel Committee Members (currently Councillors Goulden, Sweeting and Yarrow)
- 9) To decide on the Appointment to Sixpenny Wood Farm Community Benefit Meeting
- 10) To decide on the Appointment to Saltmarshe and Laxton Charity (currently Councillor Yarrow)
- 11) To decide on the Appointment to Laxton Village Hall Committee (currently Councillor Collins)
- 12) To decide on the Appointment to Laxton Allotments Committee (currently Councillor Sweeting)
- 13) To agree meeting dates for 2021/22: 23/6, 21/7, 22/9, 20/10, 24/11, 22/12, 26/2, 26/1, 23/2, 23/3, 27/4
- 14) To receive an update from the Clerk
- 15) To receive an update from Ward Councillors
- 16) To discuss the following correspondence:
  - ERYC – Devolution Update
  - PWLB, Loan Statement
  - The Ramblers, Cotness Bridge PROW.
  - Humberside Police, Newsletter
  - ERYC, Task Force Schedule
  - ERNLLCA, Training Courses
  - ERYC, Recovery and Support Workshops.
  - ERNLLCA, End of Remote Meetings
- 17) To consider Cotness Bridge Public Right of Way
- 18) To discuss highways, dykes and drains

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- 19) To resolve to certify an exemption from external audit.
- 20) To resolve to open an additional Parish Council savings account
- 21) To approve the schedule of accounts for payment

## LAXTON PARISH COUNCIL

7.00pm 24 March 2021

**PRESENT:** Councillors Bray (Chair), Goulden, Sweeting and Yarrow.

Ward Councillors Bayram and Aitken

Clerk: Alan Bravey

The Parish Council met virtually using Zoom due to the COVID-19 restrictions.

**24/21 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations of interest.

**25/21 MINUTES OF PREVIOUS MEETING – Resolved** – That the minutes of the meeting of the Council held on Wednesday 24 February be confirmed as a correct record and signed at a later date by the Chair.

**26/21 PUBLIC PARTICIPATION-** There were no members of the public present.

**27/21 CLERK UPDATE** – Kilpin Parish Council were re-engaging with their Speed Watch initiative, and re-launching their Neighbourhood Watch scheme, following Covid restrictions. Laxton Parish Council had not received any community interest in Speed Watch following its public meeting, but it was agreed to ask for interest again through the WhatsApp group, and also to promote occasional neighbourhood watch messages through the group.

**28/21 PARISH COUNCILLOR UPDATE** – There were no Parish Councillor updates not covered on the agenda.

**29/21 WARD COUNCILLOR UPDATE** – The Covid pandemic continued to present significant challenges in the delivery of Council services, but work continued and notably there were more road repairs taking place now than ever before. Kilpin Parish Council had requested a meeting with the Highways team to discuss road and verge conditions, to which Laxton Parish Council would be invited to attend. Some parishes had reported increased damage to verges, as more people took the opportunity to park up for country walks during lockdown. Saltmarsh was very busy with walkers, with some residents commenting they didn't feel safe due to the number of people. It was noted that the restrictions on travel were based on reasonableness rather than specific distances. Cllr Aitken gave an update on the Free Port announcement for Goole, which was very good news for the area.

**30/21 CORRESPONDENCE - Resolved** – (a) that the following correspondence should be received by the Council:

- i. ERYC, Closure of Greenoak Level Crossing, 23:30 5th April to 0530 6th April due to rail relocation.

- ii. ERYC, Invitation for one Parish Councillor to take part in the Village Task Force Walkabout, 12th April @9.45am
- iii. ERYC, Notification that review of Parish Emergency Plan required
- iv. RBLI, Range of “Tommys” for VE Day 8 May 2021
- v. ERYC, Confirmation that pot holes reported would be attended to within 28 days.
- vi. ERNLLCA Newsletter
- vii. Humberside Police, Newsletter
- viii. Councillor Aitken, Early indication of COVID community recovery fund

and (b) that Councillor Yarrow would attend the Village Task Force Walkabout (c) that the Clerk would circulate details of the “Tommys” for VE Day and review the Parish Emergency Plan and (d) that the Clerk would work with the Village Hall in readiness for moving back to physical meetings of the Parish Council after May.

**31/21 TO CONSIDER WORKS TO THE PHONE BOX** – Councillors Newton and Sweeting had attended to the non-closing door.

**Resolved** – that the Clerk would arrange for the phone box to be painted and for shelving to be installed, in readiness for future use as a community facility.

