

# CHRISTCHURCH PARISH COUNCIL

Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS

Tel: 01945 870083 Mobile: 07932 191050 E-mail: clerk@christchurchparishcouncil.org.uk

Clerk: Dave Gibbs

To Members of the Public and Press

6 May 2022

You are invited to attend the Annual Meeting of Christchurch Parish Council  
to be held in Christchurch Community Centre  
for the purpose of transacting the following business.

**On Monday 9 May 2022 at 7.30pm**

**Members of the public and press are invited to address the Council  
at its Public Time from 7.35pm to 7.50pm**

Yours truly

*Dave Gibbs*

(Clerk/Proper Officer)

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## AGENDA

**001/22-23 Apologies for Absence**

**002/22-23 Declarations of Interest**

Councillors to declare any interests in respect of any item to be discussed at this meeting:-

- a) Disclosable Pecuniary Interest
- b) Non-Pecuniary Interest
- c) Sensitive Pecuniary Interest

**003/22-23 Chairman's Announcements**

To receive such announcements as the Chairman may wish to make to the Council

**004/22-23 Public Time**

To receive representations from members of the public regarding issues pertinent to the Council

**005/22-23 Annual Meeting of the Parish Council**

- a) Election of Chair and signing of declaration of acceptance
- b) Election of Vice Chair and signing of declaration of acceptance
- c) Review and confirmation of standing orders and financial regulations
- d) Confirmation of insurance arrangements
- e) Review of the Council's subscriptions to other bodies
- f) Confirmation of meeting dates for the municipal year. The following are suggested - 13 June, 11 July, 8 August, 12 September, 10 October, 14 November, 12 December, 9 January 2023, 13 February, 13 March, 10 April, 8 May

**006/22-23 Confirmation of Minutes**

To approve and sign the minutes of the meeting held on 11 April 2022

**007/22-23 Matters Outstanding**

- a) Bus shelter improvement project - update
- b) Pavement outside Field Lodge, Upwell Road - update from Clerk
- c) Roadside drains - update from Clerk
- d) Benches, play equipment, outdoor gym - update from Clerk
- e) Vehicular access to property in Crown Road - update from Clerk
- f) Installation of a buffer zone in Upwell Road - update from Clerk

**008/22-23 Police Report**

To report on policing matters in the area over the last month

**009/22-23 County & District Councillors Reports**

To receive reports from Cllrs Count, French, Sutton and Tanfield

**010/22-23 Clerk's Report**

To receive a report on meetings attended and correspondence received

**011/22-23 Members and Residents Issues**

To consider any matters raised by Members of the Council and local residents

**012/22-23 Recreation Ground Extension**

To consider the establishment of a steering group to develop the site plan for the project.

**013/22-23 Emergency Plan**

To agree a procedure and timetable for the development of an emergency plan for the parish.

**014/22-23 Affordable Housing**

To report on discussions with Cambridgeshire ACRE regarding a community housing needs survey.

**015/22-23 Planning**

To consider the following application:  
F/YR22/0406/VOC - Variation of Condition 09 (condition listing approved plans) to allow for amended solar farm layout including new ancillary buildings relating to planning permission F/YR19/0810/F (Installation of a ground mounted solar V array solar farm with substation compound, battery energy storage facility and associated ancillary development) - Coldham Wind Farm, Coldham Estate, March Road, Coldham

**016/22-23 Street Naming**

To consider a proposal to name the development on the former Memorial Hall site "Nine Tailors".

**017/22-23 Finance**

- a) To receive a financial report from the Clerk as at 30.4.22
- b) To confirm the Council's register of assets as at 31 March 2022
- c) To approve the Internal Audit Report and agree an action plan to address issues raised (if any)
- d) To approve the Annual Governance Statement 2021/22
- e) To approve the Accounting Statements 2021/22
- f) To confirm the dates of the period for the exercise of public rights
- g) To confirm the appointment of Ivan Cooper as internal auditor for the forthcoming year
- h) To note the following sum received:  
Fenland District Council (precept)..... £ 8,000.00

i) To approve the following payments:

Clerk salary and home office allowance .....	£	360.79
I Cooper (audit fee) .....	£	140.00
Citizens Advice Rural Cambs.....	£	50.00

