

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting
held in the village hall at 7pm on Thursday 16 September 2021

In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, and Cllr T Harman

Also in attendance the Parish Clerk Beverley Bridgman, and the Parish Lengthsman Gordon Hunt

Draft minutes subject to confirmation

1. Receive and accept apologies for absence

Apologies received and accepted from Cllr Barnes. County Cllr Henderson also sent apologies

2. Receive and note any declarations of interest relevant to the Agenda

Cllr Ralls declared an interest in Agenda point 6d and did not take part in this discussion, he also spoke under agenda point 11 in his capacity as Chairman of the Upton Grey Cemetery Lane Committee (UGCLC)

3. The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 26 July 2021

Approved and Signed

4. PUBLIC PARTICIPATION-The meeting will recess for not more than 15 minutes so as to allow any members of public (not more than 3 minutes each) to address the meeting

2 members of the public

5. Receive reports

The Lengthsman presented his report and PC Andy Jones sent a written report. Both reports can be found in Appendix A

6. Consider and discuss the following planning applications:

a) T1 Laurel, cut back to create 1 meter clearance from garage

T2 Field Maple, cut back to give 1 meter clearance from garage

To take all branches off fabric of the building

8 Meadowside, Upton Grey, RG25 2FE

Reference T/00429/21/TCA

The Parish Council discussed the application; agreed the Parish Clerk will submit a comment of no objection to Basingstoke and Deane Borough Council (BDBC)

b) Erection of a glazed canopy to the front elevation and alterations to fenestrations

Red Brick Cottage, Weston Road, Upton Grey, RG25 2RJ

Reference 21/02441/HSE

The Parish Council discussed the application; agreed the Parish Clerk will submit a comment of no objection to BDBC

c) Erection of a Solar Photovoltaic Farm with an output capacity not to exceed 49.9 MW of energy, with associated battery storage and supporting infrastructure including inverters and a transformer, fencing, CCTV installation and landscaping works (revised plans)

Chosley Farm, Bidden Road,

Reference 20/03185/FUL

The Parish Council discussed the latest documentation relating to ecological and landscape matters in respect of the application. It was unanimously agreed the Parish Councils objections, as per their communications dated 26 February 2021 and 11 May 2021 still stand; agreed the Parish Clerk will submit this comment to Hart District Council and cc BDBC

d) Demolition of existing garage, stable block and lean to storage shed

Erection of a detached garage, detached pool house and sun room extension to house with improvements to hard landscaping (additional information and documents)

Village Farm House, Bidden Road, Upton Grey, RG25 2RL

References 21/01058/HSE & 21/01059/LBC

The Parish Council discussed the application, Cllr Ralls did not take part in this discussion; agreed the Parish Clerk will submit a comment of no objection to BDBC

e) T1 Conifer, fell to ground level (Now exposed due to the failure of neighbouring tree)

T2 Poplar, reduce by 3/4 meters back to growth point leaving a finish height of 9 meters and a spread of 5 meters

T3 and T4 Conifer, fell

T5 and T6 Maple, reduce property side by 1.5-2 meters

T7 Eucalyptus, recent limb failures in the crown, pollard by 50% leaving a finish height of 8 meters and spread of 6 meters

The Third House, Cleves Lane, Upton Grey, RG25 2RG

Reference T/00440/21/TCA

The Parish Council discussed the application; agreed the Parish Clerk will submit a comment of no objection to BDBC

7. Update on previous planning applications

Since the last Parish Council meeting on 26 July 2021 the Parish Council have sent the following comment to BDBC using their Planning Protocol:

Objection 21/01181/FUL Manor Farm Yard, Upton Grey, RG25 2RQ

Since the last Parish Council meeting BDBC have granted the following Planning Applications:

21/01181/FUL Manor Farm Yard, Upton Grey, RG25 2RQ

21/02192/FUL Sycamore Cottage, Church Street, Upton Grey, RG25 2RA

21/01446/LBC & 21/01089/ROC Hoddington House, Baymans Lane, Hoddington, Upton Grey, RG25 2RU

21/02431/HSE Roseland House, 5 South Hill, Upton Grey, RG25 2SH

Since the last Parish Council meeting BDBC have granted the following Tree Work Applications:

