

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD BY VIDEOCONFERENCE AT 7.30pm ON **TUESDAY 7<sup>th</sup> JULY 2020**.

PRESENT: Cllr A McNeil (Chairman, AM)  
Cllr K Neville (KN)  
Cllr S Dickens (SD)  
Cllr E Dixon (ED)  
Cllr P Todd (PT)

ALSO PRESENT: 1 resident and Mrs J Routley (Clerk)  
David Simpson (HCCllr) - joined the meeting at 7.55pm

**ACTIONS**

26 Apologies for Absence

**RESOLVED**

The resignation of Cllr C Edge was noted. The Proper Officer at HDC has been notified. There is therefore another casual vacancy on the Council making 3 vacancies in total.

EPC wishes to thank Cllr Edge for the work he has put in during his time as a Parish Councillor and, in particular, as Chair of the Open Spaces Committee.

27 Declarations of Interest

Cllr P Todd declared a non-pecuniary interest in item 18 c), (See Min: 43 c) as he is a neighbour.

Cllr K Neville declared a pecuniary interest in item 18 b ), (See Min: 43 b) as his company has quoted for the work. He will take no part in the discussion or vote of this item.

28 Minutes of the Last Meeting

Receipt of Minutes

The minutes of the meeting of Eversley Parish Council held on **Tuesday 2<sup>nd</sup> June 2020** had been previously circulated to all Councillors.

Errors

Min: 23 line 1 insert a comma after ' Village'.

**RESOLVED**

That, with this amendment, the Minutes be approved and signed by the Chairman (*note these will be signed electronically and signed in person at the next Council meeting held in person*).

**AM**

29 Public Questions and Comments

Flooding A resident said that the report from HCC Highways had not covered all the issues raised previously and that without involving the Flood Management team it might be difficult to resolve all the perceived problems still outstanding. Cllr P Todd will email Allen Harris, HCC Highways, about these issues.

At 7.46pm the resident left the meeting.

30 Policy Review

The Standing Orders had been amended to include the new Coronavirus legislation and there had been a change to the values under the Public Contracts Regulations 2015.

**RESOLVED**

- i) That, with these changes, the Council's Standing Orders be adopted.

31 Financial report

### Schedule of Accounts

The Responsible Financial Officer's reconciliations for May 2020 had been previously circulated along with copies of the bank statements. (See Appendix A)

#### **RESOLVED**

- The reconciliation for May 2020 was accepted.

### Payments

#### **RESOLVED**

- To authorise the schedule of payments for July 2020 (See Appendix B).
- To authorise the regular payments for August 2020 (as the Council does not meet)

### Year to Date

#### **RESOLVED**

The Year to Date report as of May 2020 accepted (See Appendix C)

### Emergency Spend

#### **RESOLVED**

To note the cost of work on dangerous trees:

1. £750+VAT to dismantle silver birches Cross Green
2. £175+VAT for felling remaining silver birch Cross Green
3. £25+VAT for removal of dead sorbus tree Chequers Green

authorised under delegated powers in an emergency.

### 32 Internal Audit

The Internal Audit Report for 2019/20 had been previously circulated. The Council reviewed the report (see Appendix D) and thanked the Clerk for her work on completing a successful Audit. There had been no observations made.

### 33 Annual Financial Review

Copies of the Receipts and Payments statement for the year ended 31 March 2020 had been circulated to all councillors (See appendix E).

#### **RESOLVED**

To approve the accounts for the year ended 31st March 2020.

The Chairman will sign the receipts and Payments Summary, at a social distance, after the meeting.

**AM**

The period for inspection of the Accounts by Electors is from Monday 20th July 2020 – Friday 28<sup>th</sup> August 2020. The notice will be published on 17<sup>th</sup> July 2020.

### 34 Annual Governance & Accountability Return 2019/20 - Part 3 Section 1

Copies of the Annual Governance & Accountability Return 2019/20 had been circulated to all councillors (See Appendix F).