**32/21 TO CONSIDER THE NEED FOR A LITTER PICKING GROUP** – Councillor Sweeting continued to collect litter on a regular basis, and it was thought other parishioners were doing the same, as the area was generally tidy at the moment.

**Resolved** – i) that the Clerk would offer litter picking equipment and collection arrangements through the Whatsapp Group and ii) report fly tipping in the dyke near to the entrance of Low Grange Farm, Metham.

**33/21 HIGHWAYS, DRAINS AND DYKES – Resolved** – that the Clerk would report the lack of white lines on the roads leading to Laxton, the significant potholes in the verges at the side of roads, potholes near to the pub car park and the road splitting near to the pub.

**34/21 ACCOUNTS FOR PAYMENT – Resolved** – That i) the Clerk would arrange for all Parish Councillors to be added as signatories to the cheque book and for 50% of the current account to be transferred to the savings account, and that the following accounts should be paid:

- a. Clerk, Salary and Expenses - £199.75
- b. HMRC – PAYE December - £32.80
- c. Final VETS Payment - £100

**35/21 ITEMS FOR NEXT AGENDA – Resolved**– That the Parish Assembly and Annual General Meeting on Wednesday 5 May 2021, prior to the end of the virtual meeting on the 7<sup>th</sup> May.

**SIGNED:**

**DATE:**

## Laxton Parish Council Correspondence Record

### 24 March to 28 April

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](mailto:laxtonpc@btinternet.com) on 07932 016856.

| <b>Date Received</b> | <b>Attached?</b> | <b>From</b> | <b>Purpose of Correspondence</b>   |
|----------------------|------------------|-------------|--|
| 25 March 2021        | N                | ERYC        | <p>Dear Town and Parish Clerks, Further to my letter dated 17 February 2021, I can confirm that we have received confirmation from Government that we can commence discussions regarding our devolution proposals after the May 2021 PCC and local Elections. An outline timetable will see consultation later in the year with mayoral elections taking place in May 2023 if a deal and the associated governance arrangements can be agreed. The following statement has been issued – A joint-statement from Councillor Stephen Brady, leader of Hull City Council, and Councillor Richard Burton, leader of East Riding of Yorkshire Council, said: “We have now received the very welcome news from Luke Hall MP, the Minister for Regional Growth and Local Government, that the Government will shortly be ready to move forward to the negotiation stage of our proposed Hull and East Yorkshire devolution deal. “It has been confirmed that we will start discussions with Government on the content and proposed arrangements after the local and PCC elections in May and also that we should be in a position to begin local consultation before the end of the year, when the detail will be much clearer on what the deal could offer to our residents and our region.” Best regards,</p> <p>Caroline Lacey Chief Executive</p> |

|               |   |   |   |
|---------------|---|---|---|
| 6 April 2021  | Y | PWLB  | Loan Statement  |
| 9 April 2021  | N | Footpath Officer, West Riding Area Footpath Committee, The Ramblers | Writing regarding the prolonged closure of the Cotness Bridge PROW.   |
| 15 April 2021 | Y | Humberside Police   | Newsletter  |
| 15 April 2021 | Y | ERYC  | Task Force Schedule   |
| 20 April 2021 | N | ERNLLCA   | <ul style="list-style-type: none"> <li>• Communications Strategy: 11 May 2021, 10.00am to 12.00 noon - Free session for Clerks - one per council</li> <li>• Public Speaking Skills for Councillors – Wednesday 12 May 2021, 6.30pm to 8.30pm</li> <li>• Social Media Skills for Councillors - Tuesday 18 May 2021, 6.30pm to 8.30pm</li> <li>• Building a two-way conversation with your community – for Councillors and Clerks – Wednesday 19 May 2021, 10.00am to noon</li> <li>• Chairmanship - Wednesday 26 May 2021</li> </ul> |



|                  |   |         |   |
|------------------|---|---------|---|
| 21 April<br>2021 | N | ERYC    | <p>The Health and Wellbeing Team at East Riding Council would like to invite you to attend our Covid-19 Recovery and Support Workshops.</p> <p>These will provide you with valuable information on restarting your community group/venue safely and funding opportunities available as Covid-19 restrictions are lifted.</p> <p>7 May, 2:45-4:30 @ Aimyn Village Hall, 17 May 10-12 and 20 May 35 by Zoom</p> |
| 28 April         | N | ERNLLCA | <p>High course appeal to allow remote meetings has not been successful. Remote meetings no longer allowed after midnight on 6<sup>th</sup> May.</p>   |



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make them safer and stronger

# Parish/Town News Release

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## **Howdenshire - Update for April 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](http://www.police.uk) , clicking on "whats happening in your area" and enter your postcode.

