

TYDD ST GILES PARISH COUNCIL

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

Tel 01945 870083 ~ Mobile 07932 191050 ~ Email clerk@tyddstgilesparishcouncil.org.uk

Clerk D Gibbs

2nd May 2024

To all Members of the Public and Press

You are invited to attend the Annual Meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 9th May 2024 at 7.30pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend this meeting. A period not exceeding 15 minutes is made available at the beginning of the meeting, where residents so require, to enable a Public Forum to take place.

Yours sincerely

D Gibbs

Clerk/Proper Officer

A G E N D A

All members are reminded that they need to declare any personal or prejudicial interest and reason before an item discussed at this meeting, under the Model Code of Conduct Order 2001 No 3576.

Apologies for Absence

To receive and consider apologies for absence on behalf of those members not present.

001/24 Election of Chairman for the Municipal Year 2024/25

To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office.

002/24 Election of Vice Chairman for the Municipal Year 2024/25

To elect the Vice Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office.

003/24 Chairman's Announcements

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

004/24 Pathfinder Clean Energy Presentation

A presentation from representatives of Pathfinder Clean Energy regarding their proposals for the Tydd Solar development at the western end of the Parish.

005/24 Public Forum

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

006/24 Urgent Items

The Chairman to report upon additional items for consideration which the Chairman deems urgent by virtue of the special circumstances now specified.

007/24 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) *Review of delegation arrangements to committees*
- b) *Review of terms of reference and membership of the Planning Committee*
- c) *Adoption of new standing orders and financial regulations*
- d) *Confirmation of insurance arrangements*
- e) *Review of the Council's subscriptions to other bodies*
- f) *Confirmation of the Council's register of assets as at 31st March 2023*
- g) *Confirmation of meeting dates for the municipal year. The following are suggested - 11 July, 12 September, 14 November (reserve date 21 November), 9 January, 13 March, 8 May*

008/24 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on Thursday 14th March*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on Thursday 11th April*

009/24 Matters Arising

To receive updates on the following items:

- a) *Bus service - minute 092/23(a)*
- b) *Trees in Hannath Road - minute 092/23(b)*
- c) *Roadside verges - alternative management arrangements - minute 092/23(c)*
- d) *Foul Anchor bench - minute 092/23(d)*
- e) *Annual Parish Meeting - minute 092/23(e)*
- f) *Royal portrait - minute 086/23*

010/24 Police Matters

To receive a report on policing matters in the area since the last meeting.

011/24 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

012/24 Fenland District Councillor Report

To receive reports from Cllrs Brenda Barber, Samantha Clark and Chris Seaton.

013/24 Clerk's Report

To receive a report on meetings attended and correspondence received.

014/24 Reports from Members

To receive updates on the following matters from the Clerk and members of the Council:

- a) *Cllr Allen - Communications, Foul Anchor & Four Gotes*
- b) *Cllr Carter - Community Centre and Play equipment*
- c) *Cllr Connell - Highways*
- d) *Cllr Malin - Armed forces, flooding, Kinderley School*
- e) *Cllr Brown - Public rights of way, churchyard, trees*
- f) *Cllr Slade - Street lights, parish assets*

015/24 Member and Parishioner Issues

To discuss the following matters brought to the attention of the Council by Members or Parishioners:

- a) *National Grid Eastern Green Link 3 and Eastern Green Link 4*
- b) *Caravans at Foul Anchor*
- c) *Community Speedwatch group*

016/24 Community Centre and Recreation Ground

- a) *To consider options for the replacement of the wooden play tower and to approve an application to the Grange Wind Farm Community Benefit Fund.*
- b) *To consider the County Council's offer of electric vehicle charging infrastructure.*
- c) *To consider quotes from Playsafety Ltd and Fenland Leisure Products Ltd for the annual play equipment inspection.*

017/24 Planning

To consider the following applications and agree a response to the planning authority:

- a) *F/YR24/0291/O - Erect 4 x dwellings (outline application with all matters reserved) - Land North of Tydd Steam Brewery, Kirkgate, Tydd St Giles*
- b) *F/YR24/0327/F - Convert existing double garage/workshop to an annexe (2-storey 2-bed) - Fir Tree Farm, Bees Lane, Tydd St Giles*
- c) *F/YR24/0382/TRTPO - Felling of 1no Sycamore tree covered by TPO 04/1975 - Sycamore Lodge, Broad Drove East, Tydd St Giles*

018/24 Finance

- a) *To approve the internal accounts for 2023/24*
- b) *To review and approve the Governance and Management Risk Assessment*
- 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 2023/24*
- e) *To approve the Accounting Statements 2023/24*
- f) *To confirm the dates of the period for the exercise of public rights*
- g) *To consider the appointment of an Internal Auditor for 2024/25*
- h) *To receive an updated financial statement for the period to the end of April*
- i) *To note the following sums received since the last meeting:*

Barclays Bank (interest).....	£	67.02
HMRC (VAT refund)	£	1,491.10
Fenland District Council (precept).....	£	9,000.00
- j) *To ratify the following payments issued since the last meeting:*

Defibstore (battery).....	£	336.00
NEST (pension contributions)	£	146.39
NBB Recycled Furniture Ltd (picnic tables)	£	2,160.00
HMRC (national insurance).....	£	23.34
T Brown (expenses).....	£	126.78
- k) *To approve the following payments:*

D Gibbs (salary April and May)	£	1,498.50
Tydd St Giles CC&RG (hall hire)	£	144.00
I Cooper (audit fee).....	£	160.00
North Level District Internal Drainage Board (drainage rates)	£	604.22
CAPALC Ltd (subscription).....	£	517.01
CAPALC Ltd (training course).....	£	40.00
Cambridgeshire ACRE (subscription).....	£	65.00

019/24 Confidential Item

To resolve to exclude the press and public from the following item by reason of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960, paragraph 1(2).

Management of agricultural tenancies.

020/24 Date of Next Meeting

To confirm the date and time of the next meeting of the Council:

Thursday 11th July at 7.30pm is suggested.

Tydd St Giles Parish Council

Planning Committee Terms of Reference

Objective

- i. Tydd St Giles Parish Council is a statutory consultee in respect of planning applications received by Fenland District Council relating to the Parish of Tydd St Giles.
- ii. The Planning Committee is constituted to consider and respond to planning applications and other planning consultations on behalf of the Parish Council.
- iii. All matters relating to the Planning Committee shall be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership shall comprise all members of the Parish Council to be reviewed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council shall be *ex-officio* members of the Planning Committee.
- iii. A quorum shall consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee shall be elected by the Committee at its first meeting after the Annual Parish Council meeting.

