



**YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MEETING**

**Tuesday 16 June 2020 at 7.30pm  
Online Meeting**

**Report Pack**

1. Agenda for the meeting on 16<sup>th</sup> June 2020
2. Draft minutes of the meeting held on the 13 May 2020
3. Annual Governance and Accountability Return 2019/20 (item 8)



## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Tuesday 16 June 2020 at 7.30pm  
Online Meeting

Public viewing - the meeting will be streamed live on the Parish Council's  
Facebook page: @ycmparishcouncil

### AGENDA

1. Apologies for Absence
2. Declaration of Interest
3. Public Question Time (30 minutes)  
Anyone who wants to ask a question during the public question time session should contact the parish clerk by 12 noon on Monday 15<sup>th</sup> June.<sup>1</sup>
4. Reports from Borough and County Councillors.
5. Update on HS2 from the Stone Rail Head Crisis Group.
6. Approval of the published draft minutes of the Parish Council meeting held on 13<sup>th</sup> May 2020. (as previously circulated)
7. To consider any matters arising from the minutes not covered elsewhere on the agenda.
8. Annual Governance and Accountability Return: to approve the annual return for 2019/20.
9. Highways report: to receive a report on the inspection of pavements in the parish and agree the next actions. (as previously circulated)
10. Walking routes in the parish: to consider proposals to publish details of walking routes in the parish.
11. Report of the Clerk to the Parish Council:
  - a. Budget - update and schedule of payments
  - b. Yarnfield Lane/Highlows Lane junction: maintenance of the hedge
  - c. Correspondence and circulars
12. Reports from Parish Councillors on meetings/courses attended.
13. Date and time of next meeting.  
Tuesday 14<sup>th</sup> July 2020 at 7.30pm

John Fraser  
Clerk to the Parish Council  
Date 11<sup>th</sup> June 2020

---

<sup>1</sup> Clerk's contact details: Email - [ycmclerk@gmail.com](mailto:ycmclerk@gmail.com)  
Tel - 07546 456771

# YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH

## Planning applications:

Reference	Address	Outline
Nil		

**YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MEETING  
13th May 2020 at 2.00pm  
Virtual Online Meeting**

**Present (for all or part of the meeting):-**

**Councillors:**

David Beeston	Stella Hughes
Brian Eyre (Chairman)	Sally Parkin
Frank Cromey	Brian Rushton

**Also in attendance:** -Cllr. Nixon (SBC) Cllr. Pert (SCC)

**Officer in attendance:** - John Fraser- Clerk to the Parish Council

**Public at the meeting:** - 11 (viewing on Facebook Live)

**Apologies**

20.44 Apologies were received from Cllr. Malcolm Beeston.

**Declarations of Interest**

20.45 Nil

**Covid-19 Special Arrangements - changes to the Council's Standing Orders and Financial Regulations**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

20.46 The regulations which came into force on 4 April 2020 enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

20.47 The Regulations enable local councils to make standing orders to specify:

- (i) how voting will be carried out,
- (ii) how members and the public can access documents, and,
- (iii) how remote access of the press and public by electronic means will take place.

20.48 Operating under the new arrangements, to ensure social distancing and to comply with the Regulations, has implications for the Council's Standing Orders and Financial Regulations.

20.49 Changes to the Standing Orders (Appendix 1) and Financial Regulations (Appendix 2) were agreed by the Parish Council

20.50 **Resolved:** It was resolved that:

- i. The Council's Standing Orders be amended by the Covid-19 Special Arrangements, as set out in Appendix 1.

- ii. The Council's Financial Regulations be amended by the Covid-19 Special Arrangements, as set out in Appendix 2, subject to the following amendment relating to the notification to councillors of any non-recurring payments.
- iii. The Clerk will notify the councillors of any urgent or non-recurring payment at least 48hours before the payment is made.

#### Public Question Time

##### 20.51 Question

"I have been in negotiations with the local farmer who owns agricultural land outside the development boundary. Generally, would the parish council support residents of Yarnfield / Cold Meece extending their gardens via purchasing of agricultural land?"