### **2. Crime issues of particular note**

**The following list shows some of the crimes that have occurred in the previous month in your area.**

- Damage has been caused to the playground area in Gilberdyke.
- Items were stolen from a business yard near North Cave.

### **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.

#### **High Visibility Patrols**

We have been patrolling the Howdenshire areas during our shifts. We are aware that there are many vulnerable people that live within the community and we want to reassure them that we are still here for you. You have probably seen us posting on Social Media on a regular basis as a way of keeping you all updated

### **4. Crime Reduction Advice**

#### **Sneak Thieves**

Now that spring has arrived, we all want to relax and enjoy the warmer weather and longer days, however we still need to think about home security to prevent ourselves from becoming victims of crime. So what do you need to consider?

You need to ensure that your home is always secure when you go out and that you don't leave potential entry points open and accessible, for example a downstairs window or a door. (This also applies at night especially when it's a warm muggy summers evening and you are thinking about leaving a downstairs window open for ventilation whilst you are asleep.)

You may be out working in the garden and out of sight of the windows or doors that you have left open. You could even be cutting the grass or be using power tools and it could be so easy in these circumstances for a sneak thief to take advantage of the situation, go inside your home and steal things, for example keys, handbags, wallets, laptops etc that are often on display or easily accessible.

The same applies with garages. We often leave the doors wide open and go off into the garden leaving everything in them on display. How easy is it then for someone to take advantage of this situation and steal bikes, power tools or garden equipment!

Lastly there's your vehicles to consider: On a warm day, there might be a temptation to leave your car parked on the drive with its windows open to allow fresh air to circulate, along with items ,eg a sat nav, coat or shopping bags on clear view that you just haven't managed to bring in doors yet!. These items can all be stolen very quickly, but the worst case scenario is that your car could be stolen too.

The kinds of thefts described are committed by opportunists who could be wandering around your neighbourhood looking to take advantage of people who leave their property insecure so think security at all times and don't become a victim of crime!



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# Parish/Town News<sup>11</sup> Release

## 6. Surgeries

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.

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

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.

DATE – 12 April 2021

OFFICER – Jim McGivern

## SCHEDULE OF ISSUES OUTSIDE REMIT OF TASKFORCE

PARISH – Laxton

**Parish Clerk:** Alan Bravey  
**Email:** laxtonpc@btinternet.com

| ROAD  | ELEMENT  |   |          |   | LOCATION/DETAILS   | COMMENTS  |
|---|----------|---|----------|---|--|---|
| Footpath from Front Street to Back Street at side of Chapel Farm, Front Street. | C'Way    |   | Signage  |   | Streetscene Enforcement – Vegetation from Chapel Farm & No's 1 & 3 St Peters Lane encroaching over footpath. See photos 7448, 7449 & 7450.   | Letters being sent to the owner / occupier of the 3 properties on 16/4/21 requesting vegetation be cut back. An officer will monitor if this is done. |
|   | F'Way    |   | Sweeping |   |  |   |
|   | Painting |   | Other    | ■ |  |   |
| Station Road  | C'Way    |   | Signage  |   | Street Cleansing – Request for mechanical sweep due to build-up of detritus. Also Back Street & Chapel Lane.   | Request logged on Confirm works management system on 13/4/21 – Enquiry reference no. 3100820.   |
|   | F'Way    |   | Sweeping | ■ |  |   |
|   | Painting |   | Other    |   |  |   |
| Church Close  | C'Way    | ■ | Signage  |   | Highways – Between St Peters Lane and the end of number 4 approximately 14 potholes. Also 2 loose raised kerbs in front of No. 3, 1 raised kerb behind gully and 1 rocking kerb at vehicular access to 4 St Peters Lane. See photos 7451, 7452 & 7453. | Passed to Dave Sach, Engineer, Highways, for consideration on 15/4/21.  |
|   | F'Way    |   | Sweeping |   |  |   |
|   | Painting |   | Other    |   |  |   |
| Chapel Lane   | C'Way    |   | Signage  |   | Streetscene Enforcement – Vegetation from Church Barn, opposite Rose Villa (next to church) almost completely blocking footpath. See photos 7454 & 7455.   | Letter being sent to the owner/occupier of the property on 16/4/21 requesting vegetation be cut back. An officer will monitor if this is done.        |
|   | F'Way    |   | Sweeping |   |  |   |
|   | Painting |   | Other    | ■ |  |   |