Meetings

- i. The Committee shall meet as required when consulted by the relevant planning authorities.
- ii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iii. A minimum of three clear days notice shall be given for each meeting.
- iv. The Committee shall ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

Decisions

- i. Minutes of all meetings shall be compiled by the Clerk and distributed to the members of the Committee.
- ii. A record of all planning applications, together with the responses and eventual outcome, shall be reported to the Parish Council and noted in the Council's minutes.
- iii. The Clerk shall communicate the Committee's decision in respect of each application considered to Fenland District Council within the designated consultation period.

Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024
Supporting Notes

1 ASSETS

During the year the Council purchased five picnic tables at a cost of £1,800, and replaced two streetlights a cost of £564.

At 31st March 2024 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
17.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

Other Fixed Assets

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Replacement lights 2021/22	£	2,156
Replacement lights 2023/24	£	564
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - four	£	1,116
Dog Bins	£	1,314
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,153
Defibrillators	£	4,570
MVAS Speed Sign	£	786
Platinum Jubilee plaque	£	775
Litter bin	£	305
Picnic Tables	£	1,800
	£	406,606

TYDD ST GILES PARISH COUNCIL

Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 14th March 2024

Present - Cllr T Brown (Chairman), Cllr M Carter, Cllr L Slade, Cllr B Barber (FDC), Cllr C Seaton (FDC), D Gibbs (Clerk), 11 members of the public

Apologies for Absence - Cllr B Allen, Cllr M Connell, Cllr K Malin, Cllr S King (CCC), Cllr S Clark (FDC)

086/23 Chairman's Announcements

The Chairman welcomed everybody to the meeting. He announced that a new defibrillator had been installed outside the Crown & Mitre public house and thanked Mr Sayers, the landlord, and Admiral Taverns, the owner for their cooperation. He also thanked Mr J Mallett for installing the device.

The Chairman reported that Cllr Renshaw had resigned from the Council due to pressure of work. He thanked him for his contribution as a member of the Council and wished him well.

He also noted that the Council had applied for a portrait of King Charles under the Government's scheme to provide portraits for display in public buildings.

087/23 Pathfinder Clean Energy Presentation

No representatives of the company were present.

088/23 Public Forum

Mr Cooper reported that the warning light outside the Clarion pump house in Newgate Road appeared not to be working when the pump failed again recently. He asked the Council to arrange a meeting with the Clarion staff responsible for the pumps. He also asked whether there was anything the Council could do to encourage landowners to maintain fieldside dykes, particularly along Newgate Road. The Chairman advised him that the Council's powers were limited.

Mr Newman requested an update on road repairs and future maintenance. The Clerk advised him that seasonal repairs were ongoing and the village will benefit from surface dressing schemes starting with Hannath Road in June. Parts of Hockland Road had been reported and were under consideration for patching of both the road and the pavement.

089/23 Urgent Items

None.

090/23 Membership of the Council

A vacancy exists for a Councillor following the resignation of Cllr Renshaw. No petition was submitted for a public election, so the Council must fill the vacancy by co-option. The Chairman confirmed that only one expression of interest had been received in response to the advertisement of the vacancy. The co-option of Gerald Clifton was proposed by Cllr Slade, seconded by Cllr Carter and duly approved. Cllr Clifton signed his declaration of acceptance, witnessed by the Clerk.

091/23 Confirmation of Minutes

- a) RESOLVED - that the minutes of the meeting held on Thursday 11th January be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the meeting of the Planning Committee held on Thursday 1st February be agreed and signed as a true and accurate record.

092/23 Matters Arising

- a) Bus service - The meeting with neighbouring Councils will take place in May.
- b) Trees in Hannath Road - The County Council continues to deny responsibility for the trees, but the Clerk will pursue this matter with senior officers and members.
- c) Roadside verges - No further update.
- d) Foul Anchor bench - The Clerk reported that the vehicle involved in the second collision with the bench has not been identified. A quote will be obtained for the repair or replacement of the bench.
- e) Annual Parish Meeting - The meeting will take place on Thursday 25th April. All village organisations have been invited to attend and speak about their activities. It is hoped that Cambridgeshire Police will be able to attend.

093/23 Police Matters

The Chairman reported that he and the Clerk had attended a meeting with Sgt Arnold from the Wisbech Neighbourhood Policing Team to discuss crime and community safety issues in the area. No major issues were reported.

094/23 Cambridgeshire County Councillor Report

In Cllr King's absence, no matters were discussed.

095/23 Fenland District Councillor Reports

Cllr Barber announced that a Golden Age Fair will be held in the Community Centre in September, providing information and support for older people.

There is an opportunity to apply for funding from the Cambridgeshire and Peterborough Fund for Nature for rewilding projects, with a deadline of 1st May.

Cllr Seaton reported that the mayoral precept had increased from £12 to £36 to support subsidised bus services, but the District Council believes that the Combined Authority's Local Transport and Connectivity Plan fails to address the needs of rural communities in Fenland. A motion approved at the District Council's February meeting asks the Combined Authority to reconsider the Plan. The latest meeting of the Combined Authority's Transport Committee discussed the possibility of modifications to existing services, but there remains no commitment to talk to local councils about the needs of their communities. A trial of Demand Responsive Transport is proposed for Fenland.

The Chairman reported that he will be attending a seminar on Community Transport shortly.

096/23 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including two National Grid consultation events, traffic orders for forthcoming works in Middle Broad Drove, Black Lane and Church Lane, the District Council's new council tax penalties for

empty properties and second homes, the Combined Authority's electric vehicles and charging points survey, an invitation to Cambridgeshire ACRE's Centenary Community Buildings Conference, and the launch of the Volunteer Cambs online volunteering portal.

097/23 Reports from Members

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - in Cllr Allen's absence, no report was received.
- b) Cllr Carter - Community Centre and Play Equipment - The new bin cage has been installed. Minor maintenance issues on the children's play equipment need to be addressed before the annual inspection. The decision on funding for the replacement heating system is expected next month.
- c) Cllr Connell - Highways - In Cllr Connell's absence, no report was received, but the Clerk had provided an update during the public forum.
- d) Cllr Malin - Armed forces, flooding, Kinderley School - In Cllr Malin's absence, no report was received.
- e) Cllr Brown - Public rights of way, churchyard, trees - Cllr Brown reported that new signs had been ordered for the churchyard confirming the requirement for dogs to be kept on leads. Cllr Clifton reported that he is now responsible for grass cutting at the rear of the churchyard.
- f) Cllr Slade - Street lights and parish assets - One light in Broad Drove East has been repaired, but the remaining faults and replacements are still outstanding.