#### **RESOLVED**

- The Council confirmed that it had reviewed the effectiveness of internal controls at the Full Council meeting on 4<sup>th</sup> February 2020 (min: 134). It confirmed this assertion again in light of the Internal Audit.
- To approve the Annual Governance Statement 2019/20 and sign the form (see Appendix F).

The Statement will be signed by the Chairman & the Clerk, at a social distance, after the meeting.

**AM/Clerk**

The period for inspection of the Accounts by Electors is from Monday 20th July 2020 – Friday 28<sup>th</sup> August 2020. The notice will be published on 17<sup>th</sup> July 2020.

At 8pm Cllr Dickens left the meeting.

35 Annual Governance & Accountability Return 2019/20 - Part 3 Section 2

- To review & approve the Accounting Statements

The Accounting Statements 2019/20, statutory year-end accounts, plus supporting documents were reviewed by the Council.

**RESOLVED**

- To approve the Accounting Statements 2019/20 and sign the form (see Appendix F)

The Statement will be signed by the Chairman, at a social distance, after the meeting.

**AM**

The period for inspection of the Accounts by Electors is from Monday 20th July 2020 – Friday 28<sup>th</sup> August 2020. The notice will be published on 17<sup>th</sup> July 2020.

36 Pension changes

**RESOLVED**

To note the consultation on changes to the LGPS. It was decided that no further actions were required.

37 Memorial Bench

**RESOLVED**

- To accept a request by a plot owner to replace, at their own cost, a broken bench at the Burial Ground with a new bench in memory of their relative.

**Clerk**

**RESOLVED**

- To write to plot owners to advise that EPC is currently undertaking a review of the burial ground to ascertain where additional interment plots could be sited and where spaces for benches should be designated. EPC will also explain that the Burial Ground Rules require them to seek permission from the Parish Council to place a bench in the graveyard, and that benches can be located only in a place designated by the Parish Council. Once the Parish Council has identified suitable places for benches, it will write to the relevant plot owners to ask them to move their benches to these designated places.

**Clerk**

38 Chequers Green

The Council noted the recent vandalism which had resulted in a picnic bench being damaged beyond repair.

**RESOLVED**

- To report the damage to the insurers.

**Clerk**

- Not to replace the picnic bench in the same location, at present, but to investigate other options, including concrete tables or siting the bench at other locations.

**Clerk**

39 Play Areas

The Government's latest Coronavirus guidance allows playgrounds to re-open if steps are taken to reduce the risk of coronavirus infection. These include limiting the numbers of users, enforcing social distancing measures and frequent cleaning of play equipment.

**RESOLVED**

- The Council reviewed and agreed the EPC covid-19 risk assessment on the reopening of Play Areas.
- Since the Parish Council does not have the resources to police and implement the Government guidelines, particularly frequent cleaning of equipment, it was decided to keep the play areas closed until further notice.
- The Clerk will place signage at all Play Areas explaining why they remain closed. **Clerk**

40 Cross Green

This item was deferred.

41 Bins

The Council noted the rise in the amount of litter and the need for more frequent bin emptying.

**RESOLVED**

To authorise up to £500 for additional bin/bins to be located as a first priority at Chequers Green Play Area and, funds permitting, also by the Ford.

42 Burial Ground

This item was deferred as a site visit needs to take place.

**Next FC meeting**

At 9.15pm Cllr Dickens rejoined the meeting

43 Planning

**RESOLVED**

To note receipt of the following and, where appropriate, to forward the comments listed below to HDC.

**Clerk**

a) 20/01220/HOU Warbrook Cottage Warbrook Lane

Erection of a two storey rear extension to dwelling and single storey side extension to existing ancillary garage.

EPC Consultee Comment: EPC has no objection to the two storey extension to the dwelling, but considers that the plans and elevations ought to be updated to show the works already carried out to convert the attic space and the insertion of new windows in the roof slopes.