##### Response

20.52 It is understood that the assimilation of agricultural land into a domestic garden will constitute a change of use for which planning permission will be required. Any requests should be directed to Stafford Borough Council Planning Department for advice. The parish council would be a consultee in any planning application and would consider each case on its own merit.

20.53 Cllr Rushton thought this question may if fact relate to him. It was agreed that further information would be obtained by the Clerk before any further consideration of the matter took place.

#### Reports of the Borough and County Councillors

20.54 Cllr. Nixon praised the work that was taking place in the parish and across the Borough to help tackle issues associated with the Covid-19 restrictions. It was clear that people were coming together in these difficult times to support friends, neighbours and family members who were having to self-isolate.

20.55 The Borough Council has made over 3,000 "safe and well" telephone calls to the most vulnerable people living in the Borough; some of whom live in the parish. There were more calls yet to be made but the overriding sense was that people had already made arrangements to protect themselves during the lock-down.

20.56 Cllr Nixon suggested that the parish council may like to consider organising an online quiz to help reduce the isolation and so help support the local community. Similar events are known to be taking place in Stone and Eccleshall.

20.57 The County Council will be reopening the waste recycling centres on 14 May 2020. To raise awareness of this the parish council was asked to promote the reopening on their website and Facebook page.

20.58 Cllr. Pert: most of the officers in the Borough and County Council have been redeployed to other duties to support the response to Covid-19. This inevitably is having an impact on services including proposed work in the parish. However, this will be resumed once circumstances permit.

20.59 The County Council are delivering food parcels to vulnerable households and the Borough Council has supported 609 shopping requests and supplied 265 food parcels.

20.60 The Community effort has been remarkable and is demonstrating the level of community capacity that exists. The challenge is always to make sure that people who need help aren't missed. The Borough Council has written to 2,000 people to make sure that they aren't missing the support that they need and are telephoning a further 4,000 people.

20.61 Staffordshire is not seen as a "hot-spot" for Covid-19 infections but we need to remain vigilant and be prepared to react quickly should the need arise.

#### **Update on HS2 from the Stone Rail Head Crisis Group (SRCG)**

20.62 The following is a summary of what has been going on since the meeting on 10 March.

- Three of the SRCG technical team went to the Institute of Mechanical Engineers meeting at Staffordshire University to listen to a presentation by Nick Hilton, Head of HS2 Phase 2a Delivery.
- The House of Lords proceedings opened on 16 March 2020 and were suspended the following day. This provided just enough time for HS2 Ltd to make its opening statement to the House of Lords Committee and undertake so-called teach-ins. These were followed by site visits to places along the Phase 2a route by the committee.
- The House of Lords Committee is Chaired by Lord Hope of Craighead and includes six other Lords. Only five Lords attended the first two days of proceedings, with the other two missing due to illness.
- A review of the evidence provided by HS2 Ltd to the Select Committee would suggest that some is false and misleading. The SRCG are now preparing a report about HS2 Ltd's false and misleading evidence.
- HS2 received the official notice to proceed on 15 April 2020.
- The Transport Select Committee heard oral evidence about HS2 on 24 April.
- Although we had a date for our House of Lords appearance of Tuesday 31st March, this has been postponed indefinitely due to Covid-19 restrictions
- The meeting on Thursday 16th January 2020 between the Parish Council, Stone Town Council and Chebsey Parish Council and HS2 Ltd lead to an exchange of letters with HS2 Ltd being asked for further clarification on their proposals. In an attempt to resolve the outstanding issues with HS2 Ltd a further letter was sent to the company on 7 May 2020,
- Several technical reports are being prepared that will be available to the Parish Council once they are completed.

#### **Approval of the minutes of the previous Parish Council meeting**

20.63 The minutes of the Parish Council meeting held on 10 March 2020 were approved. As a result of the Covid-19 restrictions on public meetings the minutes will be signed at the first available opportunity.