**018/22-23 Matters for Next Meeting**

To discuss future agenda items from Councillors

**019/22-23 Date of Next Meeting**

To confirm the date of the next meeting as Monday 13 June

# CHRISTCHURCH PARISH COUNCIL

## Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 11 April 2022 at 7.30pm

**Present:** Cllrs P Owen (Chairman), S Aldridge, J Bliss, G Harper, J Hughes, K Miller, Cllr W Sutton (FDC), D Gibbs (Clerk), A Nason (Parishioner), D Vincent (FDC)

**153/21-22 Apologies for Absence**  
Cllr R Gladwin

**154/21-22 Declarations of Interest**  
None

**155/21-22 Chairman's Announcements**  
The Chairman announced that after six years in the role, he had decided not to seek re-election at the forthcoming Annual Meeting.

**156/21-22 Public Time**  
It was suggested that the plans for the Recreation Ground extension might include a memorial arboretum or orchard in which members of the public could sponsor a tree. It was also noted that there is a garden designer in the village who might be able to provide advice.

**157/21-22 Emergency Planning**  
David Vincent, Fenland District Council's Emergency Planning Manager, addressed the Council on the importance of enhancing local resilience. He noted that during the recent storms, more than 900 homes in Cambridgeshire had lost power, some for two or three days. A local emergency plan could include emergency contact information, use local knowledge to identify vulnerable individuals, consider the use of buildings, vehicles and equipment, recruit volunteers to offer support, visit residents, provide food and drinks, medicines, first aid, personal care etc. The District Council's emergency teams would provide support to the local coordinator. Templates for a local plan and other documentation are available and copies of guidance were provided.  
The Community Centre has been identified as a potential evacuation centre and members agreed to investigate the feasibility of running the building without power from the national grid.  
The Chairman thanked Mr Vincent for attending the meeting and for providing such a comprehensive overview of the potential for an emergency plan.

**158/21-22 Confirmation of Minutes**  
Minutes of the meeting held on 14 March 2022 were correctly recorded and signed as being a true record.

**159/21-22 Matters Outstanding**

- a) Bus shelter improvement project - No update.
- b) Pavement outside Field Lodge, Upwell Road - No further update.
- c) Roadside drains - Some drains still appear to be blocked.
- d) Benches, play equipment, outdoor gym - The Clerk presented several options for picnic benches. Members resolved to purchase two recycled plastic benches from Broxap Ltd at a cost of £634 each.

- e) Annual Parish Meeting and report to residents - The Chairman thanked Cllr and Mrs Hughes for their work in collating and publishing the Annual Report to residents. He commented that it was gratifying to see so many people attending the Annual Parish Meeting and taking an interest in the work of the Council.

**160/21-22 Police Report**

No meetings have taken place this month.

**161/21-22 County & District Councillors Reports**

Cllr Sutton reported that the boundary review proposes to split the Elm and Christchurch ward, pairing Christchurch with Doddington, Wimblington and Benwick. This solution appears not to recognise the way residents lead their lives. The Council discussed the issue and resolved to oppose the proposed changes. The Clerk was asked to contact the three councils named above to ascertain whether or not they were supporting the proposals.

Cllr Harper asked about the caravan behind Syringa House. Cllr Sutton advised members that a notice had been issued requiring it to be removed.

**162/21-22 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including the forthcoming closure of March Riverside, Upwell, the public consultation on the Local Government Boundary Commission review and the Environment Agency's Drop-in event to discuss this year's bank works at Welney.

**163/21-22 Members and Residents Issues**

Members discussed the issues raised by residents and resolved as follows:

- a) Vehicular access to property in Crown Road - The Clerk outlined an enquiry from a resident of Crown Road who had been refused permission for a vehicle crossover, possibly due to the proximity to Townley School. Members asked the Clerk to clarify the details.
- b) Buffer zones and yellow lines - The Clerk read emails from County Councillors Jan French and Steve Count inviting parishes to nominate locations where a 40mph buffer zone would be beneficial between a national speed limit and a 30mph village limit and asking councils to check whether any road markings need to be repainted. Members resolved to nominate the northern approach to the village on Upwell Road for a buffer zone and to check the road markings.
- c) Electricity supply to caravan in village - A resident has report that the caravan behind Syringa House is receiving electricity from a property in Fen View. As the caravan is due to be removed shortly, no further action is required at this stage.
- d) Cllr Harper mentioned that contractors working on the new house adjacent to the former village shop are parking too close to the junction and obscuring the view for other motorists. It was suggested that they should be asked to park in a safer location.
- e) Cllr Bliss mentioned that the trees in Green Lane appear to be tangled with some of the telephone cables. The Clerk advised that BT Openreach will not carry out preventative maintenance.