T/00349/21/TCA Waverley Cottage, Church Street, Upton Grey, RG25 2RA

T/00372/21/TCA Portland House, Cleves Lane, Upton Grey, RG25 2RG

Since the last Parish Council meeting Planning Application 21/01423/FUL, Westers Cottage, Humbly Grove, RG29 1RY has been withdrawn

8. Approve the Electronic Payment request for September

Approved-The Electronic payment request can be found below. Payments will be set up by the Clerk and authorised by a Councillor

To	Item	Amount	Invoice	Type
Staff	Salary September 2021	£630.24		
	Home Office Expenses September 2021	£18.00		
	Total	£648.24	9/21	SO
Staff	Expenses September 2021	£7.92	9/21	EP
Staff	Salary September 2021	£53.10	9/21	EP
HMRC	Tax & NI September 2021	£13.40	9/21	EP
Saunders Landscape	Maintenance September 2021	£227.00	1565	SO
Aqlia Accounting	Payroll Annual Moneysoft Licence	£86.40	INV 21040	EP
PKF Littlejohn LLP	Limited Assurance Review 2020-21	£240.00	SB20211112	EP
Hampshire County Council	Speed Survey	£200.00	3611388426	EP
J Smith & Son	Installation and assembling of new bench	£216.00	516	EP

9. Note the current financial situation and approve bank statements

Noted and approved-The current financial situation can be found in Appendix B. The current balances as at 10 September 2021 were:

Current Account: £22768.35

Tennis Maintenance Fund: £ 16791.88

10. Review Councillor roles and responsibilities

Agreed to postpone until all Cllrs are present

11. Update from Upton Grey Cemetery Lane Committee (Questions from the Parish Council only)

Cllr Ralls provided an update from the Upton Grey Cemetery Lane Committee (UGCLC), this can be found in Appendix C

On behalf of the Parish Council Cllr Holroyd thanked the UGCLC for their hard work

12. Discuss and agree the best way forward/process of obtaining villagers responses if/when a Cemetery Lane planning application is submitted

Agreed the following process will take place:

- UGCLC will hold a village 'Zoom' meeting and arrange for someone to run this
- The Parish Council will pay for the 'Zoom' meeting
- If necessary the Chairman or two Councillors will call an extraordinary Parish Council meeting for discussion of the planning application
- The village hall will be booked for the Parish Council meeting
- The Parish Chairman will circulate an email to the village advising of the new planning application, date and time of the UGCLC meeting, date and time of the Parish Council meeting, and survey to be completed by villagers. The email will also be clear that the Parish Council can only comment on planning applications in the same way that individuals can comment, and that individuals who have a view should write in to the Planning Authority at Basingstoke and Deane, perhaps best after they have heard from UGCLC.

The email will explain that any comments expressed by the Parish Council will be taken into account by the Planning Authority before a decision is made, providing the points made are relevant to the determination of the planning application. The e-mail will also advise that the Parish Council cannot approve or reject planning applications. The decision is the Planning Authority's (BDBC)

- A simple yes or no type mail chimp survey will be circulated to the village. There will be a covering summary attached to the survey. Any additional comments from villagers should be emailed to a Cllr
- The survey will need to request the name and address of the villager completing the survey as only parishioners views can be taken into account
- The survey will be circulated via the village email communication list, a link posted on Facebook by an administrator, publicised on the Parish Council website, and posted on the noticeboard
- If time allows the summary and survey will be printed and circulated either with the parish magazine or as a mail drop
- Agreed a budget of up to £150 to cover 'Zoom' and printing costs

Agreed Cllr Holroyd will take responsibility for this work, with help from the Parish Clerk and other Councillors

13. Discuss additional posts at the pond

Cars have started to park on the land at the pond which is destroying the grass. A quote has been obtained from J. Smith & Son, £276 inc VAT. The quote is to extend the current fencing by installing two additional posts and rails. The posts will be far enough apart so that a car cannot park but will allow enough room for grass cutting in the area.