#### **Matters arising from the minutes not covered elsewhere on the agenda**

20.64 Matters arising:

- i. It has not been possible to monitor progress on the work by Biffa to install a wheel wash because county council staff have been redeployed to other duties to support the councils' response to Covid-19 [Minute NO 20.33]
- ii. The Parish Council's grant policy has been published on the parish website. [Minute NO 20.39]
- iii. Arrangements have been made with the Borough Council for the Civic Amenity Collections in the parish for 2020/21. The service to be provided will be for three one-hour collections on 20 June, 17 October and 20 February 2021. However, the Borough Council have had to suspend the service because of the impact of Covid-19. If collections are resumed before the June collection appropriate arrangements will be made to promote the service across the whole of the parish. [Minute NO 20.40]

**Covid-19 Response and Parish Update**

- 20.65 As a result of the call for volunteers there are now 16 volunteers in the group ready to offer their help. There have been 7 requests made by 5 people living in the parish. The low level of demand reflects the support being provided by friends, neighbours and family to those who are self-isolating. Stafford Borough Council staff are contacting those at greatest risk and report a similar low level of demand for any help.
- 20.66 The voluntary group will continue to operate until it is no longer required.
- 20.67 Details of the costs associated with supporting the shopping being done by the volunteers is set out in the schedule of payments in Appendix 7.

**Audit Timetable**

- 20.68 The Ministry for Housing, Communities and Local Government has extended the statutory audit deadlines for 2019-20 for town and parish councils. Under the new arrangements the Annual Governance and Accountability Return (AGAR) must be approved and published by 31 August 2020. The timetable and actions to be taken by the parish council are set out in Appendix 3.
- 20.69 The papers for the 2019/2020 internal audit have been sent to the Auditor. Initial findings are very constructive; however, the auditor has identified deficiencies in the minutes of the June, July and December meetings that need to be rectified.

June 2019 - Minute 19.37	
The minute states that the Standing Orders were adopted, it does not specifically indicate that the Financial Regulations were.	
Original Minute	Resolved: That the Council Standing Orders be approved .....
Correction	Resolved: That the Council Standing Orders <i>and Financial Regulations</i> be approved .....
July 2019 - Minute 19.52(c)	
The minute refers to the schedule of payments, which was signed by the Chairman, but the schedule does not appear in the minutes,	

Original Minute	Budget - a copy of the July 2019 budget position was circulated, and the schedule of payments approved and signed by the Chairman.
Correction	Budget - a copy of the July 2019 budget position was circulated, and the schedule of payments approved and signed by the Chairman. <i>A copy of the schedule of payments is included at Appendix 1.</i> Appendix 1 added to the Minutes
December 2019 - Minute 19.123(i) The minute refers to the schedule of payments, which was signed by the Chairman, but the schedule is does not appear in the minutes,	
Original Minute	Budget - a copy of the December 2019 budget position was circulated, and the schedule of payments approved and signed by the Chairman.
Correction	A copy of the December 2019 budget position was circulated, and the schedule of payments approved and signed by the Chairman. <i>A copy of the schedule of payments is included at Appendix 1.</i> Appendix 1 added to the Minutes

20.88 **Resolved:** that the timetable and actions required be noted

#### **Asset Register**

20.89 The Council reviewed the asset register for the parish council and made changes to bring the register up to date. A copy of the revised register is attached at Appendix 4.

20.90 **Resolved:** that the Asset Register, as set out in Appendix 4, for 2020/21 be approved.

#### **Risk Register**

20.91 The Council reviewed the risk register for the parish council and made changes to bring the register up to date. A copy if the revised register is attached at Appendix 5.

20.92 **Resolved:** It was resolved that:

- i. The Risk Register for 2020/21, as set out in Appendix 5, be approved.
- ii. A quarterly update report on the Risk Register is prepared for the council.

#### **Grass cutting contract review**

20.93 Following discussions with the contractor it was agreed that the first cut of the village green would take place on 21st March 2020, and then once a week for a limited period until the condition of the grass was more manageable.

20.94 This has resulted in 3 additional cuts of the village green that were not included in the contract. However, this approach has been of considerable benefit to the appearance of the



village green which is apparent from the number of positive comments that have been made by residents.