**164/21-22 Recreation Ground Extension**

- a) Members considered ideas for the site and resolved to establish a steering group of residents, including children and parents to consider options. It was suggested that the project needs a name, but members felt that this too should be determined by the steering group.
- b) Members discussed their recent visit to Colne Parish Council. Several ideas were noted, including the use of poles for bird and owl boxes and the possible inclusion of a sundial as an interesting element.

**165/21-22 Policies and Procedures**

Members considered the following draft documents and resolved to adopt them:

- a) Equality and Diversity Policy
- b) Homeworking Policy
- c) Expenses Policy

**166/21-22 Affordable Housing**

Members discussed the presentation from Jenna Brame at the Annual Parish Meeting and resolved to ask Cambridgeshire ACRE to proceed with a housing needs survey for the parish to ascertain the level of demand for a new affordable housing scheme.

**167/21-22 Finance**

- a) The management accounts as at 31.3.22 showed income of £25,253.32 and expenditure of £28,516.43, resulting in a deficit of £3,263.11 and total funds held of £40,556.27.
- b) Members approved the following accounts for payment:

Clerk salary and home office allowance .....	£ 360.79
Heron Publishing .....	£ 89.88
CAPALC Ltd (subscription) .....	£ 406.03
A A Deptford (defibrillator battery) .....	£ 222.00
Mrs K Miller (expenses) .....	£ 19.26
- c) Members considered a request for financial support from Citizens Advice Rural Cambs and resolved to contribute £50.

**168/21-22 Matters for Next Meeting**

Steering group for new field project. Emergency plan.  
Cllr Harper announced that he had decided to resign from the Council to give himself more time for other projects.

**169/21-22 Date of Next Meeting**

The date of the Annual Meeting of the Parish Council will be Monday 9 May.

<b>Agenda Item No.</b>	010/22-23	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	9 May 2022	
<b>Report Title</b>	Clerk's Report	

### 1. Purpose of Report

To report on meetings attended and correspondence received.

### 2. Report

#### Meetings attended:

Planning Training, Trees - Fenland District Council - 14 April

#### Correspondence received:

Cambridgeshire County Council - Cambridgeshire Matters newsletter, Transport strategy consultation - 9 May to 19 June

Cambridgeshire Highways - Roadworks and events diary

Fenland District Council - Money help in Fenland, Ukrainian refugees welcomed, funding for Changing Place toilets, council tax energy rebates

Cambridgeshire & Peterborough Association of Local Councils - monthly bulletin

Police and Crime Commissioner's Office - Virtual roundtable - 27 June

Local Government Boundary Commission for England - public consultation - 29 March to 6 June

