

# **HAMPTON IN ARDEN PARISH COUNCIL ANNUAL GENERAL MEETING**

To be held

**at The George Fentham Meeting Rooms**

On

**WEDNESDAY 10 MAY 2023 AT 7:30PM**

## **AGENDA**

1. Apologies for Absence.
2. Election of Chair.
3. Chair's Declaration of Acceptance of Office.
4. Election of Vice-Chair.
5. Election Results – Declaration of Acceptance of Office from all members.
6. Parish Basic Allowances.
7. Appointment of Committees and Committee Chairs.
8. Appointments to other bodies.
9. Public Participation.
10. Minutes of Parish Council meeting held on Wednesday 8 March 2023.
11. Matters arising from the above meeting.
12. Update from Maintenance Committee.
13. Update from the Planning Committee.
14. Feedback from Communications Committee.
15. Feedback from Climate Change Working Group.
16. Feedback from the CIL Committee.
17. Under 7s Play Area – all weather surface review.
18. Pedestrian and Road Safety/HS2 Update/Junction 6 Working Group
19. Neighbourhood Plan Update.
20. Rights of Way Representative Update.
21. Funding Group Update.
22. Annual Meeting Preparation.
23. Correspondence (for information only).
24. Reports from other meetings.

25. Finance; Approval of
  - a) Accounts to 30 April 2023
  - b) Payments from 1 April 2023
26. Approval of Finance Annual Governance Statement.
27. Approval of Accounting Statements 2022/23.
28. Dates of Next Meetings:

Maintenance Meeting 14 June 2023  
Annual Village Meeting 24 May 2023  
Parish Council Meeting 12 July 2023.

### **Agenda Item 6 – Parish Basic Allowances**

Solihull Council has issued details of increased allowances for Parish Councillors for the current financial year and this information was circulated to members by email on 18<sup>th</sup> April.

Any allowances are paid for as part of the Precept.

Members are recommended to confirm their current policy of not paying allowances.

Members are, however, still entitled to claim for personal out of pocket expenses properly incurred on Council business.

### **Agenda Item 22 – Annual Meeting Preparation**

Members will recall the decision to change the format of this year's Annual Parish Meeting to be held on 24<sup>th</sup> May.

It is intended that the usual detailed reports will not be read out in full at the meeting but will be widely distributed beforehand with copies also available at the event.

At the start of the meeting the Chairman will make a brief introduction following which there will be a longer Q and A session.

If this revised format is satisfactory it will be adopted for future annual Meetings.

### **Agenda Item 23 – Correspondence (for information only)**

Most correspondence is received by email and is forwarded to Members as a matter of course with the majority being of a routine nature. Examples are regular consultations from SMBC on planning applications, updates and training opportunities from WALC and NALC, notifications from HS2 and National Highways and Skanska. The following are those that depart from the routine:

- 06/03 Warwickshire Wildlife Trust – (River) Blythe Alive Again
- 20/03 Warwickshire Rural Community Council – Warm Hubs News
- 03/04 West Midlands Police – New Operating Model

# The Local Authorities (Members' Allowances) Regulations 2003 – Parish Basic Allowances 2023-24

Deborah Merry (Solihull MBC) <dmerry@solihull.gov.uk>

Mon 17/04/2023 14:03

To: Balsall PC (clerk@balsallparishcouncil.gov.uk) <clerk@balsallparishcouncil.gov.uk>; Barston Parish Council (clerk@barstonvillage.org) <clerk@barstonvillage.org>; Berkswell Parish Council (clerk@berkswellparishcouncil.org.uk) <clerk@berkswellparishcouncil.org.uk>; Bickenhill & Marston Green PC <clerk@bmgpc.org>; Castle Bromwich <counciloffice@castlebromwichpc.gov.uk>; Chadwick End PC (chadwickendpc@hotmail.com) <chadwickendpc@hotmail.com>; Chelmsley Wood PC (info@chelmsleywood-tc.gov.uk) <info@chelmsleywood-tc.gov.uk>; clerk@cheswickgreen-pc.gov.uk <clerk@cheswickgreen-pc.gov.uk>; Dickens Heath PC (dickensheathpc@hotmail.com) <dickensheathpc@hotmail.com>; Fordbridge TC (fordbridgetc@gmail.com) <fordbridgetc@gmail.com>; Clerk <clerk@hamptoninarden.org.uk>; Hockley Heath PC (hhpc2009@hotmail.com) <hhpc2009@hotmail.com>; Kingshurst PC <kingshurstparishcouncil@gmail.com>; Meriden PC (clerk@meridenparishcouncil.org.uk) <clerk@meridenparishcouncil.org.uk>; Smiths Wood PC (smithswoodpc@hotmail.com) <smithswoodpc@hotmail.com>; Tidbury Green PC (tidburygreenpc@googlemail.com) <tidburygreenpc@googlemail.com>

📎 1 attachments (76 KB)

Parish Basic Allowances 2023-24.pdf;

Dear all,

As required by the above Regulations, the recommended maximum Parish Basic Allowances are expressed as a percentage of the Basic Allowance for Members of Solihull Metropolitan Borough Council. Solihull Metropolitan Borough Council Members' Allowances have increased with effect from 1st April 2023 and therefore I attach a schedule of the updated recommended maximum Parish allowances for 2023-24.

Town and Parish Councils should not feel under any pressure to pay a Parish Basic Allowance to members unless they wish to do so, and the rates of allowance set out in the schedule are recommended maximum levels which allows Town and Parish Councils to set their own rates below that level if they prefer.

Deborah

**Deborah Merry**

Head of Legal & Democratic Services and  
Monitoring Officer

Solihull Metropolitan Borough Council

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## **DISCLAIMER:**

'This e-mail and files transmitted with it may contain information which is private and confidential and must be handled accordingly. If you are

## Parish Basic Allowances for 2023-24

As required by the Local Authorities (Members' Allowances) Regulations 2003, the recommended maximum Parish Basic Allowances are expressed as a percentage of the Basic Allowance for Members of Solihull Metropolitan Borough Council.

2023-24 (SMBC Basic Allowance = £11,500)		
Band	Parish Basic Allowance (Maximum)	Chairman's Allowance (Maximum)
(a) Precept under £10,000	£575 (5% of SMBC Basic Allowance)	£1,150 (10% of SMBC Basic Allowance)
(b) Precept over £10,000 up to £50,000	£862.50 (7.5% of SMBC Basic Allowance)	£1,725 (15% of SMBC Basic Allowance)
(c) Precept over £50,000 up to £100,000	£1,150 (10% of SMBC Basic Allowance)	£2,300 (20% of SMBC Basic Allowance)
(d) Precept over £100,000 up to £150,000	£1,437.50 (12.5% of SMBC Basic Allowance)	£2,875 (25% of SMBC Basic Allowance)
(e) Precept over £150,000	£1,725 (15% of SMBC Basic Allowance)	£3,450 (30% of SMBC Basic Allowance)

*Town and Parish Councils should not feel under any pressure to pay a Parish Basic Allowance to members unless they wish to do so, and the rates of allowance set out in the schedule are recommended maximum levels which allows Town and Parish Councils to set their own rates below that level if they prefer.*

# Appointment of Committees and Committee Chairs / Year 2022 to 2023

## Hampton in Arden Parish Council

The Chair and Vice-Chair are ex-officio members of all committees:

Subcommittee/Working Group	Members
<b>Maintenance Committee</b>	Councillor Tim Beresford Councillor David Sandells Councillor Peter Green Councillor John Eccleston <b><u>Non-Councillors</u></b> Rvd Stuart Dimes (Representative for the Church) Daniel Adams (Representative for the George F Trust) Floyd Price (Representative for the Sports Club).
<b>Planning Committee</b>	Councillor Dave Cuthbert Councillor Cat Sellars Councillor Ken Blanch Councillor Peter Green Councillor Giles Cook Councillor John Eccleston
<b>Communications Working Group</b>	Councillor Cat Sellars Councillor Peter Green Councillor Alexander Clayson Councillor Roger Waring
<b>Neighbourhood Plan Working Group</b>	Councillor Dave Cuthbert Councillor Cat Sellars Councillor Ken Blanch Councillor Peter Green Councillor Giles Cook Councillor John Eccleston
<b>Community Infrastructure Levy Committee</b>	Councillor Peter Green Councillor Giles Cook Councillor Dave Cuthbert Councillor Ken Blanch Councillor John Eccleston
<b>Remembrance Sunday Working Group</b>	Councillor Alexander Clayson Councillor David Sandells
<b>HS2/Pedestrian and Road Safety Scheme / M42 J6 Improvement Scheme Working Group</b>	Councillor Ken Blanch Councillor Cat Sellars Councillor Min Grimshaw Councillor Dave Cuthbert Councillor Giles Cook Councillor Alexander Clayson Councillor John Eccleston
<b>Funding Committee</b>	Councillor Roger Waring

Councillor Ken Blanch  
Councillor Peter Green  
Councillor John Eccleston

### **Appointments to Other Bodies**

Footpaths and Rights of Way Representative	Cllr Roger Waring
Airport Consultative Committee	Cllr David Sandells
Solihull Area Committee (SAC)	Cllr Dave Cuthbert
Quary Liaison	Cllr Mike Blomer
Hampton in Arden Library Working Group	Cllr Cat Sellars and Cllr Roger Waring

### **Parish Council appointed Trustees**

George Fentham Trust	Mr Mark Abbott	Expiry January 2026
	Dr Martin Shalley	Expiry October 2024
	Mr Tim Beresford	Expiry October 2022
Hampton in Arden Recreational Trust	Mr Graham Hollway	Expiry October 2024
	Mr Ken Blanch	Expiry October 2021

# Appointment of Committees and Committee Chairs / Year 2023/2024

## Hampton in Arden Parish Council

The Chair and Vice-Chair are ex-officio members of all committees:

Subcommittee/Working Group	Members
<b>Maintenance Committee</b>	
	<b><u>Non-Councillors</u></b>
	Rvd Stuart Dimes (Representative for the Church)
	Daniel Adams (Representative for the George F Trust)
	Mr John Morgans (Representative for the Sports Club)
<b>Planning Committee</b>	
<b>Communications Working Group</b>	
<b>Neighbourhood Plan Working Group</b>	
<b>Community Infrastructure Levy Committee</b>	
<b>Remembrance Sunday Working Group</b>	
<b>HS2/Pedestrian and Road Safety Scheme / M42 J6 Improvement Scheme Working Group</b>	
<b>Climate Change Working Group</b>	



<b>Funding Committee</b>	
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### Appointments to Other Bodies

Footpaths and Rights of Way Representative	Cllr Roger Waring
Airport Consultative Committee	
Solihull Area Committee (SAC)	
Quary Liaison	
Hampton in Arden Library Working Group	

### Parish Council appointed Trustees

George Fentham Trust	Mr Mark Abbott VACANT Mr Tim Beresford	Expiry January 2026 - Expiry October 2026.
Hampton in Arden Recreational Trust	Mr Graham Hollway Mr Ken Blanch	Expiry October 2024 Councillor Representative.

## HAMPTON IN ARDEN PARISH COUNCIL

### DRAFT MINUTES

*Held at: Catherine de Barnes Village Hall, Catherine de Barnes.*

*On: Wednesday 8 March 2023*

*Start: 7:30pm*

*End: 9:03pm*

<b>PRESENT</b>	<b>Councillors</b>	Cllr Mike Blomer (Chairman) Cllr Tim Beresford (Vice Chairman) Cllr David Sandells Cllr Ken Blanch Cllr Peter Green Cllr Alexander Clayson Cllr Piers Reid Cllr Roger Waring Cllr Dave Cuthbert Cllr Giles Cook Cllr John Eccleston
	<b>Clerk</b>	Mrs Julie Barnes
	<b>Public</b>	Mrs Sheila Blomer Mrs Lesley Cuthbert Mrs Frances Cook

**NO**

**ACTION**

**22/109 APOLOGIES FOR ABSENCE**

Cllr Catherine Sellars received and accepted.

**22/110 DECLARATIONS OF INTEREST**

- John Eccleston: President of Sports Club. Recreational Trust Trustee.
- Dave Cuthbert: chair of the Catherine de Barnes Residents Association and Trustee of Catherine de Barnes Village Hall.
- Tim Beresford: George Fentham Trustee and George Fentham Endowed School - School Governor.

**22/111 PUBLIC PARTICIPATION**

None.

**22/113 APPROVAL OF THE MINUTES OF THE FINANCE AND PARISH COUNCIL MEETING HELD ON 4 JANUARY 2023**

The draft Minutes taken and prepared by Julie Barnes were **approved as proposed** by Cllr Tim Beresford, **seconded** by Cllr John Eccleston with all members being in favour.

**22/114 MATTERS ARISING**

None.

**22/115 FEEDBACK FROM THE MAINTENANCE COMMITTEE**

Cllr Beresford noted that a copy of the last minutes had been circulated to members in the attached report pack. No comments were received.

Cllr Eccleston noted that the public footpath sign near Wellmeadow Grove required repair. The clerk will report this.

Clerk

**22/116 DAMAGE TO WAR MEMORIAL  
AGREEMENT BY MEMBERS – INFORMATION ITEM**

The chair referred members to his report. Cllr Eccleston provided an update on the funding options noting that it was unlikely the Parish Council would be successful. The chair recommended that repair works be undertaken by M Power and Sons Limited at a cost of £3,099.00 plus VAT with funds being made available from reserves. **It was proposed as recommended by Cllr Beresford, seconded by Cllr Cook with all members being in favour.**

**22/117 FEEDBACK ON PEDESTRIAN AND ROAD SAFETY SCHEMES/HS2  
/JUNCTION 6 IMPROVEMENT SCHEME  
HS2**

Cllr Blanch referred to his report circulated in advance.

Cllr Reid raised a concern over the quality of replacement vegetation being planted and enquired whether it was possible for the Parish Council to push for more mature trees. Cllr Blanch confirmed he would request the plans for our area and consider this in more detail.

KB

**Junction 6 Improvement Scheme**

Cllr Blanch referred again to his report noting that the Parish Council had recently met with Highways England, and it was hoped that our various applications to the Designated Fund Schemes were now progressing.

Due to the strength of feeling by residents regarding the continued disruption caused by the various road closures the Parish Council has arranged for a public meeting to take place, headed up by National Highways and Skanska, taking place on 20 March at Fentham Hall.