Agreed the Parish Clerk is to instruct J. Smith & Son to go ahead with the work but for the 2 additional posts only (no rails). The Parish Clerk will ask for a revised quotation, but it was agreed that an amount under the quoted £276 inc VAT is approved

14. Discuss Parish Council protocol for Planning/Tree work applications

Agreed Cllr Barker will circulate an email to villagers offering advice on how to find out what is happening in the village with regard to Tree and Planning applications

15. Discuss and agree potential capital projects for outstanding S106 money

BDBC has advised there is a sum of £1492.73 due to the Parish Council for use towards capital projects within the parish. This sum cannot be used for maintenance/redecoration or running/revenue costs

Agreed this will be opened to the Village Hall Committee. Cllr Holroyd will liaise with the Committee and report back at a future meeting

16. Discuss and agree schedule of jobs for County Lengthsman visit on 6 October

Agreed the following schedule of jobs:

- Cut back overgrown shrub/tree in children's playground (cut to ground level)
- Clear leaves from astro turf in the recreation ground
- Clear moss and leaves from the children's playground
- Clear weeds from outside the tennis court
- Clear weeds and moss from outside the shop

17. Update from Cllr Harman regarding SID and speed survey

Cllr Harman reported that an SID (speed indicator device) was deployed on Tunworth Road/Church Street for two weeks in June 2021, a further deployment will take place for two weeks on Bidden Road from 21 September and on Weston Road in November 2021. BDBC has confirmed an invoice for these deployments will be issued in December 2021.

The Parish Council also instructed Hampshire County Council to carry out a speed survey in Weston Road. This was conducted between 8-15 June 2021 the average speed southbound was 31.6 mph and northbound 32.7 mph which demonstrates the majority of cars travel over the speed limit

18. Discuss quotes received for the repair/replacement of the seesaw

See Appendix D for background information circulated to Cllrs prior to the meeting

Agreed to proceed with Contractor A, HAGS, at a cost of £1081.73 inc VAT and replace the mechanism only. The quote states it is subject to a full site survey; the Parish Clerk is to ask HAGS to complete the survey within 7 days and to confirm there is no increase in the quoted figure.

Refurbishment of the seats and handles on the seesaw will be considered by the Parish Council at the end of the financial year

19. Discuss response, if any, to the HCC consultation New Consultation–Hampshire County Permit Scheme (for Road Works and Street Works). Text Amendments August 2021

Agreed no response to be sent from the Parish Council

20. Notice of Conclusion of Audit 2020/21

Attached in Appendix E

21. Review and agree updated asset register

Reviewed and agreed-updated to include new bench at the pond

22. Confirm the date and time of the next meeting

Confirmed 7pm on Thursday 21 October 2021. It was noted that Cllr Holroyd and Cllr Barker cannot attend this meeting. In view of this the Parish Clerk will check in advance that the meeting will be quorate

There being no other business the meeting finished at 9.05pm

Appendix A

PC Andy Jones Report July - September 2021

1 Action Fraud has been reported in the area of Cliddesden

3 Anti Social Behaviour related incidents:

- Little Hoddington Recreation ground where shouting and swearing was reported to have been happening into the early hours of the morning
- Report of motorcycles racing up and down the road at speed
- Report of an off road motorcycle riding on private land off Whitehill Lane in Greywell. Police attended and suitable words of advice were given

Increase of 2 from this time last year

3 Assaults

- 2 of which were reported to have occurred at the same address in the Cliddesden area
- 1 occurred in Herriard

Increase of 2 from this time last year

3 Burglaries

- 2 were business related
- 1 was from a residential premises
- A quad bike was stolen from an address in Herriard. "Operation Slid" was created as a result of many quads bikes that have been stolen over recent years. Rural Police work closely with Hart and Rushmoor District Councils as well as Country Watch Officers and go out on operations to specifically tackle these crimes
- At around 3am on 26 August a farm premises was broken into. A substantial amount of damage was caused in an attempt to gain entry. The alarm on the outbuilding was triggered as a result of gaining entry and the 4 perpetrators absconded in a vehicle which looks like a Honda CRV, this was recorded on CCTV
- Just after 11pm on 30 August an outhouse was broken into at a residential property in Preston Candover. It is believed that attempts were made to remove the off road motorcycle that was stored within the premises. I am sorry to say that a resident was injured in the ordeal after tackling the offenders. It's believed that it was the Honda CRV, mentioned earlier, that was being driven at the time. Significant damage was believed to have been caused in the getaway as it drove through hefty wooden gates. It comes as no surprise that information has come to light that a HONDA CRV has been located in Thames Valley area burnt out in a byway

Police have loaned & installed a driveway alarm system with the hope this provides some reassurance, a Crime Scene Investigation has also been completed. Enquiries are ongoing

No increase or decrease.