Queen Elizabeth Hospital - modernisation newsletter

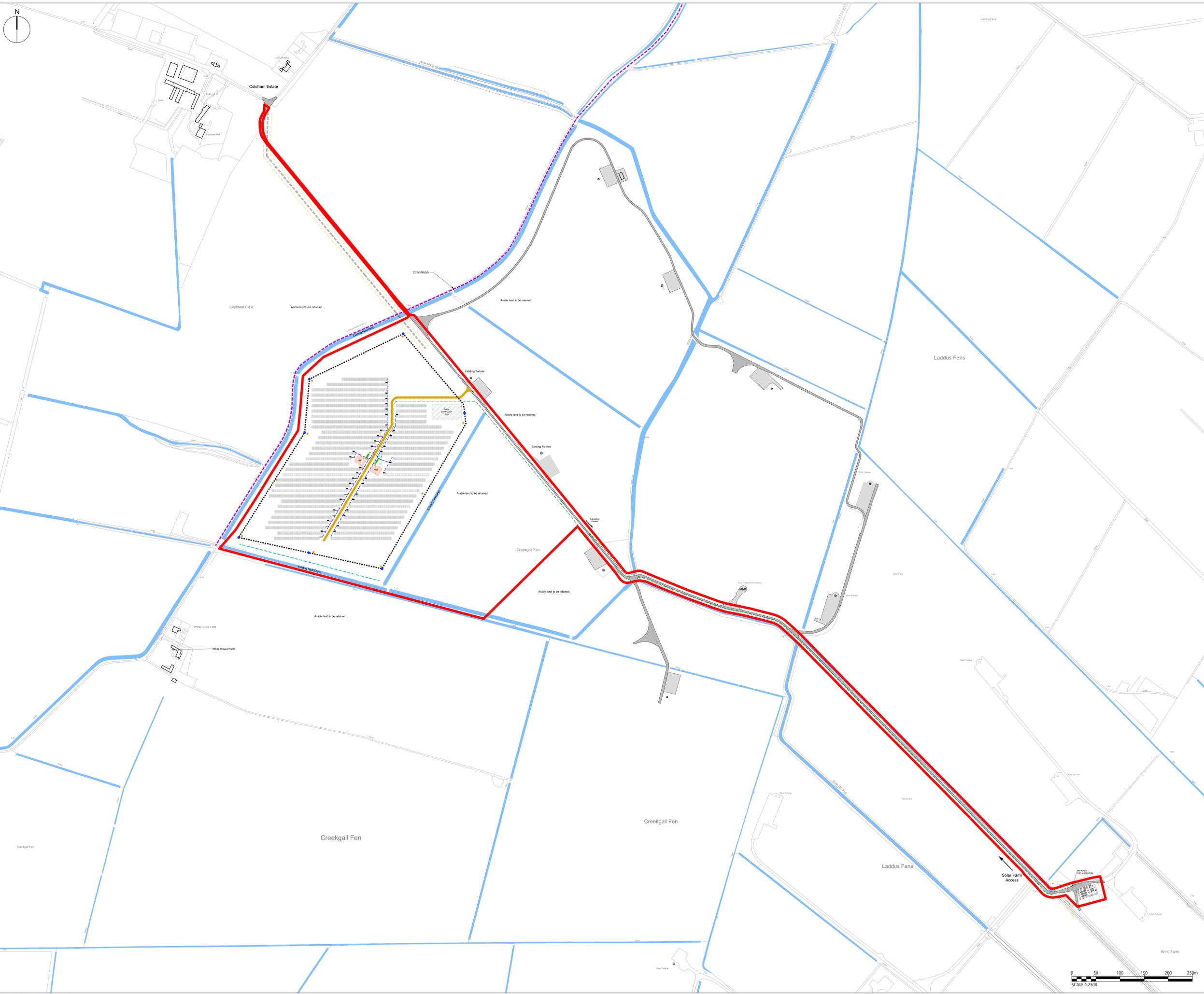
Environment Agency - Ouse Washes Virtual Exhibition Room

Ivan Cooper - Internal Audit paperwork

### 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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- KEY**
- Planning Application Boundary
- EXISTING FEATURES**
- Existing Track To Be Retained
  - Existing Public Rights of Way
  - Existing Drainage
  - Existing Turbine
  - Existing Turbine Handstanding Area
- PROPOSED FEATURES**
- Proposed Track
  - Proposed Fence
  - Proposed Entrance Gate
  - Proposed Solar PV
  - Proposed Combiner Box
  - Proposed Inverter Station
  - Proposed Handstanding Area
  - Proposed Camera
  - Proposed Cable Route
  - Proposed LV Trench
  - Proposed Swale - For details refer to Coldham Solar Farm surface water drainage scheme Report
  - Proposed Mammal Gate Location

**REVISION SCHEDULE**

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**STATUS: FOR PLANNING**

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GRID REFERENCE: TF 44880 00615

PROJECT: Cojoined Solar Developments Coldham

TITLE: Proposed Layout Plan

CLIENT: SPR

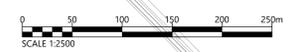
DATE: 20.08.2019 SCALE: 1:2500@A0

DRAWN: BM DRAWING NO: 3692-DR-LAN-101

CHECKED: CH REVISION: A



**ARCUS**  
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**From:** [Dave Gibbs - Christchurch Parish Council](mailto:clerk@christchurchparishcouncil.org.uk)  
**To:** [clerk@christchurchparishcouncil.org.uk](mailto:clerk@christchurchparishcouncil.org.uk)  
**Subject:** Fwd: New Street Naming SNN/2022/0061  
**Date:** 09 May 2022 12:23:48  
**Attachments:** [SNNPRACNOT4WARD\\_MEMBERS\\_TOWN\\_PARISH\\_COUNCILS.DOC](#)