20.95 If the contract is delivered in accordance with the agreed schedule (fortnightly until the middle of October) an additional sum will be needed to pay for this early start of the contract of £907.20.

20.96 **Resolved:** It was resolved that:

- i. Regular monitoring of the contract and the condition of the village green will be undertaken.
- ii. A review of the budget for grass cutting will be reported to the September 2020 meeting of the Parish Council.

#### **Report of the Clerk to the Parish Council**

20.97 **Budgets**

a) **End of Year 2019/2020**

The current account balance on 31 March 2020 was £3,297.81 and the reserve account balance was £1,000. There was a creditors list amounting to £763.39 (clerk's salary for March 2020 and expenses, and the quarter 4 HMRC payment.)

The Schedule of payments up to 31 March 2020 was approved and is attached at Appendix 6.

The value of the budget carried forward to the new financial year was greater than anticipated due to work programmed for 2019/20 not being completed.

- Play equipment	£1,500
- s106 consultation	£200
- Benches	£600

b) **Budget - up to 13 May 2020**

The first precept and concurrent grant payments have been received from Stafford Borough Council. The current account balance on 13 May 2020 was £14,900.89 and the reserve account balance was £1,000.

The Schedule of payments up to 13 May 2020 was approved and is attached at Appendix 7.

c) **Correspondence**

- i. Yarnfield Forum has received a cheque from BIFFA to cover the cost of the speed sign installation and the mounting pole is now in place. The Forum's treasurer has written to the manager at the Cold Meece site thanking him for his help in securing this donation.
- ii. Cold Meece - temporary sewer repairs. Contact has been made with the Severn Trent customer support team asking for details about the outstanding repair work in Cold Meece. A response has not yet been received.

- iii. The Staffordshire Police - regular telephone contact is being maintained with the Staffordshire PCSO.
- iv. The owner of the Multiuse play area on Yarnfield Parkway has been contacted to find a solution to the problem of litter and the maintenance of the litter bin on the site. A response has not yet been received.
- v. The Borough Council has been asked to provide an update on progress with the lease of the village green.
- vi. Complaints about a recurring problem of littering by the Flames Pizza and Kebab takeaway in Stone have been received. These have been referred to the Borough Council Environmental Health Team who have written to the owner of Flames and are now waiting for a response from the business.
- vii. Two complaints have been received about fly posting in the parish. These have been referred to the Borough Council Environmental Health Team who have traced the person responsible and given him advice on the law around fly posting and advised that the posters should be removed.
- viii. The Borough Council Streetscene Service has been contacted to resolve the problem with the grass cutting on Ford Drive. The reason the area had been missed from the schedule was attributed to staff, who were not familiar with the area, being drafted in to cover for staff absences in the Service.
- ix. A complaint about the condition of two manhole covers on Yarnfield Lane near to the entrance of Wellbeing Park has been received. Work is being done to identify who is responsible for their maintenance.
- x. A complaint has been made to the Staffordshire County Council Highways Department about the state of the road gullies on Yarnfield Lane from the entrance of Ashdale Park running through to the village green.
- xi. The park benches that were ordered in March will be ready for delivery on, or after, 21 May 2020. Arrangements have been made for the bases to be installed in preparation for their arrival.
- xii. The parish council's printer has broken and is no longer capable of repair. A replacement printer, which would include a scanning facility, will cost approximately £150.  
**Resolved:** It was resolved that a replacement printer up to a value of £150 be purchased.
- xiii. Confirmation has been received from the Staffordshire Safety Partnership Group that they have extended the deadline for submission of the evaluation report about the use of the Evolis speed sign until 31 October 2020. Cllr D Beeston and Cllr Mrs Hughes will liaise and arrange for the speed sign to be installed.
- xiv. The County Council has responded to the Parish Council's Freedom of Information request and has provided a copy of two documents: the "Code of Practice for Safety Inspection of Highways and Footways" and the "Well Managed Highway

Infrastructure". Cllr Mrs Hughes will bring a review of the documents to a future meeting of the parish council.