**22/118 FEEDBACK FROM THE RIGHTS OF WAY AND FOOTWAY  
REPRESENTATIVE**

Cllr Waring referred members to his attached report noting his concern over Packhorse Bridge. Both he and the clerk to the Parish Council have been reporting this to Solihull Council for some considerable time without success. The Parish Council have recently also engaged Ward Cllrs Bob and Gail Sleigh to seek their support.

Cllr Waring has recently been made aware of the removal of hedges and undergrowth on The Crescent. He will investigate that further shortly.

RW

**22/119 FEEDBACK FROM CIL COMMITTEE**

Cllr Green confirmed that the CIL Committee have recently awarded £3,000 to the George Fentham Endowed School within Hampton in Arden for the provision of new play equipment. No further proposals are outstanding.

**22/120 UNDER 7S PLAY AREA/FLOORING PROGRESS REPORT.**

**AGREEMENT NEEDED ON AVAILABLE FUNDING AND NEXT STEPS.**

The clerk enquired whether members wished to maintain a reserve in CIL to fund this potential project. It was agreed that this reserve would be held. Members considered various options and it agreed that the clerk would look to obtain a quote for a hardcore surface to be laid at the Under 7s play area with a rubber mulch to be laid over the top.

Clerk

**22/121 FEEDBACK FROM THE COMMUNICATIONS AND CLIMATE CHANGE COMMITTEE**

In Cllr Sellars absence the clerk confirmed that there was no further update at present.

Cllr Clayson enquired whether it would be possible to obtain a list of resident's names of support in both villages to put forward a case for better broadband facilities. The clerk will arrange that to be done at the upcoming Village Festival.

Clerk

**22/122 FEEDBACK FROM THE PLANNING COMMITTEE**

Cllr Cuthbert referred to the running report attached noting in particular:

Retrospective Planning Applications

More applications are being received retrospectively with no penalty to the applicant. The Planning Committee have written to Mr. S Bhatti MP to seek his support in lobbying for this type of application to be stopped.

Newlands Bishop Farm

Cllr Cuthbert noted that Catherine de Barnes Residents Association had recently held its AGM. Residents expressed their frustration over various ongoing applications by Newlands Bishop Farm. A subsequent meeting is planned, and further information will be provided following that.

86 Meriden Road

An enforcement notice has been prepared but not yet issued.

Cllr Cuthbert noted a concern that the Parish Council does not always get notified of applications in certain circumstances e.g., permitted development or Certificate of Lawfulness. He is liaising with Solihull MBC to see whether a change in the system could be made to allow for this to happen.

**22/123 FEEDBACK FROM THE NEIGHBOURHOOD PLAN WORKING GROUP**

Cllr Cuthbert referred to his attached report and reminded members that the Consultation is still live until 22 March. No further reports.

**22/124 FEEDBACK FROM FUNDING WORKING GROUP**

Cllr Eccleston referred members to his attached report noting that he will continue to investigate any possible funding pots he becomes aware of.

**22/125 CLERK'S PENSION, APPLICATION TO WEST MIDLANDS PENSION FUND**

The chair referred to his attached report in which he noted that the clerk had requested that arrangements are now made for her to join a suitable pension scheme. The chair noted that his report had stated that Solihull Council's support would be required. However, Solihull MBC have since confirmed that this is not something they do. West Midlands Pension Fund have clarified that this will not be an issue but it will change the rate payable by the employer.

Members are recommended to agree to an application being made by the Parish Council for membership of the West Midlands Pension Scheme and, if accepted, to nominate Julie Barnes as a scheme member. **This was proposed by Cllr Beresford and seconded by Cllr Green with all members being in favour.** MB

The chair will notify the West Midlands Pension Scheme accordingly.

#### 22/126 CORRESPONDENCE

Most correspondence is received by email and is forwarded to Members as a matter of course with the majority being of a routine nature. Examples are regular consultations from SMBC on planning applications, updates, and training opportunities from WALC and NALC, notifications from HS2 and National Highways (Skanska). The following are those that depart from the routine:

- 03/01 – SMBC – Levelling Up and Regeneration Bill – reforms to national planning policy.
- 03/02 – Warwickshire Rural Community Council – Warm Hubs News.
- 17/02 – Solihull Community Development Team – updates.
- 20/02 – West Midlands Combined Authority – Commonwealth Games Underspend.
- 01/03 – SMBC – Consultation on Economic Strategy 2023 - 32

#### Solihull Economic Strategy 2023-32

Cllr Cuthbert stressed the importance of responding to this consultation. Members discussed a response, noting that it was important that broadband speeds be improved for those working from home within the villages of both Hampton in Arden and Catherine de Barnes. Members were asked to provide their views by email to Cllr Cuthbert who would then draft a response for submission.

#### 22/127 REPORTS FROM OTHER MEETINGS

None.

#### 22/128 FINANCE

The quarterly accounts and payments for 11 months ending 28 February 2023 were accepted as **proposed by Councillor Tim Beresford seconded by Councillor Peter Green** with all members being in favour.

#### 22/129 DATES OF NEXT MEETING

Annual General Meeting: 10 May 2023  
Annual Parish Residents Meeting: 24 May 2023  
Maintenance Meeting: 14 June 2023.

**MEETING CLOSED AT 9:03pm.**

**Reports detailed in the minutes are attached.**

*Minutes taken and prepared by Clerk, Julie Barnes*

**Parish Council Planning Report**  
**Report prepared up to: RUNNING REPORT TO 05/05/2023**

Date	App. No.	Details	Outcome	Decision Level	Deadline Response
02/07/21	01789	Buckie, 11 The Grove, First Floor Extension.	Pending	MinFHO	23/07/2021
16/05/22	00324	The Brickworks – Carpark area at Arden Brickworks.	Pending	MinFOT	06/06/2022
22/06/22	01187	Hampton Garden Nurseries, develop existing area.	<b>Approved</b> <b>24/03/2023</b>	PPFL	13/07/2022
31/10/22	02283	104 Lugtrout Lane, erection of 5 dwellings and associated landscaping.	Pending	PPFL	21/11/2022
30/01/23	00123	Coldland Colts FC, Field Lane, erect fencing.	<b>Approved</b> <b>02/05/2023</b>	PPFL	20/02/2023
02/02/23	00201	North Lodge, front extension.	Pending	MinFHO	23/02/2023
07/02/23	00164	7 The Crescent, tree works	<b>Split Decision</b> <b>23/03/2023</b>	TPO	28/02/2023
21/02/23	00348	15 Diddington Lane, single storey front garage extension. <b>** EMAIL SENT TO PLANNING BY PC **</b>	<b>Approved</b> <b>12/04/2023</b>	MinFHO	14/03/2023
28/02/23	00385	Aspbury, Bickenhill Lane, Tree Works	Pending	TPO	21/03/2023
08/03/23	00492	55 Marsh Lane, conversion of roof space.	Pending	PPFL	29/03/2023
09/03/23	00306	2A Meadow Drive, tree works	<b>Approved</b> <b>12/04/2023</b>	TCA	30/03/2023
14/03/23	01402	<b>** APPEAL LODGED **</b> 21A Meadow Drive, construction of two storey dwelling.	<i>Appeal Lodged</i>	MinFDW	-
14/03/23	00448	21 The Cresnet, ground floor extension.	<b>Approved</b> <b>20/04/2023</b>	MinFHO	04/04/2023
14/03/23	00390	17 Diddington Lane, Extension.	Pending	MinFHO	04/04/2023
21/03/23	00355	Patrick's Farm Bridge, demolition of agricultural buildings and erection of two buildings for commercial and business uses.	Pending	PPFL	11/04/2023
24/03/23	00595	184 Old Station Road, rear extension.	Pending	MinFHO	14/04/2023
28/03/23	00657	Ard Coilee, 18 The Crescent, two storey extension.	Pending	MinFHO	18/04/2023
04/04/23	00712	25 Corbetts Close, demolition and erection of extension.	Pending.	MinFHO	25/04/2023
06/04/23	00694	Land East Side of Old Railway Embankment, Old Station Road residential development application <b>** EMAIL SENT TO PLANNING BY PC **</b>	Pending	PPOL	27/04/2023
12/04/23	00785	Canterbury House, tree works <b>** EMAIL SENT TO PLANNING BY PC **</b>	<b>Approved</b> <b>07/05/2023</b>	PPTREE	03/05/2023
19/04/23	00791	50A Meriden Road, roof alterations.	Pending	MinFHO	10/05/2023
02/05/23	00900	139 Old Station Road, first floor extension	Pending	MinFHO	23/05/2023
03/05/23	00901	Heath Farm, 26 Henwood Lane. Change of use.	Pending.	PNCUDW	24/05/2023
<b>SITES WITH MULTIPLE LOCATIONS</b>					
27/10/22	02259	The Beeches – Retrospective Application patio area.	Pending NA	LBC	17/11/2022
27/10/22	02258	The Beeches – Retrospective Application patio area.	Pending NA	PPFL	17/11/2022
11/08/22	01660	Land rear of 86 Meriden Road, erection of residential dwellings with parking. <b>** EMAIL SENT TO PLANNING BY PC **</b>	Pending	PPRM	19/09/2022
26/09/22	01812	Land rear of 86 Meriden Road, amendments to previous application: 2019/02546)	Pending	VAR	17/10/2022
06/01/23	01660	Land rear of 86 Meriden Road – re-issued:	Pending	PPRM	26/01/2023