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----- Forwarded Message -----

**Subject:** New Street Naming SNN/2022/0061

**Date:** Thu, 5 May 2022 08:47:40 +0000

**From:** Street Naming & Numbering <[StreetNaming@fenland.gov.uk](mailto:StreetNaming@fenland.gov.uk)>

**To:** Christchurch Parish Council <[christchurchcambspc@googlemail.com](mailto:christchurchcambspc@googlemail.com)>

**CC:** Cllr Michelle Tanfield <[MTanfield@fenland.gov.uk](mailto:MTanfield@fenland.gov.uk)>, Cllr Will Sutton  
<[WSutton@fenland.gov.uk](mailto:WSutton@fenland.gov.uk)>

Email: Clerk of Parish/Town Council  
cc. Ward Councillors

### Street Naming - Site of Former Christchurch Memorial Hall

I attach a plan indicating the above development for which the following street naming has been put forward:

#### Nine Tailors

*we have put our thinking caps on and we feel that some sort of connection to the church would allow the development to have a local feel to it. Therefore we carried out some research on the history of Christchurch itself and discovered that "The rector of the church from 1917 to 1928 was The Rev. Henry Sayers, father of the novelist, Dorothy L Sayers. He and his wife were buried in unmarked graves in the churchyard at the behest of their daughter Dorothy. A plaque has since been installed in the churchyard to commemorate their interment". One of Sayers' novels, "The Nine Tailors" is set in the Christchurch and Upwell area (please see link below for the article). The Nine Tailors is Dorothy L Sayers most famous book and we felt, with the development being of nine properties, that if we could take "The Nine Tailors" as the name of the development it would provide a unique name with local historical connections.*

[https://en.wikipedia.org/wiki/Christchurch,\\_Cambridgeshire](https://en.wikipedia.org/wiki/Christchurch,_Cambridgeshire)

*We would very much like your views on whether this would be feasible and be a name we could put forward for consultation.*

(I have removed THE from the street name at the previous request of the emergency services)

I should be pleased to receive your Council's confirmation that you have no objections to the proposed street name or alternatively, details of any objections which you wish to raise. Please refer to Practice Note 4 in your deliberations. (*it*

*is the developer's right to choose the Street Name, therefore I can only take valid objections into account)*

Will you please take careful note that I shall need to receive your comments not later than 20<sup>th</sup> May. Any comments received after that date will, unfortunately, be too late for consideration.

If I do not hear from you by 20<sup>th</sup> May I will assume that you do not wish to raise any objections to the proposed name.

Please do not hesitate to contact me if you require any further information/clarification.

Regards Wendy

Wendy Lake  
LLPG/SNN Officer

01354 654321

[www.fenland.gov.uk](http://www.fenland.gov.uk)



Fenland District Council

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## Christchurch Parish Council - Receipts & Payments Summary as at 30.4.22

Income	Year to Date		Budget	%
FDC Precept	£	8,000.00	£ 16,000.00	50.00
FDC Concurrent Functions Grant	£	-	£ 2,567.00	0.00
Allotment Rents	£	-	£ -	0.00
Allotment Rates	£	-	£ -	0.00
Community Centre	£	-	£ -	0.00
Grants	£	-	£ -	0.00
Donations	£	-	£ -	0.00
Recycling Credits	£	-	£ -	0.00
Bank Interest	£	-	£ 2.00	0.00
VAT Refunds	£	-	£ 6,521.00	0.00
Miscellaneous	£	-	£ -	0.00
<b>Total Income</b>	<b>£</b>	<b>8,000.00</b>	<b>£ 25,090.00</b>	<b>31.89</b>

### Expenditure

Clerk's Salary	£	360.79	£ 4,550.00	7.93
Fees	£	-	£ 370.00	0.00
Subscriptions	£	406.03	£ 425.00	95.53
Admin Expenses	£	294.14	£ 500.00	58.83
Insurance	£	-	£ 700.00	0.00
Drainage Rates	£	-	£ 80.00	0.00
Recreation Ground	£	-	£ 10,300.00	0.00
Churchyard	£	-	£ 245.00	0.00
Community Centre	£	-	£ -	0.00
Street Lights	£	-	£ 2,500.00	0.00
Section 137 Payments	£	-	£ 2,000.00	0.00
Highways	£	-	£ 2,642.00	0.00
Recoverable VAT	£	37.00	£ -	0.00
<b>Total Expenditure</b>	<b>£</b>	<b>1,097.96</b>	<b>£ 24,312.00</b>	<b>4.52</b>