DATE – 12 April 2021

OFFICER – Jim McGivern

# VILLAGE TASKFORCE SCHEDULE

PARISH – Laxton

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**Parish Clerk:** Alan Bravey  
**Email:** laxtonpc@btinternet.com

| ROAD   | ELEMENT       |   |          |   | LOCATION/DETAILS   | DATE COMPLETED |
|--|---------------|---|----------|---|--|----------------|
| Chapel Lane  | C'Way Pothole |   | Signage  |   | Stain bench in front of church   |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      | ■ | Other    |   |  |                |
| Chapel Lane  | C'Way Pothole | ■ | Signage  |   | In centre in front of Rose Villa, next to the church   |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    |   |  |                |
| Chapel Lane  | C'Way Pothole |   | Signage  |   | Clean street nameplate opposite St Peters Lane.  |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    | ■ |  |                |
| Footpath between Front Street and Back Street at side of Chapel Farm, Front Street | C'Way Pothole |   | Signage  |   | Scrap moss off path.   |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    | ■ |  |                |
| Front Street   | C'Way Pothole |   | Signage  | ■ | Remove old planning notice from lamp column No. 7.   |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    |   |  |                |
| Front Street   | C'Way Pothole | ■ | Signage  |   | In centre to RHS of No. 20.  |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    |   |  |                |
| Front Street   | C'Way Pothole | ■ | Signage  |   | In centre at bend at Bricklayers Arms and make up patch in centre to eliminate difference in level.  |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    |   |  |                |
| Front Street   | C'Way Pothole | ■ | Signage  |   | Carriageway edge immediately to RHS of manhole cover almost opposite lamp column No. 2 to boundary with pub car park. (N.B. this one only as others are on private land – pub to fill those on their private land) |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    |   |  |                |
| Station Road   | C'Way Pothole |   | Signage  |   | Remove small fallen branch from verge opposite The Villa at the junction with Back Street near the village hall.   |                |
|  | F'Way Pothole |   | Sweeping |   |  |                |
|  | Painting      |   | Other    | ■ |  |                |

|                |               |   |          |   |   |  |
|----------------|---------------|---|----------|---|---|--|
| Station Road   | C'Way Pothole |   | Signage  |   | Two benches at beacon at junction with New Lane. Stain wooden sections, paint concrete sections white. Also clear debris from under/around benches. |  |
|                | F'Way Pothole |   | Sweeping |   |   |  |
|                | Painting      | ■ | Other    |   |   |  |
| Station Road   | C'Way Pothole |   | Signage  |   | Wash side of litter bin adjacent to benches at beacon at junction with New Lane.  |  |
|                | F'Way Pothole |   | Sweeping |   |   |  |
|                | Painting      | ■ | Other    | ■ |   |  |
| Station Road   | C'Way Pothole | ■ | Signage  |   | In front of Saltmarshe directional sign at junction with New Lane.  |  |
|                | F'Way Pothole |   | Sweeping |   |   |  |
|                | Painting      |   | Other    |   |   |  |
| Jubilee Avenue | C'Way Pothole |   | Signage  |   | Stain wooden bench approx.. 150M from junction with Back Street.  |  |
|                | F'Way Pothole |   | Sweeping |   |   |  |
|                | Painting      | ■ | Other    |   |   |  |
| St Peters Lane | C'Way Pothole |   | Signage  |   | Sweep leaves etc from short section of path in front of wall at the side of 1 Back Street.  |  |
|                | F'Way Pothole |   | Sweeping | ■ |   |  |
|                | Painting      |   | Other    |   |   |  |



## Local Council Award Scheme

Congratulations to Kirton in Lindsey Town Council in being awarded the Foundation stage of the Local Councils Award Scheme (LCAS). The town council were presented with their certificate via a virtual ceremony.

This Government backed scheme was created to help all local councils which want to serve their local communities and make a real difference to the lives of the people that live in the parish. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

## Clerks' and Chairmen's Chats

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

Wednesday 14 April at 10.00am - Chairmen

Wednesday 14 April at 2.00pm - Clerks

As ever 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 [enquiries@ernllca.info](mailto:enquiries@ernllca.info) and we will send you the link.