098/23 Member and Parishioner Issues

- a) National Grid Grimsby to Walpole upgrade - The public consultation event took place in the Community Centre on 31st January. The Chairman has responded on behalf of the Council.
- b) Former village school site - The owner of the site passed away a few months ago and the Clerk has written to the family expressing the Council's condolences. It is hoped that progress can now be made towards the development of the site.

099/23 Highways

The County Council has reviewed its policy on weed management on public highways. The review found that the policy introduced for 2023/24 had not achieved its objectives. It is proposed that the previous management approach of cyclical spraying be reintroduced. Councils have the option to make alternative arrangements. Members discussed the options and resolved to accept the recommended solution of cyclical spraying.

100/23 Finance

- a) The Clerk presented the financial statement as at the end of February showing income of £28,579.25, expenditure of £25,507.70, resulting in a surplus of £3,071.55 and funds held of £43,006.18.
- b) Members noted the following sums received since the last meeting:-

Fenland District Council (recycling credits).....£ 100.68

c) Members ratified the following payments issued since the last meeting:-

NEST (pension contributions)	£	355.51
HMRC (national insurance).....	£	68.38
CAPALC Ltd (training course).....	£	100.00

d) Members approved the following payments:-

D Gibbs (salary February and March)	£	1,489.50
D Gibbs (expenses).....	£	322.08
National Association of Local Councils (training)	£	39.22
Fenland District Council (election costs).....	£	331.08

e) Members considered options for future banking arrangements and resolved to remain with Barclays Bank. The previous decision to open accounts with National Westminster Bank (minute 035/22(e)) was reversed as new information regarding charges has come to light that was not evident at the time.

f) Members resolved to transfer the recycling credits totalling £232.98 received from Fenland District Council to the Community Centre Charity.

g) Members resolved to purchase 5 recycled plastic picnic tables for the Recreation Ground from NBB Recycled Furniture at a cost of £2,000+VAT.

101/23 Policies and Procedures

Members reviewed the following policies and procedures and resolved to re-adopt them:

- i) Equality and Diversity Policy
- ii) Homeworking Policy
- iii) Expenses Policy

102/23 Date of Next Meeting

The Annual Meeting of the Parish Council will take place on Thursday 9th May at 7.30pm in the Community Centre.

The Annual Parish Meeting will take place on Thursday 25th April at 7.00 for 7.30pm in the Community Centre.

The meeting closed at 8.50pm

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 11th April 2024

Present - Cllr B Allen, Cllr M Carter, Cllr L Slade, D Gibbs (Clerk), one member of the public

In the absence of the Chairman and the Vice Chairman, Cllr Slade was nominated and elected as the Chair for this meeting.

018/23 Apologies for Absence

Cllr T Brown, Cllr G Clifton, Cllr K Malin

019/23 Planning Application

F/YR24/0239/F - Erect 1 x dwelling (2-storey 4-bed), and culvert drain for formation of a new access (part retrospective) - Land South of Elton House, Church Lane, Tydd St Giles

Members considered this application. They discussed the new proposal and resolved to offer no objection.

020/23 Update on Recent Planning Applications

F/YR22/0368/F at Tydd Golf Club is pending.

F/YR23/0935/O at Land North of Greenacres, Hannath Road was granted.

F/YR23/0958/O at Land South of Hall Bank is pending.

F/YR23/1073/F at Land East of Cirston House, Hockland Road is pending.

F/YR24/0022/LB at Tindall Mill, Kirkgate was granted.

F/YR24/0034/O at Land North of Windy Willows, Church Lane is pending.

F/YR24/0059/F at Land South of Magnolia Cottage, Kirkgate was granted.

021/23 Other Planning Matters

The Clerk reported that a new Chief Planning Officer has been appointed by Fenland District Council, but has not joined the Council yet.

A second National Grid Consultation is due to commence shortly on a different proposal. It is unclear whether this will impact upon the Parish.

The meeting closed at 7.45pm.

Subject:

FW: Tydd St Giles Parish Council Report 9/5

Dear colleagues,

Please see the updates below.

With my very best wishes,

Simon

07939 696322

Update on the Local Highway Improvement bid for Bellamy's Bridge

I have spoken to the Group Manager, Design & Delivery and the Senior Project Manager, Design & Delivery. They have confirmed that the application was withdrawn as £30,000 had been allocated from another funding source. They have also confirmed that this amount will cover all the works and investigations

New Local Highway Officer

I met the Local Highway Manager for Fenland and Huntingdon and the new Local Highways Officer for Tydd St Giles on 3/5. She will be taking up her new role on 13/5. Her name is Alex Edgoose and her email is alexandra.edgoose@cambridgeshire.gov.uk.

Funding opportunities

Please see link below regarding grant funding of up to £10,000 per project from Spar Community Cashback Grant Scheme, which may be of interest.

Application deadline is 22nd May.

[Community Cashback | Local Positivity | SPAR](#)

Grants Bulletin



Cambridgeshire
Community
Foundation

Autumn round | Application deadline: 1 August 2024

Funds open this round

[A428 Community Fund](#) | Grants up to £15,000

[Anglian Water Flourishing Environments Fund](#) | Grants up to £15,000

[Arm Community Fund](#) | Grants up to £3,000

[Birketts Endowed Cambridgeshire Fund](#) | Grants up to £1,600

[Burnthouse Wind Farm Community Benefit Fund](#) | Grants up to £6,000

[Cambscuisine Community Fund](#) | Grants average £4,000

[Common Barn Wind Farm Community Fund](#) | Grants up to £15,000

[Cotton Farm Wind Farm Community Fund](#) | Grants up to £5,000

[Dementia Carers Fund](#) | Grants up to £3,000

[French Farm Wind Farm Community Fund](#) | Grants up to £4,000

[G's community fund](#) | Grants up to £3,000

[Harry Cureton Fund](#) | Grants up to £20,000

[Lovewell Blake](#) | Grants up to £2,000

[Microsoft Research Limited Fund](#) | Grants up to £5,000

[Olive and Jesse Palmer Fund](#) | Grants up to £5,000

[Tees Better Future Fund](#) | Grants up to £5,000

[Wadlow Wind Farm Community Fund](#) | Grants up to £10,000

[Warwick and Dominey Fund](#) | Grants average £4,000

[Woolley Hill Wind Farm Community Fund](#) | Grants up to £5,000

[Wryde Croft Wind Farm Community Fund](#) | Grants up to £5,000

Fund spotlight | Warwick & Dominey Fund

The Warwick & Dominey fund awards grants averaging £4,000, for projects working in one or more of these areas:

- Advancement of education
- Tackling of social disadvantage
- Conservation of the environment (the donors are particularly keen to support projects that deliver decarbonisation and sustainability, including practical initiatives such as solar panels and heat pumps, and projects involving education or biodiversity)

These areas are not exclusive, and other areas may be considered by the donor.