**Appeal Reference: AP/2022/00019/REF Location 339 Lugtrout Lane. Appeal dismissed on 07/02/2023.**

**Notes**

\*PPFL = Planning Portal Full Application (full application from commercial organisation as opposed to a domestic application).  
 \*LBC = Listed Building Consent \*VAR = Variation to existing approval \*PNAG = Prior Notification Agriculture \*COU = Change of Use \*CLD = Certificate of Lawful Development \* TPO = Tree(s) subject to Preservation Order  
 \*TCA = Trees in Conservation Area \* MinFHO = Minor Housing.

Prepared by Clerk, Julie Barnes, updated on 05/05/2023

## **PLANNING SUB-COMMITTEE**

The Parish Council receives notification of all planning applications in the Parish, these are considered by the sub-committee and a decision made whether a response is required. The following is a brief resume of the more significant planning and planning related issues that we have been involved with during the year: -

### **PL/2020/02784/PPFL Erection of triple combined tepee tent for use by adults with learning difficulties and other groups whilst on site at NBF**

This application, was withdrawn in September but the tepee remains in situ and is largely being used for social events at a weekend often giving rise to noise complaints being made to NBF and SMBC from the local residents adjacent to the site on a regular basis in the summer. Following much discussion between the CdeB RA, reps from the PC, local ward councillors and local residents SMBC have offered a meeting to discuss a recent wedding licence application involving use of the tepee. At the time of writing we are awaiting a meeting date expected shortly.

### **PL/2022/01289/MINFDW 21a Meadow Drive Demolition of existing dwelling and construction of new 2 storey dwelling**

The PC did not object to this application and it was duly approved by SMBC in February 2023. However the subsequent application PL/2022/01402 21a Meadow Drive for a new dwelling in the existing garden was refused by SMBC on the grounds of over intensive development. The applicant has subsequently lodged an appeal against this decision and the outcome is awaited

### **PL/2019/03108/PPFL transport Depot at Woodhouse Farm –**

Following refusal by the Inspector of the appeal we are pleased to confirm that the grounds affected by this initially unauthorised development has been returned to green belt.

### **PL/2015/51409/ Outline planning permission Motorway Service Area (MSA) off Solihull Road**

You may recall that the design of this relied on this section of the M42 being converted to All Lane Running (ALR) rather than the current system of Dynamic Hard Shoulder Running. The Govt had, halted any new ALR schemes being adopted until 5 year data was available with regard to the safety of ALR in the motorway network. There had been over 30 deaths attributable to the system up until that point. The safety audit period was due to finish in 2024 however the Government, in April of 2023, announced no new ALR schemes would be undertaken but schemes in process would be completed. We are in the process of establishing what the exact position with our section of the M42 where the MSA is envisaged. We believe the access to the MSA will need to be re- designed and as such the current planning permission should be revoked and a new planning application submitted for consultation. Unfortunately we still envisage the scheme would be finally approved in the end but much later than the applicant originally envisaged.

### **PL/2022/01660/PPRM | Erection of residential dwellings with parking, internal access roads, landscaping and all other details required by condition No. 1 relating to the reserved matters of landscaping, appearance, layout, and scale pursuant to planning permission reference PL/2019/02546/PPOL. | Land Rear Of 86 Meriden Road Hampton in Arden Solihull**

After gaining outline planning permission that applicant has been in discussion with the PC, just after the application was made, and since then with the various policy areas within SMBC to arrive at a site design that is acceptable and housing types /tenures complying with SMBC's affordable homes

policies. The current position is the application is still pending determination (awaiting updated comments from highway, landscape and SMBC urban design departments)

**PL/2023/00694/PPOL Land east side of the old railway embankment Old Station Road p outline planning application for 5 market dwellings or 12 affordable homes**

This site is listed in SMBC's Brownfield Land Register and as such the PC would support development of the site preferring it to be used for building affordable homes. However we understand that SMBC have concerns over the sustainable accessibility of the site vis a vis the distance to local bus stops and the reliance of the use of cars. Determination is awaited.

**PL/2022/02283/PPFL 104 Lugtrout Lane Catherine De Barnes Solihull B91 2RU Demolition of existing buildings and the erection of 5 dwellings, formation of new access and associated landscaping**

The Parish Council supported the conclusions reached by the Urban Design team concerning the proposed application which is still awaiting determination. This site is part of Policy SO1 in the Draft Solihull Local Plan for the development of 770 homes and SMBC gave concerns that this site would have implications on their plans for the whole site

**PL/2022/-1631-1633 Chestnuts Farm**

The applicant has appealed 2 decisions of refusal of planning applications for the continued use of the site for industrial waste management and retention of hardstanding areas. The appeal decisions are still awaited.

**PL/2023/00901/PNCUDW permitted development Heath Farm Henwood Lane, CdeB Change of use from agricultural buildings to 3 new dwellings**

This application has just arrived and is yet to be formally concerned by the Planning Sub Committee

**Battery Storage facility Henwood Lane CdeB and potential development of a solar farm north of the Grand Union canal at CdeB**

As yet no formal applications appear to have been lodged.