EPC objects to the single storey side extension to the existing ancillary garage. The proposal introduces a flat roofed element, albeit with a false pitch, and new fenestration neither of which match the character of the property. It also results in the loss of the existing ancillary garage to other uses, raising the prospect of a future application for replacement garages in the open countryside. The plans also indicate the introduction of a first floor into a building which appears to be incapable of accommodating any habitable space at first floor level. The converted garage should be used only for purposes ancillary to the residents of the household and should not be used for commercial or industrial purposes.

b) 20/01343/HOU Dial House Longwater Road

Demolition of existing summer house and erection of a brick summerhouse and a wooden pergola.

EPC Consultee Comment: No comment

c) 20/01431/HOU Williamsgate The Street

Demolition of single storey lean-to and erection of a single storey rear extension with flat roof and loggia, replace existing lounge french doors with sliding patio doors.

EPC Consultee Comment: No comment

There being no further items for discussion the Chairman closed the meeting at 9.20pm

Chairman.....Date.....

**The next Meeting will be confirmed – Virtual Meetings will be scheduled if, and when, required.**

**Forward Plan**

Date	Meeting	Draft Items
TBC	Full Council	

## Appendix A

Eversley Parish Council - Bank Reconciliation				
<b>31st May 2020</b>				
<b>Prepared by</b> _____ <b>J</b> <b>Routley, Clerk/RFO</b>				
<b>Date</b>				
<b>Approved by</b> _____ <b>A.</b> <b>McNeil, Chairman</b>				
<b>Date</b>				
<b>Approved by</b> _____ <b>Councillor</b>				
<b>Signed</b> _____ <b></b>				
<b>Date</b>				
Current Account No. 37685868				
<b>Brought forward as at 30th April 2020</b>				77,691.36
<b>as per Bank Statement Lloyds sheet</b>				
05-May-2020	Staff	Salaries - Apr		<b>-1,579.07</b>
05-May-2020	J Routley, Clerk	Expenses/Admin - Apr		<b>-56.16</b>
05-May-2020	Hampshire Pension Fund	Apr contribution		<b>-400.86</b>
05-May-2020	Nick Robins Ltd	Grounds Maintenance - Apr		<b>-1,098.00</b>
05-May-2020	Basingstoke Skip Hire	Skip Hire - Apr		<b>-86.35</b>
05-May-2020	Basingstoke Skip Hire	Feb overweight charge		<b>-68.04</b>
05-May-2020	Basingstoke Skip Hire	Mar overweight charge		<b>-46.08</b>
05-May-2020	SLCC	Annual membership		<b>-180.00</b>
05-May-2020	Hampshire association of Local Councils	HALC and NALC Annual Affiliation Fees		<b>-477.99</b>
05-May-2020	BHIB Ltd	Insurance renewal		<b>-1,680.25</b>
20-May-2020	Nick Robins Ltd	removal of oak, sycamore, holly tree form Warbrook Lane		<b>-510.00</b>

20-May-2020	Primary Care Supplies	replacement defibrillator pads		<b>-174.00</b>
19.5.2020	Lloyds Bank	bank fees		<b>-6.50</b>
<b>Lodgements</b>			<b>Invoice no.</b>	
1-May-2020	Plot 10	Garden Plot	P009/2020-2021	50.00
4-May-2020	Plot 9	Garden Plot	P012/2020-2021	46.00
11-May-2020	Funeral Partners	Burial reopen	B002/2020-2021	525.00
19-May-2020	HCC DOSS	Burial	B001/2020-2021	555.00
19-May-2020	C51	Burial	B003/2020-2021	555.00
<b>Total movement as per cashbook</b>				<b>73,059.06</b>
<b>Unpresented cheques as at 31st May 2020</b>				
<b>Chq no.</b>				
<b>Bank Balance as at 31st May 2020 as per Sheet</b>				73,059.06
<b>Balance in Reserve Account 38770268</b>				32,734.36
	11.5.2020	Interest		<u>1.43</u>
				32,735.79
<b>Total funds held by EPC as at 31st May 2020</b>				<b>105,794.85</b>

## Appendix B

<b>Eversley Parish Council</b>		
<b>Payments for approval 7.7.2020</b>		
<b>Prepared by</b> _____		
<b>J Routley, Clerk/RFO</b>		
<b>Date</b>		
<b>Approved by</b> _____		
<b>A McNeil, Chairman</b>		
<b>Date</b>		