The deadline for this fund is **1st August**.



How to apply

If any of these funds sound like a good fit for your project, please visit our [How to Apply page](#) to see our 10-step guide that explains the process of applying for a grant from Cambridgeshire Community Foundation.

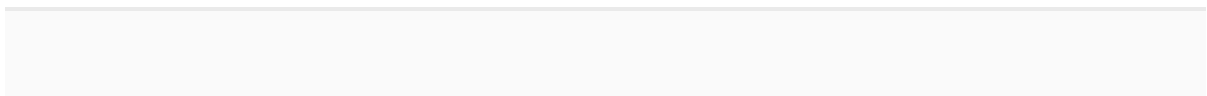
You might be interested in joining our [Funding Session on Tuesday 14 May](#) where Sara Marshall, Grants Manager, will be discussing current funding options available, how to apply, what we're looking for in applications and a little on what to think about when it comes to monitoring your project. There will also be a Q&A session, so this will be a perfect time to ask any questions you may have.

Once you are ready, please submit your application using the 'Apply Online' button found on the specific [fund webpage](#).

The application deadline applies to the submission of ALL documentation in support of your application. [Please check our 'How to Apply' page](#) for details of the documents we require.

Outcomes of funding applications for this round will be available by the end of November 2024, so any projects should start from December 2024 onwards. [We cannot award grants for retrospective costs.](#)

Are you interested in more than one fund? We recommend that you submit no more [than one application per round](#) to our general funds, so as to maximise your chances of receiving funding. The exceptions are for specific one-off or short-term funds with a separate application process to our general funds. Please do feel free to contact one of the team before submitting an application if it's not immediately clear what's what.



Agenda Item No.	013/24	TYDD ST GILES PARISH COUNCIL
Meeting Date	9 May 2024	
Report Title	Clerk’s Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Clerk's training - Procurement - 21 March

Foul Anchor Project consultation - 24 March

National Grid Briefing - 26 April

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletin

Traffic order - Middle Broad Drove, 29 to 30 May

Traffic order - Middle Broad Drove, 10 to 12 June

The Library Presents programme

Cambridgeshire Matters newsletter

Electric vehicle charging infrastructure

Fenland District Council

Local Nature Recovery Strategy survey

Civic diary dates

Free exercise sessions

Fenlander newsletter

Cyber crime and scams training

New Home Improvement Agency to enhance support for vulnerable residents

Successful prosecutions for fly-tipping

National Association of Local Councils

Newsletter, bulletin and events

Cambridgeshire & Peterborough Association of Local Councils

Training courses and bulletin, Planning webinars

NHS Cambridgeshire & Peterborough ICB

Integrated Care System newsletter

Cambridgeshire ACRE

Staying in Touch newsletter, Community business webinar

Queen Elizabeth Hospital

Modernising our hospital newsletter

Campaign to Protect Rural England

Rural affordable housing campaign, Rooftop solar campaign

National Grid

Eastern Green Link 3 and 4

3. Recommendations

Members note the report.

Continued overleaf...

Report Author	Dave Gibbs
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County offer for EV Infrastructure in Cambridgeshire Parishes

Background

With the UK Government planning to end the sale of new petrol and diesel cars and vans by 2035, and the increasing need to take action on climate change and air pollution, Cambridgeshire County Council is looking to expand our electric vehicle (EV) charging point provision, particularly for those residents who do not have access to off street parking.

The governments Local Electric Vehicle Infrastructure (LEVI) funding supports Local Authorities in England to plan and deliver a charging infrastructure to benefit residents without off-street parking. The fund has two main objectives;

The LEVI Fund has 2 main objectives:

- deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England
- accelerate the commercialisation of, and investment in, the local charging infrastructure sector

The funding comprises of:

- capability funding to ensure that local authorities have the staff and capability to plan and deliver charging infrastructure
- capital funding to support chargepoint delivery

Cambridgeshire County Council, Peterborough City Council and The CPCA (Sponsoring Group) have already been successful in securing the capability funding. Current work is focussed around developing a County EV Strategy and an application for the Capital funding to bring in £5million to deliver a 15-year infrastructure plan. The bid will be submitted in mid-July 2024.

The Offer

Ensuring that all residents are within an accessible walking distance to a charge point is going to require a holistic approach with a number of innovative solutions to meet demand. The council is offering a fully funded opportunity for the installation of 7kW chargers only in car parks which are either owned or leased by the Parish council (with the permission of the landowner). The offer is intended to provide charging facilities to residents who do not have access to off street parking and to promote the uptake of electric vehicles whilst also ensuring equitable access to EV charging facilities. It is expected that residents would charge their vehicles for a lengthy period (often overnight) hence the need to install 7kW chargers as opposed to rapid or ultra rapid chargers, furthermore the LEVI fund guidelines state that the vast majority of chargers should be 7kW therefore requests for rapid or ultra rapid chargers can not be facilitated.

The offer is dependant on you allowing residents access to charge with free parking at a minimum overnight.

The offer would see the installation of up to a maximum of six sockets (3 charge points), this will be subject to space and grid capacity. There are no financial implications for the Parish Council as the installation costs will be covered by the LEVI fund. To clarify there would be no cost to the Parish council nor would this offer result in any revenue share for the Parish.

The chargers would utilise the existing grid connection at the Parish premises however there will be no cost implication to the Parish and the cost of electricity will be paid for by the Council to ensure that these costs are covered there are two options which will be dependant on the site, the chargers would either use a new electricity connection (with a new meter) or we would look to add a sub meter from the existing connection.

This offer is subject to a site audit to ensure the site meets the LEVI funding criteria and has sufficient grid capacity. We are keen to work with you to provide much needed access to electric vehicle charging infrastructure for the residents in your vicinity, providing equitable access to charging infrastructure thus encouraging the uptake of electric vehicles and helping Cambridgeshire achieve it's net zero targets.