**Solihull Local Plan Review –**

Although the Planning Inspectorate agreed certain conditions following the examination of the Local Plan had been met, it was concerned that the housing trajectory for the 2240 homes at the NEC was too optimistic and suggested a figure of 700 homes was more realistic – effectively leaving the plan 1500 homes short. They also had concerns over the development involving the moving of Arden Academy and how that affected housing numbers. There was much toing and froing of emails over the past 12 months with SMBC wanting to maintain their position. Recent announcements concerning the Government's intention of reviewing the National Planning Policy Framework this spring, together with the target of 300,000 homes being reduced to an ambition, it has been mutually agreed to suspend any further debate until the reforms are announced, when implications for the Plan should become apparent. Obviously this has implications for the timing of works on the 4 development sites within this parish. For a total of around 960 homes.



**M42 junction 6 improvement -new link road to the Clock and creation of new junction5a on M42**

Regular meetings have been taking place between the PC and the main contractor Skanska over the last 12 months where road closures, road conditions and other matters relating to the works are discussed and issues resolved. Over the last few months public meetings have been held allowing a free exchange of views /ideas between residents and the contactor. The next one is being planned for early June . We see this as a positive move . We understand that Solihull Road will open by the end of June followed by the effective phased closure of Catherin de Barnes Lane as a route to the Clock interchange.

**Cllr Dave Cuthbert Chair Planning Sub Committee**



G.R.Dawson Garden Services

29 Alspath Road, Meriden, Coventry CV7 7LU Tel 01676 522019  
Mob: - 07774 196691 e mail: - grdawsongarden@btinternet.com

### **Options and prices for under 7's play area resurface**

#### Option 1

Re-level the surface and install timber edge boards around the perimeter and a weed membrane. Loose rubber mulch on the whole area with a choice of colours (Will need regular raking around play equipment).

Cost-£7850 plus V.A.T.

#### Option 2

Excavate top layer of soil and install timber edge boards, weed membrane and MOT sub base. Install bonded rubber mulch around all play equipment and loose rubber mulch the remaining area.

Cost £15,800 plus V.A.T.

#### Option 3

Everything in option 2 but path gravel the remaining area with bonded mulch around play equipment.

Cost £12,800 plus V.A.T.

#### Option 4

Excavate and install edge boards, weed membrane and MOT sub base. Install rubber tiles around play equipment and path gravel the remaining area.

Cost £11,500 plus V.A.T.

## **HS2**

Similar to last year the main HS2 construction work has been both to the north and south of our Parish. To the north of the A45 construction works is concentrated in the area around the new interchange station. To the south the main construction work is on the diversion of the A452 and the completion of the new Park Lane roundabout.

Within Hampton in Arden Parish preparatory work continues for the River Blythe Viaduct including haul roads and drainage works close to the A452. Viaduct construction is expected to commence in late summer/autumn 2023. The major effect on the Parish will be speed restrictions and temporary traffic control on Meriden Road by Patrick Bridge.

During the past year we were disappointed to learn that Diddington Lane will remain open as part of the HS2 works. This is despite safety concerns at the northern junction of the lane with the A452. Detail design continues at Stonebridge and we await with interest to see the final interchange layout and the results of the required highway safety audit.

A direct result of the decision to keep the lane open is that traffic calming measures will now be required for the section through the village. Discussions are on-going with SMBC and HS2 to determine the extent of these measures. Possible measures are detailed under the Traffic Calming and Pedestrian Safety section.

Finally, we have had the construction of HS2 on our doorstep for a couple of years now and several residents and businesses have raised concerns regarding the extent of the works. These comments have included phrases such as 'wholesale destruction of the countryside' and why is such a large area being used when the width of the completed railway will be only 20 – 30 metres wide. Most residents will be unfamiliar with the construction of major infrastructure projects, and we in this Parish don't just have one we have two! Namely the M42 Junction 6 and HS2.

In order to try and reassure residents that what is happening is normal for major infrastructure construction work, and the situation will improve when the work is completed, the Parish Council has obtained a booklet containing aerial images of the completed section of HS1 as it runs through Kent. This work was completed in the early 2000's and the photographs were taken a year or two after this. They show how the mainly rural areas along the line of the railway have been regenerated. Five images have been selected from this booklet and are available for viewing on the Parish website.

### **Traffic Calming and Pedestrian Safety**

#### **Hampton in Arden**

Phase 1 of the Pedestrian Safety and Traffic Calming Plan for Hampton in Arden was constructed in 2021 and concentrated on improving pedestrian access at key locations through the village. It was always envisaged that further traffic calming measures would be required after the Phase 1 works and the Parish Council has held discussions with SMBC Highways to determine what additional measures are deemed necessary to reduce traffic speeds and further improve the village environment.

The agreed measures for Phase 2 include the following items:

- Gateway with raised cushion on Solihull Road close to the start of the 30 mph zone
- Addition of a raised cushion at the existing gateway on Meriden Road

- Addition of raised cushions either side of the existing traffic island on Meriden Road close to the junction with The Crescent

The gateway on Solihull Road was originally planned for Phase 1 but could not be constructed due to the road's closure as part of the M42 Junction 6 works. This measure is now expected to be constructed before Solihull Road is due to re-open in July 2023.

The other Phase 2 measures are expected to be constructed later in the summer/autumn and will need to be phased with planned HS2 works and temporary road closures.

We are very pleased to report that Phase 3 traffic calming works will consist of average speed cameras for the village. SMBC Highways are using HS2 Road Safety Fund monies to install average speed cameras at four locations within the Borough and Hampton in Arden is one of the selected locations. Design is on-going and installation is expected this financial year hopefully before Christmas.

Finally, a direct result of the decision to keep the Diddington Lane open is that traffic calming measures will now be required for the section through the village. Discussions are on-going with SMBC and HS2 to determine the extent of these measures which will form part of HS2's construction work. The Parish's recommendation is for:

- Gateway with raised cushion at the northern limit of the village (similar to the existing gateway on Meriden Road)
- Raised informal crossing part-way along the lane close to the service road entrance
- Upgraded junction with Meriden Road to improve pedestrian access

#### **Catherine de Barnes**

Discussions have been on-going with SMBC Highways to determine the extent of traffic calming and pedestrian safety measures in Catherine de Barnes. A pedestrian crossing has been installed in the village centre and the agreed additional measures are as follows:

- Four pairs of speed cushions on Lugtrout Lane between Damson Parkway and Catherine de Barnes
- Street lit gateway and speed cushion on Lugtrout Lane at the edge of housing in Catherine de Barnes
- Gateway with speed cushion on Hampton Lane on the approach to village centre
- Informal crossing on Hampton Lane close to Lugtrout Lane junction
- Possible raised table to the existing pedestrian crossing

The total estimated cost is £55k excluding the raised table at the pedestrian crossing (estimated £10k). The preferred funding option is through the M42 Junction 6 Improvement Designated Funding sponsored by National Highways. Discussions with NH indicate that this proposal may qualify for funding but we await confirmation.

#### **M42 J6**

The re-opening of Solihull Road between Hampton in Arden and Catherine de Barnes is scheduled for July 2023. Skanska are hoping to bring this date forward but is dependent on the demolition of the existing M42 bridge and the completion of the diverted road over the new bridge. Commencing in July this year after Solihull Road is reopened, works along Catherine de Barnes Lane will mean

occasional closures to facilitate these works. Details have yet to be finalised but we will publish details as soon as known.

A number of residents and businesses have raised questions regarding the future landscaping around the new link road. We have received a number of landscape drawings from Skanska showing the completed works and these will be available for inspection on our website.