### Summary

Total Income	£	8,000.00
LESS Total Expenditure	£	1,097.96
<b>Net Surplus or Deficit</b>	<b>£</b>	<b>6,902.04</b>

### Balance Sheet

Balance B/fwd	£	40,556.27
Surplus or Deficit	£	6,902.04
<b>Balance C/fwd</b>	<b>£</b>	<b>47,458.31</b>

### Represented by

Barclays Community Account	£	27,310.16
Barclays Business Premium Account	£	20,148.15
Cash / Cheques	£	-
	<b>£</b>	<b>47,458.31</b>

## Christchurch Parish Council Asset Register

**March 2022**

Asset	Value	Date Purchased	Notes
31 Street Lights	6,875.00	Various	
War Memorial	17,654.00		
War Memorial Renovation	354.00	July 2019	
Bus Shelter	2,767.00		
Village Sign	2,300.00	April 2011	
Community Centre	384,152.00	March 2016	Build cost
Community Centre Solar Panels	12,700.00	December 2019	
Community Centre Canopy	23,750.00	April 2021	
Recreation Ground	1.00		Nominal value
4 Acre Field, Upwell Road	11,000.00	1999	1.25 acres sold for development in 2014
5 Dog Bins	739.40	2 in March 2007 1 in June 2008 1 in December 2016 1 in October 2019	
Litter bin	304.74	April 2021	
Steel Container	1,015.00	July 2017	
HP Pavilion Laptop Computer	400.00	November 2016	
Lexmark CX310dn Laser Printer	108.32	September 2016	
Defibrillator and Cabinet	1,595.00	December 2017	
Play Equipment (see schedule)	34,881.00	Various	All Risks
Street Light FPC7 Church Road	574.76	April 2019	
MVAS Sign	3,300.00	May 2019	
MVAS Sign	447.59	October 2020	LHI
	<b>504,918.61</b>		

**IVAN J COOPER**  
**86 Foxglove Way, MARCH, PE15 8RU**  
**Telephone 01354.654398**

**Members of Christchurch Parish Council**  
C/o The Clerk to Christchurch Parish Council  
Parrock View  
358 High Road  
Newton-in-the Isle  
Wisbech  
PE13 5HS

3<sup>rd</sup> May 2022

Dear Members

**Annual Internal Audit Report – Year ended 31<sup>st</sup> March 2022**

I have completed my audit as detailed on page 3 of the Council's Annual Return.

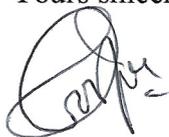
[ 1 ] I have tested the key control areas to assess compliance with relevant procedures and controls expected to be in operation during the financial year ended 31<sup>st</sup> March 2022. I have concluded that in all significant respects the control objectives were being achieved throughout the financial year.

[ 2 ] I can confirm that I have examined the bank reconciliation statement at the financial year end and found this to be accurately stated

[ 3 ] There are no matters to which I wish to draw to the attention of members.

[ 4 ] I would like to express my thanks to the Clerk for the excellent standard of presentation of records and clarity of explanations given.

Yours sincerely



Ivan J Cooper

# Annual Internal Audit Report 2021/22

Christchurch Parish Council

www.christchurchparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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.			N/A
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

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

03/05/2022 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

DRAN J. COOPER AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

03/05/2022

\*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 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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></i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

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

**NOTICE**

1. **Date of announcement - 1 June 2022**
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.**

**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 2022, these documents will be available on reasonable notice by application to:**

**D A Gibbs, Clerk & RFO**  
**01945 870083**  
**[clerk@christchurchparishcouncil.org.uk](mailto:clerk@christchurchparishcouncil.org.uk)**

commencing on **Monday 13 June 2022**

and ending on **Friday 22 July 2022**

3. **Local government electors and their representatives also have:**
  - The opportunity to question the appointed auditor about the accounting records; and
  - 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.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

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:**

**PKF Littlejohn LLP (Ref: SBA Team)**  
**15 Westferry Circus**  
**Canary Wharf**  
**London E14 4HD**  
**[sba@pkf-l.com](mailto:sba@pkf-l.com)**

5. **This announcement is made by D A Gibbs, Clerk & RFO**