Your commitment

- The offer is subject to a long- term agreement with a minimum of 15 years therefore if you are leasing the land and the lease is less than 15 years this offer would not be suitable for your Parish.
- The offer is dependent on you allowing residents access to charge with free parking at a minimum overnight.

Are you interested?

If you are interested in this offer, please complete the attached form

<https://forms.office.com/e/y07HPzU96Z>

Criteria Checklist

The following requirements are a prerequisite to accessing the County Council offer;

- ☐ A Parish Council owned/controlled car park
- ☐ Space to install **up to** 6 EV sockets
- ☐ Site audit to ensure the site meets the LEVI funding criteria
- ☐ Free overnight parking for local residence to access the EV chargers
- ☐ Long-term agreement (15+ years) that County Council will own and run the EV chargers on Parish assets.

FAQ's for CCC Parish Council EV chargepoints

Q1 What is the cost to the Parish councils for installing chargepoints under this scheme?

The funding will cover all capital installations of the chargepoints and any associated infrastructure. The chargepoint operator will reimburse the Parish for any electrical costs.

Q2 How do the public pay for the electricity?

The payment processing is completed by the chargepoint operator. So, what you get installed is a unit that has 2 sockets, that two cars can plug into. There will either be the ability to touch your credit card onto the actual chargepoint to start and stop your charging event and take the fees or the option for you to use your mobile phone via the chargepoint operators app. A reimbursement mechanism will be established to ensure the Parish Council is reimbursed for the electricity used. The chargepoint operator will then pay the County Council any excess revenue from that. The County Council can then use that funding to put more chargepoints in across the county.

Q3 There are a number of offerings out there by different companies, what the potential charge per kilowatt unit is going to be?

Price will depend on who wins that procurement process, so we can't confirm that yet. We will work with the chargepoint operator to have it on par with similar types of chargepoints nationally. But we are exploring other options; preferential rates for residents, time of use, tariffs, that can drive down those costs. Within the procurement contract, we will be putting in place some quite stringent parameters around how the pricing is set because the last thing we want is for our communities having installed a chargepoint to be priced out of using them.

Q4 My parish council would need to know pricing charges before committing to any projects.

Unfortunately, the council would not be able to provide that. The process we must go through in order to get this grant funding means that we haven't undertaken a procurement yet, so we don't yet have a chargepoint operator. Part of the process of the procurement will be asking them about how they think they will set the pricing and then we will negotiate position between us and what we need to see as Cambridgeshire and them. One of the things we're trying to do, is to get that private sector partner to invest into the chargepoint, so the public purse isn't footing the whole bill. It means we won't know those pricing charges ahead of time. We will be doing everything within our gift to manage and maintain those prices as low as can practically be achieved. Different pricing mechanisms to support residents, will also be explored as part of that process. It should also be noted that electricity prices vary over time so it would not be possible to commit to a per kwh price now and this will vary over the 15-year period.



Q5 Is there any get out clause if the Parish decides the kWh rate is too high?

No. The reason for that is because the chargepoint operator and the grant funder will have invested in the site by the time the pricing is established and there will be an expectation that the site is maintained throughout the term of the contract. The County Council will make sure that the pricing is within parameters that we feel are suitable based on what the wider market is saying.

Q6 We don't have any Parish Carparks, would a pub/café car park be suitable? Is a community owned car park such as a village hall suitable?

Community owed car parks may be suitable subject to ownership arrangements. Private car parks such as pubs, shops and cafes are not suitable.

Q7 Can chargepoints be installed at other locations such as creating new parking space on County Council or Parish owned land such as verges?

Not as part of this project. On street chargepoints may also be delivered separately by the Council.

Q8 We are unsure of our existing electricity connection - will there be capacity for adding in chargepoints?

All installations are subject to technical electrical surveys. If required and subject to the technical feasibility a new electricity connection may be possible. Please note this connection would be owned by Cambridgeshire County Council.

Q9 Could we get a new connection to the electricity grid as we don't have one near the car park?

Yes, Subject to the technical feasibility a new electricity connection may be possible. Please note this connection would be owned by Cambridgeshire County Council.

Q10 Who will be the provider of the chargepoints?

Yet to be confirmed. We will be going through a procurement process following the submission of the bid. The provider and chargepoint operator will be in a contract with Cambridgeshire County Council through which strict performance and delivery measures will be monitored.

Q11 Will the infrastructure be future proofed so that if you decide to go for faster charging down the line, the points can easily be changed over?

This would be built into our procurement process. We will ensure that future proofing is covered within that process.

Q12 In our village carpark we already have cabling for standard and fast chargers. Will the LEVI fund will only cover standard chargers? Is there any way that we could through negotiation with the chargepoint operator maybe have one standard charge and one fast charger?

The basic offer is for the seven kilowatts only. However, there is scope on a limited number of sites to potentially do things slightly differently. That is the sort of thing we can explore on a case-by-case basis on the principle that you've already got the underground infrastructure in place. Alternatively, there are other grants available that some of the parishes can access that may also support you to get a get a faster chargepoint. We cannot say yes now, but we can certainly factor it into our thinking.

Q13 If we were to put chargepoints in our village hall carpark, would it include the costs include digging up the tarmac in the car park from the electricity point to where we want the charging points?

Yes. All capital costs associated with the installation of the chargepoint would be included.

Q14 All our car parks are owned and managed by the District Council - can they apply for this programme?

We are working with the district councils on this project too. Where the district council owns a car park it will be for them to decide whether to allow the installation to take place. If you have a site in mind, please do suggest those sites in the Agreement in Principle form that has been circulated.

Q14 Our village hall has a parking area in front of it, which we've used for many years. It is not clear who owns it. Would that be an appropriate place for us to put some of these chargepoints?

We can have a look at who owns the land. Once that's clear we will be able to make a decision as to whether this is going to be suitable or not. Please contact us on electricvehicles@cambridgeshire.gov.uk if you are unsure who owns the carpark(s) in your Parish.