## NALC survey

NALC is calling on parish and town councils to complete its new survey on #young people. The survey will explore what local councils are currently doing to support young people in their communities.

Complete the survey



<https://t.co/JGET23344G>

## Council meetings from May onwards

The regulations which currently allow for parish and town council meetings to be held remotely will come to and shortly. The regulations were put in place to enable councils to conduct business and were applied to meeting scheduled to be held before 7 May 2021.

At the point of issuing this newsletter, the word from Government is that there is no Parliamentary time available to agree new regulations therefore, from 7 May 2021 onwards, physical meetings will be the only option. Clearly this creates practical problems given the Government's own rules on the numbers which may gather and the uncertainty councillors, and clerks, may feel about meeting in often small rooms.

Should your council decide that it wishes to meet physically, it must ensure that the meeting venue is Covid-secure for councillors, staff and any members of the public who may attend.

ERNLLCA is deeply disappointed that the current, very helpful, regulations have not been extended and work continues through NALC to try and persuade the Government of our case. You may have read about the court case being pursued by various elements of local government to try and avoid an immediate return to physical meetings. The outcome of that endeavour is awaited.

ERNLLCA's advice is that if a council cannot be one hundred percent satisfied that it can meet safely that a decision is made by each council to devolve power to the Clerk to make the necessary decisions until such time as the whole matter is resolved. There are complications here with the financial year-end being upon us in that the annual accounts and the completed AGAR have to be agreed by a meeting of council. It is hoped that the Government will see the sense in the arguments being put to it.

One final point on the matter of power being devolved to the Clerk. The Local Government Act 1972, section 101, enables a council to devolve power to make decisions to a committee; to another council, and to an officer. Clearly the first two are not an option but please be clear, the authority is to devolve to the Clerk. A Chairman cannot be given any executive authority BUT any sensible Clerk will want to talk through any decisions they have to make and that is where the Chairman, and the other councillors, can provide advice and guidance.

### **Snippets from the Desktop Advisory Service**

ERNLLCA's Desktop Advisory Service deals with a wide variety of questions and we thought it might be helpful if we started to include, in each newsletter, a couple of common types of enquiry. In this edition we will only deal with Internal Audit because it is such a big subject.

The start point is that all parish and town councils, whatever their size, must appoint an Internal Auditor. The regulations provide that such a person must be "independent" and "competent". Unfortunately, there is little in the way of guidance about how to measure each of these qualifications. We will return to these points later.

The Accounts and Audit Regulations impose a duty on councils to "maintain an adequate and effective system of internal audit of its accounting records and of its internal control in accordance with proper practices". This is not limited to ensuring the "figures balance" but to also reviewing standards of financial governance.

Much of the guidance around internal audit is contained in the publication *Governance and Accountability for Local Councils: A Practitioner's Guide* which can be found on the ERNLLCA website. The latest 2021 edition can now be found on the ERNLLCA website members section under Model Documents.

It is for each council to decide the depth and scope of its internal audit. Whilst many internal auditors will provide a council with a schedule of the areas it recommends should be subject to their work, it nonetheless remains the responsibility of the appointing council to ensure to set the standards. Whilst there are common features to take into account, the depth and detail of the internal audit function at a large town council will not be the same as that required by a small parish council.

Your internal auditor will therefore examine your financial transactions, how payments are made, the way in which payments are authorised, how they are recorded in the minutes, how they are published on a website and, of course, how they are recorded in the accounts. This is not, however, limited to ensuring just the accuracy of the figures, your internal auditor will examine the legal premise on which any decision has been made to incur expenditure. Does the council have a power in law to incur this expenditure? Has any payment been allocated to the correct budget heading?

This brings us back to the two key qualifications of your internal auditor being "independent" and "competent". How is independence measured? It cannot be a member or an employee of the council. It should not be someone who has an immediate connection to a councillor or an employee. It would be poor practice to use someone who is the employer of, or employee of, a councillor. The internal auditor must be free of any connection, indeed probably free of any perception of connections to the



council as a whole. Competency is quite complex. There is no requirement for the person appointed to hold a financial qualification but clearly this person must understand a set of parish or town council accounts. But understanding how the figures should add up is just part of the competence needed, there must be a thorough understanding of the powers available to a council and the governance standards that apply. In other words, competency in terms of understanding our sector is of primary importance.