8 Road related incidents reported, the majority of which occurred on the A339 Alton Road

3 of these resulted in collisions:

- 2 Minor injuries
- 1 Damage only

A decrease of 5 from this time last year

14 suspicious incidents reported broken down as follows:

- 6 suspicious other incidents - Including a report of something falling from the sky on fire and heading in the Axford direction. Police deployed and found it to be a number 0 foil balloon. The sun had played a clever trick giving the impression that it was on fire
- 3 suspicious persons – Including a male going door to door in Preston Candover offering roof moss removal services and gave the name of his company as ACORN
- 5 suspicious vehicles – An abandoned vehicle was reported after being in a crash in the Dummer area

A slight decrease of 1 from this time last year

3 Thefts reported, one of which was from a vehicle

- Report of theft of a mobile phone in Upton Grey whilst the aggrieved was at a party the night prior
- Theft of dogs was reported. However this was premature in being classified as it was more of a misunderstanding

An increase of 1 from this time last year

Damage was caused to a car lock in the Moundsmere area and entry was gained by person unknown, two jackets and a sum of money were stolen

Lengthsman Report September 2021

Walked footpath 7 as requested, I thought the grass was long and reported this to the Hampshire Countryside Team, they replied that they had sent someone to look at the path and confirmed the contractors had cut it as required. Ticket no103968342

Walked footpath 9 from Weston Road to Cemetery Lane and footpath 8 from Cemetery Lane to Weston Road

No issues

12 August

The bench at the pond has been re-painted (not the best of jobs)

16 August

Following items checked in the recreation area and all were in good working order:

Mobile goal fixed into place securely

Fixed goal

New playing surface

New ball wall and astro turf

Benches in enclosed area

Graphics

Shelter in the playing area

Basket ball post and net

Disclaimer sign

20 August

Phone box, pane of glass broken, looks like it had been hit by a stone

(A villager has volunteered to fit new pane)

Broken finger post by the phone box pointing to North Warnborough has been reported

Sign post at pond and the pond area are in good order and the bench for Trevor Hart looks good.

Land at Cleves Lane in good order, as is the bench

I walked footpath 14 from Cemetery Lane to the corner on Tunworth Road

I litter picked from the Dower House entrance to the village shop, via Cleves Lane footpath 12 and the bottom of Church Street

01 September

Swept out the phone box and removed cobwebs

02 September

I reported a large pothole by the Hoddington Farm entrance. It is adjacent to the edge of the manhole cover.

I also said there were numerous other potholes along the road from Upton Grey to South Warnborough Ref no 7083582 (it came back as a report along the Weston Road

(I phoned HCC Roads but have heard nothing since)

8 September

Litter pick completed at the playground and broken glass removed from the children's play area

16 September

Flytipping reported at Ford Lane, Upton Grey

Upton Grey Parish Council Monthly Sheet for September 2021 (Appendix B)

Lloyds Current Account

Balance as at 20 July 2021

£19568.07 (agrees statement dated 30 July 2021)

Payments

Date	To	Amount
30 July 2021	HMRC Tax & NI July	£13.40
30 July 2021	Staff Expenses July	£168.11
30 July 2021	Staff Salary July	£53.10
30 July 2021	Staff Salary & Home Office Allowance	£648.24
30 July 2021	Saunders Landscape Invoice 1527	£227.00
30 July 2021	BHIB Ltd Invoice LCO02158-5 46621	£56.69
2 August 2021	Lloyds Bank Commerce Invoice 1494	£32334.00
3 August 2021	Sawscapes Play Invoice 1494	£870.00
5 August 2021	Reformation Ltd (bench & plaque)	£349.00
31 August 2021	HMRC Tax & NI August	£13.20
31 August 2021	Staff Salary August	£53.30
31 August 2021	Staff Salary & Home Office Allowance August	£648.24
31 August 2021	Saunders Landscape Invoice 1546	£227.00