The project team have been trialling new ground-breaking technologies on the scheme that could be game changers for other National Highways road projects and the construction and highways industries as a whole. These include innovative hydrogen power cells and low carbon concrete. We use electric vehicles on site and all other construction vehicles run on Hydrotreated Vegetable Oil. This is made from 100% renewable waste. The embodied carbon within hydrotreated vegetable oil is 90% lower than traditional diesel vehicles and burns cleaner, reducing exhaust emissions and our carbon footprint.

Regarding biodiversity and environmental impact, we understand from Skanska that the project aim is that there should be no net loss of biodiversity through our activities. Roads can compromise the quality of the environment by wildlife, can fragment important habitats and put pressure on plant and animal populations, particularly where they're already under stress from other factors such as changes in climate and land use. The network can be managed to provide areas of habitat. Also road verges can be used to connect fragmented habitats in the wider landscape, enabling plant and animal populations to move and interact, and so become stronger and more resilient. They have committed to a biodiversity net gain on this project and as a result, will leave a richer, more biodiverse environment from when we had first arrived.

The Parish Council and SMBC Highways are in discussions with National Highways seeking approval for the use of designated funds for three projects related to The J6 scheme. These are:

- Traffic calming and pedestrian safety measures through the village as described in the Traffic Calming section of this report
- Footpath and cycleway along Solihull Road between the two villages to improve connectivity and as part of SMBC's Borough wide footpath and cycleway improvement plans
- **Improvements to the village hall**

## HAMPTON IN ARDEN PARISH NEIGHBOURHOOD PLAN REVIEW

Following our final review of the draft NP review document the REG 14 consultation commenced at the end of February and finished on the 22<sup>nd</sup> of March. Communicating the details of the consultation and where to find the document etc. was by way of an insert in the Parish News which on this occasion was delivered to every household in the Parish. Responses were held by Julie until the end of the consultation period. In total we received 49 responses from residents, businesses and stakeholders including SMBC. The response from local business was almost non-existent, which was disappointing but not unexpected. Prior to the end of the consultation period, we had some concerns over a disappointing response level. However, when we checked the records, we only had 4 responses to the first NP consultation – so we didn't do too badly this time round. The response level from CdeB residents was very encouraging.

The responses were then analyzed and recorded on a spreadsheet which was discussed by the working group. The decision was then made to incorporate identified relevant comments from the responses, including the numerous comments and recommendations by SMBC into the plan document.

As a result of the SMBC plan still not being adopted we have taken the decision to hold fire on any further work until the SLP has been adopted to avoid unnecessary work which could be involved in having to amend our Plan if the SLP changes in any way.

I would like to take this opportunity on behalf of the working group and the PC as a whole, to thank Cllr Peter Green for his tremendous contribution in getting us to this stage in the process.

Cllr Dave Cuthbert Chair Neighborhood Plan Working Group

02052023

**Hampton-in-Arden Parish Council - CIL Committee Report  
May 2023**

Since the last meeting there have no new CIL payments made.

We continue to hold a reserve of **£60k** for the traffic calming schemes at Hampton and **£8.6k** for the Hampton U7 Play Area surface, although in the latter case we are reviewing the requirement. Available funds are down to **£12.8k**.

No new CIL funds have been received since last time, although future sources of CIL are understood to be:

- Further funds from the development on the old cricket pitch
- The proposed development adjacent to Lapwing Drive (Ashtree Grove)
- The possible development off Old Station Road

**Peter Green**  
**Chair, CIL Subcommittee**

## Public Footpaths and Rights of Way Report

May 1<sup>st</sup> 2023

### Diversions:

M121. Hampton Manor. SMBC inform me that following some minor revision it is in the final stages of consultation and authorisation.

### Repairs:

I have checked the worst accounts of required maintenance and would report as follows:

Packhorse bridge approach boardwalk. Part repaired. Unsatisfactory.

Bridge over stream between Hampton and Barston. Awaiting repair.

Bridge at Ravenshaw ford. Awaiting repair.

It would appear that the SMBC budget for repairs is depleted.

I am now a member of the Ramblers Association and Solihull Bramblers, who help to maintain paths within the borough. I intend to recruit whatever volunteers I can to address these repairs.

The normal practice has been that SMBC provides the Bramblers with equipment, posts, gates, etc. where feasible, and the group then carries out the work.

However, Warwickshire County Council have cut much of this type of operation as part of a large budget reduction. I am hopeful that SMBC will not be following suit.

Certainly, the officer responsible always ensures that SMBC has a presence at the WALC meetings, which I attended last week. Although its members are nominally Warwickshire, Coventry and Solihull, unfortunately Coventry do not send an officer to the meetings.

### New paths:

Path M111 Shadowbrook Lane to Bickenhill.

I shall await the completion of the rerouted paths on the M42 access roads before taking this further. I expect to recruit volunteers from Solihull Bramblers.

Path M117 – the old Cricket Ground. An Unmade path.

There have been problems associated with this path, due to the unwanted loss of a fair amount of greenery. Two families have complained and I have pursued matters on their behalf.

It is somewhat complex, as the land is not owned by SMBC, is not maintained by them, nor is it wanted by them. I have arranged for the landowner and the families concerned to meet and to discuss what reparation is necessary. They will then send an invoice to the Platform Housing Group for any clearance of debris and replanting. I understand that PHG are taking action to prevent a recurrence of any damage. Time will tell.

**Roger Waring**

Councillor

Public Footpaths and Rights of Way.

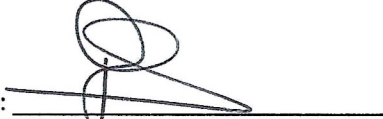
Hampton-in-Arden Parish Council



Rich Dixon  
Moore  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ

By email only: [warks.sa@mooreuk.global](mailto:warks.sa@mooreuk.global)

Hampton in Arden Parish Council publish the following: -


- a) Annual Internal Audit.
- b) Annual Governance Statement.
- c) Accounting Statements.
- d) Confirmation that the attached accounts are, yet, unaudited by our external auditor (details above) and have only been reviewed by our internal auditor.
- e) Confirmation of the dates of the period for the exercise of public rights (forms attached), commencing on Monday 5 June 2023 and ending on 14 July 2023.
- f) External auditor details are listed above.
- g) Signed by Responsible Financial Officer, Julie Barnes: 

Smaller authority name: Hampton in Arden Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Sunday 4 June 2023</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>The Parish Office, Marsh Lane, Hampton in Arden B92 0AH. Julie Barnes, RFO &amp; Clerk.</u></p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u> [the 30th working day after (c) above]</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p> <b>MOORE</b></p> <p>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) <u>Julie Barnes, RFO.</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

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  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

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- **Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.**

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## Hampton in Arden Parish Council

www.hamptoninarden.org.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

03/05/2023

Name of person who carried out the internal audit

STEPHEN RAY ACA

Signature of person who carried out the internal audit

SD Ray

Date

03/05/2023

\*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 2022/23

We acknowledge as the members of:

Hampton in Arden 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 2023, that:

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

and recorded as minute reference:

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

Chairman

Clerk

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

## Section 2 – Accounting Statements 2022/23 for

### Hampton in Arden Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	171,670.09	220,794.51	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	42,966	43,834.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	48,060.90	15,129.19	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	15,347.03	17,200	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26,555.45	86,453.68	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	220,794.51	176,104.02	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	220,794.51	176,104.02	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	33,718.00	33,718.00	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Hampton in Arden Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not 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 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**Explanation of variances 2022/23 – pro forma**