*Governance and Accountability for Local Councils: A Practitioner's Guide* includes a basic schedule of the financial checks an internal auditor might carry out. It has to be stressed that this is a model and councils should adapt this document to suit their situation.

Internal audit is not a substitute for the Limited Assurance Review undertaken by your external auditor, in some way representing the rights of the public. Internal audit is a review of the procedures your council has put in place, it is an internal function, essentially a management function.

There is work currently being undertaken at national level to review the whole internal audit practice and the findings may influence its future direction.

### **April District Committee meetings**

The April round of ERNLLCA district committee meetings will be held via Zoom on the dates shown below. Details of the meeting dates and times, together with the agenda, will be sent to your Clerk and be advertised on the ERNLLCA website. The dates are as follows:

North Lincolnshire District - Thursday 15 April 2021 at 7.00pm  
 East Riding District – Tuesday 20 April 2021 at 7.00pm  
 North East Lincolnshire District - Thursday 22 April 2021 at 7.00pm

The link to access the meetings will be sent to your Clerk, so please ask them for the details.

Those “attending” should ensure that they identify themselves by name before joining the meeting. Each person attending will be asked which council they represent.

If you have anything you would like to place on the agenda, please contact ERNLLCA before the date of your meeting. It is, however, possible to bring up unspecified items under the Open Forum part of the agenda.

### **Access to the Desktop Advisory Service**

Please remember that the temporary email address for advice from the Desktop Advisory Service is [steve.shaw-wright@ernllca.info](mailto:steve.shaw-wright@ernllca.info)

Who can apply for advice on behalf of their council?

ERNLLCA is a membership body and it is the councils which are members, not the individual councillors. In order that ERNLLCA can ensure that it is providing advice to its members (i.e. the council), that advice can only be sought and then issued to the Chairman of the Council or the Clerk.

That having been said, it is appreciated that many councils have grown in terms of how they operate, perhaps creating committees and having more than just a Clerk as an employee. ERNLLCA can then enter into an agreement with a council that the Chairs of committees can seek advice on matters relating to their committee and the same applies for additional staff members. Where a council asks for a chair of a committee or another officer to be able to access advice, GDPR rules apply and ERNLLCA will have to receive a completed consent form authorising us to hold their data.

From time to time, ERNLLCA receives emails from individual councillors wishing to raise issues relating to the functioning of their council. ERNLLCA is not a regulatory body and has no right to interfere in the running of a council. That having been said, we can approach a council which may be experiencing problems to ask if there is anything we can do to help. Sometimes we are invited in....sometimes not!

## Training

ERNLLCA is pleased to announce that it has teamed up with BREAKTHROUGH COMMUNICATIONS to provide training for councillors and officers on a range of topics covering communications in our modern age.

We have arranged for four topics to be offered to member councils and are pleased to announce that our new partners have agreed to provide training for ERNLLCA member councils at a discounted rate.

The topics to initially be delivered are:

- Building an Effective Council Communication Strategy – for Clerks: 11 May 2021 at 10.00am
- Public Speaking for Councillors: 12 May 2021 at 6.30pm
- Social Media Skills for Councillors: 18 May 2021 at 6.30pm
- Building a Two-way Conversation With Your Community – for Councillors & Clerks: 19 May 2021 at 10am

Booking forms are being sent to your council.

We will be offering a Clerks' Induction event on Thursday 29 April, booking forms have been sent out. We will also offer a training event for Clerks on the subject of Effective Report Writing, the date will be confirmed shortly.

Booking forms will soon be dropping into your in-box for the following training events which will be delivered over late May and early June:

- Chairmanship; and
- Managing a Disciplinary Procedure.

We would like to hear from you about delivering the Being a Good Councillor course. Is there any interest in this amongst your councillors and would day-time or evening training be preferable?

All of the above training will be delivered via Zoom.

We look forward to hearing from you.