Receipts

Date	From	Amount
2 August 2021	BDBC (S106 payment)	£32484.53
24 August 2021	VAT re-claim	£5537.99
9 September 2021	VAT re-claim	£368.20
9 September 2021	Cheque (Trevors Seat)	£470.84

Balance as at 10 September 2021

£22768.35 (agrees on line statement dated 10 Sept 2021)

Lloyds Tennis Maintenance Account

Balance as at 20 July 2021

£16791.60 (agrees statement dated 30 July 2021)

Receipts

Date	From	Amount
9 August 2021	Bank interest	£0.14
9 September 2021	Bank interest	£0.14

Balance as at 10 September 2021

£16791.88 (agrees on line statement dated 10 Sept 2021)

Lloyds Current Account	£22768.35
Tennis Maintenance Account	£16791.88
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£39560.23

Chairmans Signature and date:

Upton Grey Cemetery Lane Committee:

Update for the Village- UGPC meeting
Sept 2021

Proposed Development of farmyard and land adjacent to Cemetery Lane, Upton Grey:

Provided as an ongoing update on discussions on the proposal above.

NOTE: EARLIER UPDATES ARE STILL AVAILABLE TO VIEW AS APPENDICES TO PREVIOUS PARISH COUNCIL MINUTES.

The Proposed Development and what we have been doing:

Further to our update to the Village at the July 2021 PC meeting: UGCLC has met (virtually in July) with the Trust's lawyers Keystone Law to explain the basis of the legal obstacles facing the previous application and proposed agreement, and which played a part in that application's withdrawal.

We have set out to Keystone Law why major concerns exist (and have existed) over the format of the legal proposal and the overall lack of certainty over what it would provide. The aim of this is to ensure that, if an application is submitted and the Village is minded to give its backing, then at least the Village would have some certainty over what would then happen in the future- which was not provided by the previous documentation.

Following our meeting (which did not reach agreement on the core problems) and as requested by UGPC at its July meeting, we have written to Keystone Law and the Trust to ask again that those issues be tackled in the legal texts. (more on this below)

New Planning Application Expected:

We understand that a new Planning Application is planned to be submitted in the second half of September.

We have not seen any drafts of this, and so we do not know if it will be the same as the earlier version, or different.

We are working on the assumption that the Planning Application will follow the same description as before, and that it is on the basis of the Trust as applicant in conjunction with its developer/ agent Cherrington.

Meeting Post Script: David Janaway who was present at the meeting and has stated an interest in the scheme confirmed that it would still be Cherrington acting for the Trust as Agent for the application.

Legal Documents:

The Trust's lawyers Keystone Law has indicated, in response to our letter mentioned above, some flexing on its position on the key issues:

Long-Stop and Unilateral Termination:

- The legal drafts include a 'long-stop' date allowing for unilateral termination of the agreement if either the site has not been sold to a developer, or a permission implemented by the Trust.
- This has been a major cause of concern, because as worded, it is quite possible that the agreement could never be triggered within its own sequential time-schedule- and also because a Planning Permission (which lasts for 3 years) could

be allowed to lapse (for whatever reason), and the land then not be transferred to the Village. We have highlighted this and been seeking to remove this risk.

- The Trustees have now agreed to provide more certainty on the 'trigger' for gifting the meadow and cemetery land- a point which potentially meant that Planning Permission could be secured, but no gift ever takes place. It appears that (subject to wording) the inclusion of 'expiry of planning permission' as a mechanism, can unlock this issue.
- It appears the Trust will still want the ability to terminate an agreement unilaterally (such as before a Planning Permission is secured or if it is refused, and if they deem the Planning Permission to be unsatisfactory 'or it is not commercially prudent to pursue a planning permission'. **The extent of this needs to be clarified for the Village as it could remain a cause of concern for many.**

Defining what the Village is being asked to support:

- The Trust has stated that it is willing to include more detail on heights within the description of the development within the legal documents, limiting them by restrictive covenant to 7.75m height for the houses, and 5.9m height for the bungalow plot. This is a positive step, but it needs to be more clearly quantified, since the previous application included no definitive heights relative to the actual site.
- We understand from Keystone's letter that this will be secured by a restrictive covenant which goes with the land; we will need to be sure that this applies not only to the Trust's/ its agent's or developer's Planning Application but also, subsequently, to the land, i.e. for subsequent Planning Applications, and also following any sale to third parties.