<b>Approved by</b> _____		
<b>Councillor</b>		
<b>Signed</b> _____		
<b>Date</b>		
Lloyds	Bank Charges	6.50
Staff	Salaries - June	1,475.80
J Routley, Clerk	Expenses/Admin - June	72.11
Hampshire Pension Fund	June Contribution	362.57
Nick Robins Ltd	Grounds Maintenance - June	1,098.00
Nick Robins Ltd	dismantle silver birches Cross Green	900.00
Nick Robins Ltd	felling remaining silver birch cross green	210.00
Nick Robins Ltd	removal of dead sorbus tree - chequers green	30.00
Basingstoke Skip Hire	Skip hire June	118.02
HMRC	Apr-Jun	1,274.63
Royal Mail Group Ltd	PO Box Annual Renewal	352.50
Simple Creative Marketing Limited	Web SSL and Hosting until 31.5.2021	232.80
IAC Audit & Consultancy Ltd	Provision of Internal Audit Services in respect of 2020 Annual Return	180.00
	<b>TOTAL</b>	<b><u>6,312.93</u></b>



## Appendix C

<b>Year to Date</b>			
at 31st May 2020			
	<b>FY 20-21</b>	<b>Budget 20-21</b>	<b>% of budget used</b>
	<b>YEAR</b>		
	<b>to date</b>		
<b>Income</b>			
Precept (split into 2 payments)	39,488.50	78,977	
HDC Council Tax Support Grant	0.00	0	
Bank Interest (on reserve acc)	2.82	10	
Garden Plot Rents	666.00	500	
S106 Funds	0.00	0	
Burial Ground Fees	1,745.00	1,017	
Donations/Grants	0.00	1,000	
other income	0.00	0	
Insurance claim	0.00	0	
VAT Reclaim	0.00		
<b>Sub Total</b>	<b>41,902.32</b>	<b>81,504</b>	
<b>Expense</b>			
Staff Remuneration + Pension +HMRC	4,976.52	28,382	17.5
Admin/Office Costs	323.69	1,458	22.2
Hall Rental	65.00	550	11.8
Chair/Cllr Expenses	0.00	350	0.0
Bank Charges	13.00	64	20.3
Subscriptions/Publications	699.99	1,017	68.8
Insurance/Audit Fees	1,680.25	2,237	75.1
Election costs (every 4 years unless by-election called)	0.00	0	0.0
<b>Admin Sub Total</b>	<b>7,758.45</b>	<b>34,059</b>	22.8
Rights of Way booklet	0.00	349	0.0
Grounds Maintenance	1,553.34	8,830	17.6
Repairs/Maintenance	50.00	11,455	0.4
conservation volunteers	0.00	509	0.0

Tackling Flooding	0.00	1,526	0.0
Tree Work	425.00	3,051	13.9
Bin emptying	476.66	2,860	16.7
Waste Management	263.01	1,405	18.7
Annual Playground Inspection	0.00	350	0.0
EPC projects + new equipment	145.00	11,976	1.2
Bus Shelters	0.00	0	0.0
Payback team	90.00	2,125	4.2
Clearing allotments	0.00	500	0.0
Emergency Plan	0.00	0	0.0
<b>OS Sub Total</b>	<b>3,003.01</b>	<b>44,936</b>	6.7
Website	0.00	1,000	0.0
Training	0.00	509	0.0
Grants	0.00	1,000	0.0
Section 137 Payments/now GPC and not a limit	0.00	0	
VAT	542.60		
<b>Sub Total</b>	<b>542.60</b>	<b>2,509</b>	21.6
	<b>11,304.06</b>	<b>81,504</b>	13.9
<b>Income - Expenditure</b>	<b>30,598.26</b>	<b>0</b>	
Funds carried over from Current Account	42,463.62	42,464	
Funds carried over from Reserve Account	32,732.97	32,733	
Plus Income-expenditure	30,598.26	0	
<b><u>Total Funds remaining</u></b>	<b><u>105,794.85</u></b>	<b><u>75,197</u></b>	-
<b>Earmarked Reserves 2020-21</b>			
6 months running costs	21,600		
Project: New Play Area Cross Green	20,000		
Project: Burial Ground Extension	5,000		
<b>Total</b>	<b>46,600</b>		

## **Appendix D**

## Annual Internal Audit Report 2019/20

### Eversley Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓

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

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

Date(s) internal audit undertaken

24/05/2019

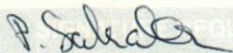
DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

 SIGNED

Date

26/06/2020

\*If the response is 'no' you must include a note to 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).