## Annual Governance and Accountability Return (AGAR)

PKFLittlejohn is currently distributing instructions on the completion of the AGAR via the e-mail link <https://www.pkf-l.com/services/limited-assurance-regime/>

## ERNLLCA

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

**Tel: 01652 661617 Email: [enquiries@ernllca.info](mailto:enquiries@ernllca.info) Website: [www.ernllca.info](http://www.ernllca.info)**

**Twitter @ERNLLCA**



**PWLB lending facility**

BALANCE OUTSTANDING AS AT 31 Mar 2021

8 April 2021

LAXTON PARISH COUNCIL (HSIDE)

| LOAN REFERENCE<br>NUMBER   | REPAYMENT DATES | LOAN<br>TYPE | REPAYMENT<br>METHOD | PRINCIPAL BALANCE<br>OUTSTANDING (£) |
|----------------------------|-----------------|--------------|---------------------|--------------------------------------|
| PW494125                   | 01 May - 01 Nov | FIXED        | ANNUITY             | £18,471.88                           |
| TOTAL OUTSTANDING BALANCE: |                 |              |                     | 18,471.88                            |
| TOTAL NUMBER OF LOANS:     |                 |              |                     | 1                                    |

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.

## 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 **ENTER AMOUNT £00,000**

Total annual gross expenditure for the authority 2020/21: £7,319 **ENTER AMOUNT £00,000**

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

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

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

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

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

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

Signed by the Responsible Financial Officer

Date

**SIGNATURE REQUIRED**

24/04/2021Y

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

**DD/MM/YYYY**

Signed by Chairman

Date

**SIGNATURE REQUIRED**

DD/MM/YYYY

as recorded in minute reference:

**MINUTE REFERENCE**

Generic email address of Authority

laxtonpc@btinternet.com **OWNED GENERIC EMAIL ADDRESS**

Telephone number

01482662292 **NUMBER**

\*Published web address

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

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

# Laxton Parish Council

## Accounts for Payment

April/May 2021

### Payments made to be noted

| Payee                             | Details                         | Total   | VAT |
|-----------------------------------|---------------------------------|---------|-----|
| Ouse and Humber<br>Drainage Board | Drainage Rates –<br>0.410 acres | £3.13   |     |
| Alan Bravey                       | Phone Box Paint                 | £131.52 |     |

### Payments to be Authorised

| Payee       | Details  | Total            | VAT |
|-------------|--|------------------|-----|
| HMRC        | Paye – April<br>PAYE – May   | £32.80<br>£32.80 |     |
| Alan Bravey | Salary – April -<br>£131.04<br>Salary – May –<br>£131.04<br><br>Expenses – Working<br>from home allowance<br>- £100, Postage Costs<br>£56.95, 12 months<br>Zoom cost (50%<br>shared with Etton<br>PC) - £86.34 | £374.33          |     |
| Alan Braey  | Salary – May   | £131.04          |     |
| ERNLLCA     | 2021 /22<br>Membership   | £293.07          |     |

## Clubs, Society & Charity

05-04-39 | 35271194

**£11,434.14**

£11,434.14 available

## Transactions

Showing 3 months ▼ to

28 Apr 21



All

Money In

Money Out

Repeating

| Date ▼    | Description                          | Type     | Amount   | Balance    |
|-----------|--------------------------------------|----------|----------|------------|
| 28 Apr 21 | MOB, Alan Bravey, Phone Bo x Paint   | Transfer | -£131.52 |            |
| 26 Apr 21 | MOB, Alan Bravey, Salary and Expense | Transfer | -£199.75 | £11,565.66 |
| 26 Apr 21 | MOB, Community Heartbea, LAX001/6475 | Transfer | -£100.00 | £11,765.41 |
| 26 Apr 21 | MOB, Ouse And Humber D, OH-0088-8    | Transfer | -£3.13   | £11,865.41 |
| 22 Apr 21 | CREDIT                               | Branch   | £50.00   | £11,868.54 |
| 18 Mar 21 | MOB, Alan Bravey, Salary - Feb       | Transfer | -£65.44  | £11,818.54 |

|              |                                       |          |          |            |
|--------------|---------------------------------------|----------|----------|------------|
| 01 Feb<br>21 | RIB, Alan Bravey, Salary Jan<br>uary  | Transfer | -£163.84 | £11,883.98 |
| 01 Feb<br>21 | MOB, Alan Bravey, Salary D<br>ecember | Transfer | -£163.84 | £12,047.82 |

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 Custom ▼ from 01 Apr 20  to 28 Apr 21 

All

Money In

Money Out

Repeating

Date  
▼

Description

Type

Amount

Balance

04 Jan 21

GROSS INTEREST

Other

£0.72

£1,446.28

03 Jul 20

GROSS INTEREST

Other

£0.72

£1,445.56

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