Cemetery:

- Keystone Law will also need the contacts of the Church's Diocesan Solicitor to progress drafting in that regard.

We need to clarify some of the elements described above with Keystone, in order to be certain whether they will indeed resolve those fundamental issues. We propose do so in writing within the next few days.

Nick Ralls

Upton Grey Cemetery Lane Committee

Nick Ralls, Geoffrey Yeowart, Andrew Dunkley, Julian Livingston-Booth, John Frieda, James Raven

Appendix D Upton Grey Playground

The mechanism which stops one side of the seesaw crashing to the ground when one person gets off is broken and has been reported as a 'medium' risk by the Playground Inspector.

The Gullwing Seesaw is 20+ years old and was made by HAGS. As the seesaw is old there are no replacement parts in stock and so a replacement part will be grinded/welded to fit the existing equipment.

The PSS Live database (BDBC playground inspections) states that the expected end of life for the seesaw is 2028 (another 7 years) and the condition is marked as average.

The rubber on the seats is split and so this is likely to be picked up by the Playground Inspector sometime soon, the metal handles could also do with re-painting. As seen when the playground graphics were redone, some paint makes the playground look much fresher and this is likely to encourage people to take more care of it. These repairs are also likely to extend the life of the existing seesaw.

Quotes have been received from two companies. I did not receive any response from the 3rd company I contacted. Both companies have also quoted for a replacement seesaw as the Parish Council may consider this to be more cost effective however the budget may not be sufficient to cover this.

Contractor A has quoted without seeing the playground or the broken mechanism on the seesaw. Their quote for a replacement seesaw includes making good the existing wetpour around the new equipment, however they have stated they would use black wetpour as they cannot match the existing green colour.

Contractor B has visited the playground and has recently installed the ball wall, astro turf and disclaimer sign. Their quote for a replacement seesaw includes making good the wetpour around the new equipment and they suggest using a contrast colour as they would never be able to match the existing colour (weathered etc). They would make the contrast look like a splash or square so it would look like it's supposed to be there rather than a repaired surface.

Images of a possible replacement seesaw are attached. Image 1 is an up to date version of what is already at the playground. Image 2 is a different type of seesaw which can be sat or stood on.

The maintenance budget for 2021-2022 is £7000. After taking into account everything which has already been paid for and including those items previously agreed such as Saunders, SID hire and playground inspections there will be approx £2333.35 remaining. This needs to last for another 6 months.

£1054 (ex VAT) was spent on tennis court repairs in June, this money could be transferred from the Tennis Maintenance Account to the current account which would give a total amount available of £3387.35.

Decision to be made:

- **Repair the mechanism of the seesaw, plus replace the seats and refurbish the metal handles OR**
- **Completely replace the seesaw**

Appendix D
Upton Grey Playground

Repair of Seesaw Upton Grey Playground

Item	Company	Cost	VAT	Total Cost
Repair of Seesaw	Contractor B	£1015.00	£203.00	£1218.00
Replacement of seats	Contractor B	£285.00	£57.00	£342.00
Refurbishment of handles	Contractor B	£355.00	£71.00	£426.00
		£1655.00		£1986.00
Repair of Seesaw	Contractor A	£901.44	£180.29	£1081.73

Replacement Seesaw

Item	Company	Cost	VAT	Total Cost
Replacement seesaw (Image 1)	Contractor B	£2425.00	£485.00	£2910.00
Replacement seesaw which can be sat or stood on (Image 2)	Contractor B	£4995.00	£999.00	£5994.00
Replacement Gullwing seesaw (as per image 1)	Contractor A	£2817.16	£563.42	£3380.59

Image 1



Image 2



Section 3 – External Auditor Report and Certificate 2020/21

In respect of **UPTON GREY PARISH COUNCIL – HA0266**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

The authority has received £733 in respect of insurance claims against expenditure during the year and has accounted for it as a receipt in Section 2, Box 3 rather than netting it against the relevant expense. Whilst the Practitioners' Guide is silent on the matter, it is our view that the true cost to the authority should be shown on a net basis. Accounting on a gross basis inflates the gross income and gross expenditure of the authority and can push the authority into a higher fee band than it would otherwise be in.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

31/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)