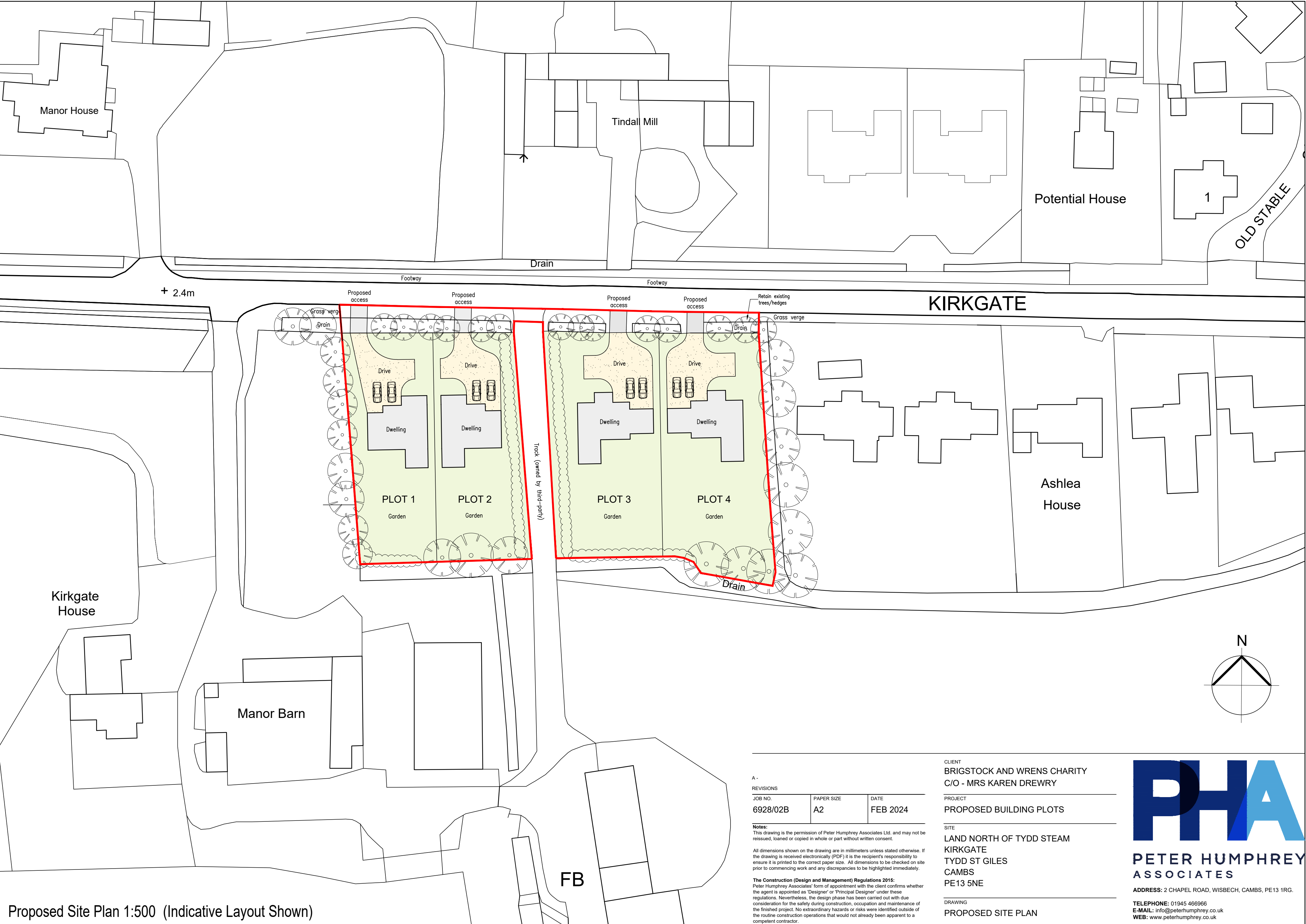
Q15 Is it more advantageous if we go along with this scheme, than going independently with our own supplier and obtaining government grants?

As far as we are aware, there are not currently any grants for electric vehicle chargepoints available to a Parish Council. At the turn of the financial year, the previously available On-Street residential chargepoint scheme was ceased.

Q16 To get the best deal, what numbers of Parish Councils do you need on board?

There is no minimum threshold of numbers of parishes we need to take part in this. This offer is forming a small subset of a much larger project that the Council's running. So we will take all who want to take part and have suitable, eligible locations.

Any further questions please contact us on: electricvehicles@cambridgeshire.gov.uk



Proposed Site Plan 1:500 (Indicative Layout Shown)

A - REVISIONS		
JOB NO.	PAPER SIZE	DATE
6928/02B	A2	FEB 2024

Notes:
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All dimensions shown on the drawing are in millimeters unless stated otherwise. If the drawing is received electronically (PDF) it is the recipient's responsibility to ensure it is printed to the correct paper size. All dimensions to be checked on site prior to commencing work and any discrepancies to be highlighted immediately.

The Construction (Design and Management) Regulations 2015:
Peter Humphrey Associates' form of appointment with the client confirms whether the agent is appointed as 'Designer' or 'Principal Designer' under these regulations. Nevertheless, the design phase has been carried out with due consideration for the safety during construction, occupation and maintenance of the finished project. No extraordinary hazards or risks were identified outside of the routine construction operations that would not already been apparent to a competent contractor.

CLIENT
BRIGSTOCK AND WRENS CHARITY
C/O - MRS KAREN DREWRY

PROJECT
PROPOSED BUILDING PLOTS

SITE
LAND NORTH OF TYDD STEAM
KIRKGATE
TYDD ST GILES
CAMBS
PE13 5NE

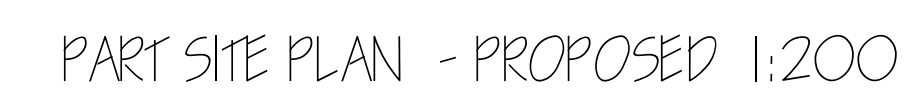
DRAWING
PROPOSED SITE PLAN




PETER HUMPHREY ASSOCIATES

ADDRESS: 2 CHAPEL ROAD, WISBECH, CAMBS, PE13 1RG.