- xv. A response to the Local Plan 2020-2040, "Issues and Options" Consultation paper has been sent to the Borough Council. It was agreed that the response should focus on the issues that directly affected the parish and the comments should be concise and specific to our concerns. A copy of the response is available at Appendix 8.
- xvi. Footpaths - a complaint has been received from a local farmer about the number of people walking over his land. The complaint relates to people not adhering to the public footpaths and not keeping their dogs on a lead when they are in fields near to livestock. The parish council's website and Facebook page have been used to give advice and a link to the county council's footpath map. It is hoped that this information will be of help to residents. However, if this continues there is concern that the problem will escalate, especially if there are dogs involved that are not under proper control.

**Date and Time of Next meeting**

Tuesday 16 June at 7.30pm

Signed  
Chairman of the Council  
Date; 16 June 2020

Meeting Ended 4.15pm

**Planning matters:**

To discuss and confirm responses in respect of the following application:

Reference	Address	Outline	Decision
Nil			

## Appendix 1 - Yarnfield and Cold Meece Parish Council Standing Orders Covid-19 Special Arrangements

- a) In response to the Covid-19 outbreak and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.
- b) In the event that a "normal" meeting of the Parish Council cannot be convened because of the Covid-19 restrictions parish council meetings will be held online using the Zoom application and will be streamed live to the parish council's Facebook page.
- c) Recordings of parish council meetings will be made and retained by the Clerk until such time as the minutes of the meeting are signed.
- d) The link to the Facebook live recording of the meeting will be removed at the end of the meeting.
- e) Minutes of parish council meetings held remotely will be agreed as a correct record at the following meeting and will be signed at the earliest opportunity by the Chairman.
- f) Any resident of the parish, or other person, who wants to ask a question of the Parish Council may do so by forwarding their request to the parish clerk no later than the day before the date of the parish council meeting.
- g) On receipt of a request the parish clerk will add that person to the list of attendees and send to them by email a link to allow access to the meeting.
- h) At the end of the public question time any guests will be asked to leave the online meeting. The Chairman of the Council reserves the right to exclude a person from the online meeting at the end of the public question time.
- i) Failure to attend a meeting of the council on the grounds that the councillor is not willing to attend through an online meeting is recognised as being a reasonable ground for non-attendance.
- j) Voting by councillors will be by a show of hands.
- k) Planning application recommendations are delegated to the parish clerk, after consultation with all councillors.
- l) This delegated authority ceases to have effect on the 7 May 2021, or such earlier date as the Council may determine.

## Appendix 2 - Yarnfield and Cold Meece Parish Council Financial Regulations

### Covid-19 Special Arrangements

- a) All standard recurring payments listed as line items on the budget or any payments for work approved by the council, will be delegated for payment by the Clerk at the appropriate time to prevent any late charges, such as salaries, HMRC, Grass Cutting contract and membership fees.
- b) Payments made in accordance with paragraph (a) will be made by electronic bank transfer.
- c) Payments will be notified to Councillors by email as a monthly summary.
- d) Urgent or Non-recurring payments: The Clerk has delegated powers to pay invoices of up to £3,000, following consultation with the Chairman, or if they are incapacitated the Vice Chairman or if they are incapacitated by any two councillors. The Clerk will forward to all councillor's details of any items paid under this authority at least 48 hours before the payment is made.
- e) All payments will be formally authorised by the parish council at the next full council meeting.
- f) Grant Requests will be held until the next available Parish Council meeting.
- g) This delegated authority ceases to have effect on the 7 May 2021, or such earlier date as the Council may determine

## Appendix 3 - Annual Governance and Accountability Return - Timetable

4<sup>th</sup> May 2020 - Internal Audit Papers prepared and pass to auditor



13<sup>th</sup> May 2020 - Council Meeting

- Asset Register - Approved
- Risk Register - Approved



16<sup>th</sup> June 2020 - Council Meeting

- Annual Internal Audit Report - noted
- Annual Governance Statement - approved
- Accounting Statement - approved
- Exercise of Public Rights - approved



Send to External Auditor  
(deadline 31 August 2020)