Julie Routley  
Parish Clerk  
Eversley Parish Council  
PO Box 1246  
Yateley  
Hampshire  
GU47 7FR  
15/06/2020  
Dear Julie,

Further to our Internal Audit of your Council for the financial year 2019/20 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of the Control Objectives F, K, L and M and we are required to explain why we have done this.

We have responded 'Not Covered' in response to Objective F as we understand that the Council does not maintain a Petty Cash.

The reason for the Not Covered response for Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.

For Objective L we have given a 'Not Covered' response to this as, although we have seen the completed Notice document, there is no formal documentary evidence that the required Notice was posted as required. You will be aware that there is, in fact, no requirement for this documentary evidence to be maintained by you and therefore it is impossible for an auditor to independently verify this. We are aware that this issue has been discussed with the External Auditors and we expect most, if not all, Councils to also have 'Not Covered' as a response to Objective L from their Internal Auditors.

We have responded 'Not Applicable' in respect of Objective M as it is our understanding that the Council does not act as Trustee.

I have also emailed you an Internal Audit summary of our audit testing which you may find useful. This sets out the number of tests that we have carried out and the number of positive and negative responses. Care should be taken when using this Summary as these tests are not given a weighting to reflect their relative importance and the Summary must therefore be considered in conjunction with our Internal Audit Observations.

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I have made some Observations in respect of the year end audit which I would be grateful if you could draw to the Council's attention in due course. If the Council should have any queries regarding any points raised please do not hesitate to contact me.  
I would like to express our thanks for the assistance you provided to us during the course of the

audit. Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

Internal Audit Summary 2019-20



<b>Client</b>	<b>Eversley Parish Council</b>	
<b>Clerk name:</b>	<b>Julie Routley</b>	<b>Date</b>
Pre Audit	<b>Name</b>	
Visit 1 Auditor:		
Year End Auditor		
	Paula Sakalla	<b>17 January 2020</b>
	Alison Gale/Paula Sakalla	<b>28 May 2020</b>

Complete

Yes  
No  
Yes

Annual Return – Compliance with Requirements		Not checked	Not applicable	Positive	Negative	Overall	Interim Recommendations	Year End Recommendations	Observations
<b>Box A</b>	Appropriate accounting records have been kept properly throughout the year.	0	0	4	0	100.00%	0	0	
<b>Box B</b>	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	8	28	0	100.00%	0	0	
<b>Box C</b>	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	0	11	0	100.00%	0	0	
<b>Box D</b>	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	1	19	0	100.00%	0	0	
<b>Box E</b>	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	12	9	1	90.00%	0	0	
<b>Box F</b>	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	9	0	0	0.00%	0	0	
<b>Box G</b>	Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	0	4	9	0	100.00%	0	0	
<b>Box H</b>	Asset and investments registers were complete and accurate and properly maintained.	0	2	6	0	100.00%	0	0	
<b>Box I</b>	Periodic and year-end bank account reconciliations were properly carried out.	0	2	10	0	100.00%	0	0	
<b>Box J</b>	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.	0	7	0	0	0.00%	0	0	
<b>Box K</b>	IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt.	0	2	0	0	0.00%	0	0	

<b>Box L</b>	During summer 2019 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	0	3	0	0	0.00%	0	0	
<b>Box M</b>	Trust funds (including charitable) – The council met its responsibilities as a trustee.	0	4	0	0	0.00%	0	0	
	Total	0	54	96	1	98.97%			



**Appendix F**

**Insert AGAR Form**