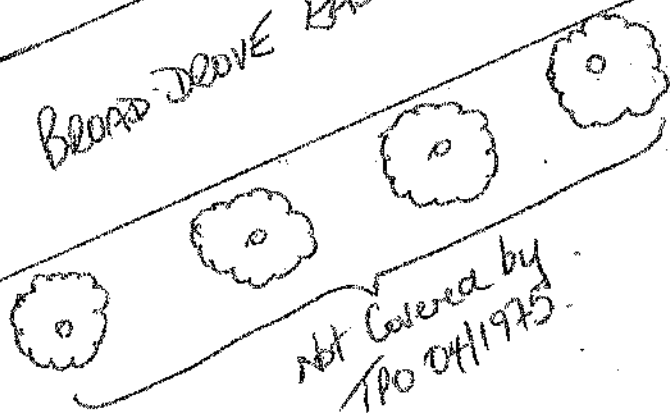
TELEPHONE: 01945 466966
E-MAIL: info@peterhumphrey.co.uk
WEB: www.peterhumphrey.co.uk



ref:	revision	date
<div><div>G. R. MERCHANT LTD.</div><div>I.ENG AMICE FIWO</div><div>ARCHITECTURAL, STRUCTURAL AND LAND DRAINAGE CONSULTANTS</div><div>4 Wrights Mews 12A Park Road, Holbeach, Spalding, Lincs. PE12 7EE Tel: 01406 490800 Fax: 01406 425744 E-Mail: gr.merchant@btconnect.com</div><div></div></div>		
Project	CHANCE OF USE OF GARAGE TO ANNEXE "TREE FARM", DEES LANE TYDD ST GILES LINGS, PE13 5LL	
Client	MR A RYAN	
Drawing	FLOOR PLANS - EXISTING & PROPOSED ELEVATIONS - EXISTING & PROPOSED SITE & LOCATION PLAN	
Job Ref	Drawing No.	
4243-23	01	
Date	Drawn	
FEB 2024	SLB	
Scales	1:50 & 1:100 (Unless Otherwise Stated)	
<small>This drawing is copyright and may not be sold, copied, photographed or used for any other purpose other than that which it is issued. The General Contractor is to check all dimensions on site and report any discrepancies to the Architect. All details shown on this drawing including foundations are based upon typical site conditions related to the area. No responsibility can be accepted for abnormal conditions which may be discovered during construction unless reported to the Architect so that design amendments may be considered to the area. No surveys are recommended in respect of foundations to establish specific site conditions before building works are started. This drawing is limited in the amount of information contained and does not purport to contain a full specification of the works. It is issued for the purpose of assisting Planning / Building Regulation approval. This drawing must not be used as a contract document alone. The works will not be supervised or inspected on site by G R Merchant or any representative thereof. It is the client or their appointed agents responsibility to control workmanship, substitution of materials, adherence to specifications, variations to contract etc. All materials shall be as express otherwise stated and all components and materials etc. to be used fitted and installed etc., in strict accordance with manufacturers instruction and relevant code of practice. Materials shall conform to appropriate British standard specification or BSIA certificate or European code of practice. The Engineer / Client shall ensure that the selected contractor is conversant with and adopts all measures necessary to achieve compliance with Health and Safety legislation for Building sites and Workplaces. The Engineer / Client is advised that should the works need to be completed with the Construction Design and Management Regulations are independent Planning Supervisor will be required. The works that contain details that are shown on the drawing and details, work that will not be specifically shown but may be reasonably expected are necessary to carry out the works that be deemed to be included. It is the client / owners responsibility to be aware of the Party Wall etc. Act 1996 when building is close proximity to adjoining neighbors boundaries.</small>		

SCHEDULE 1.

BROAD DEOVE EAST



Not Covered by
TPO 04/1975

HIGH BROADGATE



T2 - seek permission to prune
by 50% (now requested removal)

new tree to be planted - Silver Birch
(Betula Pendula
Tristis)



T1 - due for removal



- New tree to be planted - Silver Birch
(Betula Pendula
Tristis)

**TYDD ST GILES PARISH COUNCIL
INCOME & EXPENDITURE ACCOUNT
Year Ended 31st March 2024**

2022/23		2023/24
INCOME		
£ 15,000.00	Fenland DC - Precept	£ 15,000.00
£ 2,791.00	Fenland DC - Concurrent Functions Grant	£ 2,791.00
£ 7,370.00	Allotment Rents	£ 8,844.00
£ 520.65	Allotment Rates	£ 569.95
£ 45.23	Interest - Business Premium Account	£ 228.34
£ -	Grants	£ -
£ -	Donations	£ 500.00
£ -	Recycling Credits	£ 232.98
£ 777.40	Miscellaneous	£ 480.00
£ 26,504.28		£ 28,646.27
EXPENDITURE		
£ 11,252.06	Clerkship	£ 10,835.62
£ 1,962.76	General Administration	£ 4,517.30
£ 478.80	Insurance	£ 544.54
£ 520.66	Drainage Rates	£ 569.95
£ -	Community Centre	£ 2,032.98
£ 1,012.06	Recreation Ground	£ 1,139.50
£ 1,655.50	Churchyard	£ 4,211.00
£ 180.80	Agricultural Land	£ -
£ 4,786.55	Street Lighting/Highways	£ 3,749.27
£ 300.00	S137 Payments	£ -
£ 43.00	Foul Anchor	£ -
£ 22,192.19		£ 27,600.16
£ 4,312.09	SURPLUS/DEFICIT FOR YEAR	£ 1,046.11

TYDD ST GILES PARISH COUNCIL
BALANCE SHEET
At 31st March 2024

2022/23

2023/24

CURRENT ASSETS

£ 1,491.10	HMRC - VAT Refund	£ 2,673.95
£ 39,934.63	Cash at Bank	£ 39,496.80
£ 41,425.73		£ 42,170.75

CURRENT LIABILITIES

	Accruals	
£ 414.43	CGM Group (East Anglia) Ltd	£ -
£ 210.00	Audit Fee - PKF Littlejohn	£ 210.00
£ 150.00	Audit Fee - I Cooper	£ 160.00
£ 64.00	Tydd St Giles CC & RG	£ 144.00
£ -	HMRC - NIC	£ 23.34
		£ 537.34
£ 40,587.30	TOTAL	£ 41,633.41

REPRESENTED BY

£ 36,275.21	Accumulated fund brought forward	£ 40,587.30
£ 26,504.28	Income for year	£ 28,646.27
£ 22,192.19	Expenditure for year	£ 27,600.16
£ 40,587.30		£ 41,633.41

The above statement represents fairly the financial position of the Council
as at 31st March 2024 and reflects its income and expenditure during the year.

Approved by the Council on 9th May 2024

Chairman

Responsible Financial Officer

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024
Supporting Notes

1 ASSETS

During the year the Council purchased five picnic tables at a cost of £1,800, and replaced two streetlights a cost of £564.

At 31st March 2024 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
17.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

Other Fixed Assets

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Replacement lights 2021/22	£	2,156
Replacement lights 2023/24	£	564
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - four	£	1,116
Dog Bins	£	1,314
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,153
Defibrillators	£	4,570
MVAS Speed Sign	£	786
Platinum Jubilee plaque	£	775
Litter bin	£	305
Picnic Tables	£	1,800
	£	406,606

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024
Supporting Notes

2 BORROWINGS

At the close of business on 31st March the Council had no outstanding loans.