Name of smaller authority:

Insert figures from Section 2 of the AQAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £500);

• variances of more than £100,000 must be explained even where this constitutes less than 15%;

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2022	2023	Variance	Variance %	Explanation Required? Is > 15%	Is > £100,000	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
	£	£	£	%				
1 Balances Brought Forward	171,670.09	220,794.51						
2 Precept or Rates and Levies	42,998	43,934.00	888	2.02%	NO	NO		
3 Total Other Receipts	48,000.90	15,129.19	-32,932	68.52%	YES	NO		The Parish Council received significant CIL funds in the previous financial year that boosted their total income. During the last financial year the Parish Council only received one CIL payment totalling £2,925.34 compared to the previous financial year when CIL payments were received totalling £30,729.59. In year ending 2022 the Parish Council had also received a grant totalling £8,000.00. No such sums were received in the last financial year.
4 Staff Costs	15,347.03	17,200.00	1,853	12.07%	NO	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	NO		
6 All Other Payments	28,555.45	86,453.98	59,898	225.56%	YES	NO		The Parish Council saw expenses rise in line with the cost of living crisis. It also awarded several CIL payments: £2,200 to the Festival Committee, 36,000 to the Trustees of Calistone de Barnes Village Hall and £3,000 to the George Franklin Endowed School. In addition, it was necessary to spend unbudgeted sums on the following: £2,976.00 on laptop boards, £9,200 on a new power supply to the Village Green, £1,190 on Christmas Lighting Costs due to a change of supplier.
7 Balances Carried Forward	220,794.51	178,104.02	-44,690	20.24%	YES	NO		See reserves tab.
8 Total Cash and Short Term Investments	0	0	0	0.00%	NO	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	33,718	33,718	0	0.00%	NO	NO		
10 Total Borrowings	0	0	0	0.00%	NO	NO		

Excessive Reserves Ratio

5.138819

4.017521

PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

## Explanation for 'high' reserves

(Please complete or update the highlighted boxes when the total in Box 7 is greater than 2 times the value of Box 2 because the authority held the following breakdown of reserve

	£	£	£
<b>Earmarked reserves*:</b>			
Reserve 1	CIL		81390.7
Reserve 2	Pedestrian and Road Safety		14552.20
Reserve 3	Carpark Resurfacing		40000
Reserve 4	Under 7s Play Area Updates		10000
Reserve 5	School Play Area Updates		10161.12
			<hr/>
			0
<b>General reserve</b>	PC Reserves		<hr/>
			20000
<b>Total reserves (must agree to Box 7)</b>			<hr/> <hr/> <b>176104.02</b>
<b>Box 7 per Annual Return</b>			176,104.02
<b>Difference</b>			<hr/> <hr/> <b>0</b>

Column B - Reserves should be renamed to show the specific purpose / name given by this authority.

Column D - Earmarked items - a value for the amount earmarked for each specific reserve should be entered. The number can be reduced or extended as appropriate.

Column D - General reserves - this should relate to normal operating funds and should be the difference between the total of Box 7 on Section 2 of the AGAR and the total of the earmarked reserves.

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Hampton in Arden Parish Council

County area (local councils and parish meetings only):

Hampton in Arden

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>176,104.02</b>
Deduct: Debtors (enter these as negative numbers)		
1	0.00	
2	0.00	
3	0.00	
	-	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1	0.00	
2	0.00	
	-	
<b>Total deductions</b>		-
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1	-	
2	-	
	-	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
	-	
<b>Total additions</b>		-
<b>Box 8: Total cash and short term investments</b>		<b><u>176,104.02</u></b>

## Smaller authorities audit guidance

### Bank reconciliation template

	£	£			
Balance per bank statement at 31 March 2023		176,104.02			
Add: outstanding receipts	<table border="1"><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>	-	-	-	-
-					
-					
-					
Less: outstanding payments	<table border="1"><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>	-	-	-	-
-					
-					
-					
Balance per cashbook at 31 March 2023		<u>176,104.02</u>			

#### Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

#### Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

## Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: Hampton in Arden Parish Council

County area (local councils and parish meetings only): Hampton in Arden

### Financial year ending 31 March 222

Prepared by (Name and Role): Clerk/ RFO

Date: 3103/2023

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
<i>e.g</i> Current Account	82.18	
High Interest Account	135,487.75	
Building Society Premium Account	40,534.09	
		<hr/>
		176,104.02
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number	0	0.00
	0	0.00
	0	0.00
		<hr/>
		0.00
Add: any un-banked cash as at 31/3/xx <i>e.g</i> Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>		
		-
		<hr/>
		-
<b>Net balances as at 31/3/22 (Box 8)</b>		<hr/> <hr/> <b>176,104.02</b>

**ANALYSIS OF RECEIPTS AND PAYMENTS**

**FOR 12 MONTHS ENDING 31 MARCH 2023**

**Opening bank and cash balances at 1 April 2022**

	Account number	£
Fixed term high interest		40,372.97
Investment account	7420002	177,474.06
Current account	932717	2947.48
<b>Total</b>		<b>220,794.51</b>

**RECEIPTS for 12 months ending 31 March 2023**

	<b>Budget</b> <b>2022/23</b>	<b>Actual</b> <b>2022/23</b>
Precept	43834	43,834.00
SMBC Support Grant	0	0.00
Rental income:	0	0
Sports Club <i>(rent increase from 29/03/2022 to £3,380)</i>	3035	3,380.00
Scouts and Guides Supporters Association	100	100.00
Allotments	190	1000.00
Recreation Trust	670	670.00
Bank interest	150	441.54
Other Income:		
Football Training	0	340.00
Additional Cricket Cuts	350	0.00
Fentham Trust Contribution to HP Printer	0	108.33
Remembrance Sunday Wreath - Trust	0.00	20.00
Remembrance Sunday Wreath - Society	0.00	20.00
Remembrance Sunday Wreath - Probus	0.00	20.00
CIL payment SMBC	0.00	2925.34
Scout & Guide Barrier Request **recharge**	0.00	190.00
Wayleave	0.00	3.55
	0.00	0.00
VAT refund from Customs and Excise	0.00	5910.43
	<b>48,329.00</b>	<b>58,963.19</b>

**PAYMENTS for 12 months ending 31 March 2023**

	<b>Budget</b> <b>2022/23</b>	<b>Actual</b> <b>2022/23</b>
Section 137	0.00	0.00
Parish Land Grass cutting	5,202.00	5,115.23
Extra Cuts on Cricket Pitch *Offset	0.00	312.40
Churchyard maintenance	1,234.20	1,234.20
Catherine de Barnes Common	1,428.00	1,428.00
PC Maintenance - PC lands in the village	7,200.00	7,200.00
Clerk's salary and expenses	17,200.00	17,200.00
Donations and subs (WALC fee)	686.46	687.00
Office expenses (monthly email fee and room hire)	1,083.00	1,083.00
Website and IT Support Fee (Parish Online)	450.00	450.00
Insurance	1,600.00	1,600.00
Sundries	500.00	500.00
Audit and legal fees	500.00	500.00
Office Rental from Fentham Trust	1,800.00	1,800.00
General Printing Costs	175.00	175.00
Training	400.00	400.00
Data Protection Fee	80.00	80.00
Parish Newsletter	2,850.00	2,850.00