3 AGENCY GRANT

During the year the Council undertook no agency work on behalf of other authorities.

4 S137 PAYMENTS

Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £9.93 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The number of electorate being 981.

The limit for Tydd St Giles Parish Council for the year ended 31st March 2024 was £9,741.33. No payments were made during the year.

5 ADVERTISING & PUBLICITY

No advertisement costs were incurred.

6 PENSIONS

The Council operates a contributory pension scheme with Nest.
Employer contributions of £1,000.64 were made during the year.

7 DEBTORS

HM Revenue & Customs - £2,673.95 relating to value added tax.

8 ACCRUALS

2023/24

Audit Fee - PKF Littlejohn	£	210.00
Audit Fee - I Cooper	£	160.00
Tydd St Giles CC & RG	£	144.00
HMRC - NIC	£	23.34
	£	537.34

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024
Supporting Notes

9 TENANCIES

During the year the Council operated the following tenancies:-

As Landlord

<u>Tenant</u>	<u>Property</u>	<u>Rent</u>
Community Centre Management Committee	Community Centre & Sports Field	One Arrow
Various	Rylands - 17.9 acres	£ 2,679.00
Various	Quaney - 23.5 acres	£ 3,525.00
Various	Fen Lane - 10.5 acres	£ 1,575.00
Various	Cheshire - 7.1 acres	£ 1,065.00

As Tenant

<u>Landlord</u>	<u>Property</u>	<u>Rent</u>
Brigstock & Wren's Charity	Recreation Field	£ 135.00

TYDD ST GILES PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews.	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making. Council becomes ill informed.	M	H	Timely and accurate financial reporting.	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls. Correspondence backlog.	M	H	Clear office procedures. Clear budgetary procedures.	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence. Loss of reputation.	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public.	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed.	M	M	Clear Standing Orders.	Annually	Major incident complaints	Clerk

TYDD ST GILES PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure.	L	H	Recording in the minutes the precise power under which expenditure is being approved.	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests.	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation. Conflicts of interest.	L	M	Clear Standing Orders. Open system of payment.	Annually All meetings	Complaints from public	Council
10	Failure to register members interests	Member could make inappropriate gains.	L	M	Procedures in place for recording and monitoring Members Interests.	All meetings	Complaints about members	Councillors

TYDD ST GILES PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
11	Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	M	H	Regular routine maintenance. Insurance cover.	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service or Amenity provided	Claim against Council.	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels.	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud or dishonesty	Reduction in available funds.	L	H	Clear financial procedures. Adequate insurance cover.	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk

Adopted May 2018

Re-adopted May 2024

Annual Internal Audit Report 2023/24

TYDD ST GILES PARISH COUNCIL

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

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
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 <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (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

Name of person who carried out the internal audit

5/5/2024 DD/MM/YYYY

IVAN S. COOPER AUDITOR

Signature of person who carried out the internal audit

Signature of person who carried out the internal audit

Date 5/5/2024

***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).

IVAN J COOPER

10 Hansart Court, Robingoodfellows Lane, MARCH, PE15 8JY
Telephone 01354.654398

Members of Tydd St Giles Parish Council

C/o The Clerk
Parrock View
358 High Road
Newton-in-the-Isle
Wisbech
PE13 5HS

May 2024

Dear Members

Annual Internal Audit Report – Year ended 31st March 2024

I have completed my audit for Tydd St Giles Parish Council for the year to 31st March 2024 as detailed in 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. In respect of these, I have concluded that in all significant respects the control objectives were being achieved.

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

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

[4] As I informed Clerks earlier in the year, for various reasons this is the last year I will be undertaking internal audits for parish councils. I have been pleased to do this for more than ten years and will miss the contact and discussions with the parish clerks.

[5] Guidance on the appointment of an internal auditor can be found in paragraphs 4.6 to 4.14 of the 'Joint Panel on Accountability and Governance Practitioners Guide', published by NALC, which can be viewed online. You will note that a professional qualification is not mandatory, but the appointed person should have relevant experience and understanding of the processes (in my case 55 years in local government finance) and independence from the Council. If you have difficulty in finding a new auditor in time for the 2024/25 audit, CAPALC may be able to assist you.

Yours sincerely



Ivan J Cooper

Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
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/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
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 – To agree with bank reconciliation.</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>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Tydd St Giles Parish Council

Income & Expenditure Summary as at 30.4.24

Income	Year to Date		Budget	%
FDC Precept	£	9,000.00	£ 18,000.00	50.00
FDC Concurrent Functions Grant	£	-	£ 2,791.00	0.00
Allotment Rents	£	-	£ 8,844.00	0.00
Allotment Rates	£	-	£ 600.00	0.00
Community Centre	£	-	£ -	0.00
Grants	£	-	£ -	0.00
Donations	£	-	£ -	0.00
Recycling Credits	£	-	£ -	0.00
Bank Interest	£	-	£ 200.00	0.00
VAT Refunds	£	-	£ 2,450.00	0.00
Miscellaneous	£	-	£ -	0.00
Total Income	£	9,000.00	£ 32,885.00	27.37

Expenditure

Clerk's Salary	£	169.93	£ 11,200.00	1.52
Fees	£	-	£ 410.00	0.00
Subscriptions	£	-	£ 610.00	0.00
Admin Expenses	£	6.25	£ 950.00	0.66
Insurance	£	-	£ 600.00	0.00
Drainage Rates	£	-	£ 600.00	0.00
Recreation Ground	£	-	£ 6,435.00	0.00
Churchyard	£	103.35	£ 5,000.00	2.07
Community Centre	£	-	£ 3,500.00	0.00
Street Lights	£	-	£ 6,600.00	0.00
Section 137 Payments	£	-	£ 500.00	0.00
Parish Land	£	-	£ -	0.00
Foul Anchor	£	-	£ 550.00	0.00
Highways	£	-	£ 1,000.00	0.00
Recoverable VAT	£	20.68	£ 2,673.95	0.77
Total Expenditure	£	300.21	£ 40,628.95	0.74

Summary

Total Income	£	9,000.00
LESS Total Expenditure	£	300.21
Net Surplus or Deficit	£	8,699.79

Balance Sheet

Balance B/fwd 1.4.24	£	39,496.80
Surplus or Deficit	£	8,699.79
Balance C/fwd	£	48,196.59

Represented by

Barclays Current Account	£	13,353.74
Barclays Business Saver	£	17,989.30
NatWest Current Account	£	16,853.55
Cash / Cheques	£	-
	£	48,196.59