VAT	*Offset	0.00	5,794.05
Tree Survey and Tree Maintenance Requirements		2,000.00	2,000.00
Neighbourhood Plan Review		3,000.00	698.05
Election Year Costs	(next election May 2023)	0.00	0.00
Other Expenses		0.00	0.00
	Footpath Bollards	0.00	2,976.00
	CIL Payment - Festival Committee	0.00	2,200.00
	CIL Payment - Catherine de Barnes	0.00	36,000.00
	Parish Online	0.00	108.00
	Power Supply Village Green	0.00	6,200.00
	Height Barrier Recharge	0.00	190.00
	Security Loop Repair (recovered last year)	0.00	451.00
	RS and Christmas Lights Costs	0.00	1,190.00
	CIL Payment - G Fentham School	0.00	3000
	Eastcote Allotment Rent	0.00	200
	Water Plus Invoices	0.00	31.75
<b>Total</b>			<b>103,653.68</b>

Transfer to allocated reserves	940.00	940.00
<b>Total Expenditure</b>	<b>48,328.66</b>	<b>104,593.68</b>

Traffic Calming Fund (to include £8,000 from WALC in 2021)	13,000.00	13,000.00
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<b>TOTAL</b>	<b>61,328.66</b>	<b>117,593.68</b>
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#### Cash Book Reconciliation

Opening Balance		220,794.51
Add receipts for 12 months to 31 March 2023		58,963.19
Less payments for 12 months to 31 March 2023		103,653.68
Total		<b>176,104.02</b>

#### Bank Account Reconciliation

Balance due from fixed term high interest a/c at 31 March 2023		40,534.09
Balance due from deposit a/c per bank statement at 31 March 2023		135,487.75
Balance due from current a/c per bank statement at 31 March 2023		82.18

**176,104.02**

#### **REMAINING CIL MONIES HELD:**

<b>Reserves</b>		<b>81,390.70</b>
		<b>94,713.32</b>

Amount

Details

Date

#### Payment Entries out through Bank Account since 1 March 2023

Payee

#### CHEQUE payments

Hampton Society	20	Remembrance Sunday Wreath	20/01/2023
Gerry Boston	30	Allotment Fentham Road Rent	23/01/2023
Toni Mitchell	20	Allotment Fentham Road Rent	24/03/2023

#### BACS payments

T Honeysett	160.00	Bin Emptying	01/03/2023
T Honeysett	80.00	Bin Emptying	01/03/2023



Realpoint Tech	108.00	Website Amendments	16/03/2023
Water Plus Account	7.32	Allotment Water Standing Charge	16/03/2023
Tracey Draper	340	Spring Planter and Maintenance	16/03/2023
J Barnes	1316.04	Clerk's March Salary	20/03/2023
HMRC	220.50	Tax and NI	21/03/2023
Realpoint Tech	36.00	Website Amendments	27/03/2023

**Payments received since 1 March 2023**

Steve Smith	30	Allotment Rent	01/03/2023
A Lee Football Stars	30	Football Rent	01/03/2023
Lloyds Bank	63.78	Interest	01/03/2023

**ANALYSIS OF RECEIPTS AND PAYMENTS**

**FOR 1 MONTH ENDING 30 APRIL 2023**

**Opening bank and cash balances at 1 April 2023**

	Account number	£
Fixed term high interest		40,534.09
Investment account	7420002	135,487.75
Current account	932717	82.18
<b>Total</b>		<b>176,104.02</b>

**RECEIPTS for 1 month ending 30 April 2023**

	<b>Budget</b> <b>2023/24</b>	<b>Actual</b> <b>2023/24</b>
Precept	46481	23,240.50
SMBC Support Grant	0	0.00
Rental income:	0	0
Sports Club	3380	0.00
Scouts and Guides Supporters Association	100	0.00
Allotments	990	0.00
Recreation Trust	670	0.00
Bank interest	150	89.74
Other Income:		
Football Training	0	30.00
Additional Cricket Cuts	300	0.00
	0.00	0.00
VAT refund from Customs and Excise	0.00	0.00
	<b>52,071.00</b>	<b>23,360.24</b>

**PAYMENTS for 1 month ending 30 April 2023**

	<b>Budget</b> <b>2023/24</b>	<b>Actual</b> <b>2023/24</b>
Section 137	0.00	0.00
Cricket Pitch **recharge**	0.00	0.00
Grass Cutting Hampton in Arden Parish	4,801.00	244.00
Grass Cutting Catherine de Barnes Common	1,740.00	0.00
Grass Cutting Hampton Church	1,400.00	155.10
Remembrance Sunday & Christmas Light Switch	1,440.00	0.00
Tree Survey Works	1,000.00	0.00
Parish Maintenance Works	8,185.00	319.60
Clerk's Salary/Tax/NI and Pension	19,650.00	1,581.91
WALC and NALC Subs	790.00	721.00
Office Expenses (inc. Email/Phone and Broadband)	1,470.00	63.40
Website	350.00	0.00
Insurance	1,600.00	0.00
Sundries	500.00	0.00
Audit and Legal Fees	400.00	0.00
Office Rental from the George Fentham Trust	1,800.00	0.00
Additional Printing Costs	100.00	0.00
Parish Newsletter	2,500.00	0.00
Training Expenses	200.00	0.00
GDPR fee	45.00	0.00
Neighbourhood Plan Amendments	2,500.00	0.00
Allotments (Maintenance Costs and Lease fee)	600.00	6.79
Election year expenses	1,000.00	0.00
VAT	0.00	267.78
<b>Total</b>		<b>3,359.58</b>

Transfer to allocated reserves	0.00	0.00
<b>Total Expenditure</b>	<b><u>52,071.00</u></b>	<b><u>3,359.58</u></b>
	<u>0.00</u>	<u>0.00</u>

**TOTAL** **52,071.00** **3,359.58**

**Cash Book Reconciliation**

Opening Balance		176,104.02
Add receipts for 1 month to 30 April 2023		23,360.24
Less payments for 1 month to 30 April 2023		3,359.58
Total		<b><u>196,104.68</u></b>

**Bank Account Reconciliation**

Balance due from fixed term high interest a/c at 30 April 2023		40,534.09
Balance due from deposit a/c per bank statement at 30 April 2023		153,817.99
Balance due from current a/c per bank statement at 30 April 2023		1752.60

<b>REMAINING CIL MONIES HELD:</b>		<b><u>196,104.68</u></b>
Reserves		<b><u>81,390.70</u></b>
		<b><u>114,713.98</u></b>

	<u>Amount</u>	<u>Details</u>	<u>Date</u>
--	---------------	----------------	-------------

**Payment Entries out through Bank Account since 1 April 2023**

Payee

**CHEQUE payments**

NONE.

**BACS payments**

Water Plus Account	8.15	Water Charge Eastcote Lane	19/04/2023
WALC & NALC	831.00	Subscription	19/04/2023
JRB Enterprise	287.52	Dog Fouling Bags	19/04/2023
Dawsons Groundcare	574.92	Grass Cutting & Tree Works	19/04/2023
Julie Barnes	1,343.32	Clerk's April Salary	20/04/2023
HMRC	238.59	Tax and NI	24/04/2023

**Payments received since 1 April 2023**

Solihull MBC	23240.5	Half Precept	03/04/2023
Lloyds Bank	89.74	Interest	11/04/2023
Youth Football	30	Recreational Ground Rental	11/04/2023