- Internal Audit Report
- Governance Statement
- Accounting Statement
- Analysis of any year on year budget variations (None)
- Bank Reconciliation at 31 March 2020
- Additional audit requirements
- Details of exercise of Public Rights

17<sup>th</sup> June 2020 - Publish notice of appointment of dates for the exercise of public rights

- Start date - Monday 22 June 2020
- End date - Friday 31 July 2020
- Publish on the website



Publish on Website  
(deadline 01 September 2020)

- Details of exercise of Public Rights
- Internal Audit Report
- Governance Statement
- Accounting Statement
- Declaration that accounts are as yet unaudited
- The name and address of the External Auditor

10 November 2020 - Council Meeting

- Results of external audit - noted
- Agree action plan (?)
- Publish on the website



Publish on Website  
(Deadline 30 November 2020)

- Notice of the conclusions of the audit
- Governance Statement (including and amendments)
- Accounting Statement (including any amendments)
- External Auditors Report and Certificate

## Appendix 4 - Yarnfield and Cold Meece Parish Council - Asset Register

### Land and Property

Date Purchased	Description	Value (£)
22/08/2012	Village Green (part only) - lease from Stafford Borough Council	Peppercorn rent

### Equipment

Date Purchased	Description	Value (£),
All equipment acquired before the formation of the parish council. Purchase of the equipment estimated to be before 2010.	Greenside Playground	50,000
	Swing	
	Slide	
	Roundabout	
	Rope walk	
	Picnic Table and bench	
	Metal bench	
	Litter bin x 2	
	Bus shelter, Yarnfield Lane	4,000
	Park Bench - Village Green x 3	1,800
	Park Bench (Cold Meece Rose Garden)	600
	Parish Notice Boards Yarnfield and Cold Meece	3,600
	Office equipment	
A3 HP printer	150	
A3 Laminator	75	
	<hr/>	59,625

John Fraser  
Parish Clerk  
Date 13/05/20



## Appendix 5 - Assessment of risk

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.

The assessment of potential impact and likelihood need not be any more complex than assigning a simple numerical score, say 1 - 3, and multiplying the two scores to arrive at a risk assessment for each risk of high, medium or low. The risk assessment enables the authority to decide which risks it should pay most attention to when considering what measures to take to manage them.

<b>Likelihood</b>	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (1)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
	<b>Impact</b>			

<b>Strategic Risk 1</b>	<b>Closure of commercial premises in the parish</b>						
	<b>Responsibility</b>	Councillors/Clerk	<b>Likelihood</b>	3	<b>Impact</b>	2	Total Score = 6 (High)
<b>Consequence of Risk</b> <ul style="list-style-type: none"> <li>• Closure of commercial premises in the parish resulting in the parish becoming less viable.</li> <li>• Loss of Key Service Village status</li> <li>• Significant increase in problems of rural isolation for residents of the parish</li> <li>• Increased reliance on public transport links</li> </ul>							

**Key Controls in Place**

- Open lines of communication with the businesses concerned
- Maintain dialogue with business
- Work with Staffordshire County Council to identify grant/business opportunities

<b>Strategic Risk 2</b>	<b>HS2 - Railhead and Infrastructure Maintenance Base - Rail</b>						
	<b>Responsibility</b>	Councillors/clerk	<b>Likelihood</b>	3	<b>Impact</b>	3	<b>Total Score = 9 (High)</b>
<b>Consequence of Risk</b>							
<ul style="list-style-type: none"> <li>• Extensive disruption to village life</li> <li>• Travel arrangements to and from the parish severely limited resulting in delayed travel time for school, work, emergency services and other users that need to travel on Yarnfield Lane</li> <li>• Risk of environmental disruption; noise, dust, due to construction work</li> </ul>							
<b>Key Controls in Place</b>							
<ul style="list-style-type: none"> <li>• Petitioning against the HS2 Ltd proposals to construct a Railhead/IMB-R on Yarnfield Lane</li> <li>• Work with Stone Rail Head Crisis Group to challenge the HS2 Ltd proposals</li> <li>• Work with Chebsey Parish Council and Stone Town Council</li> </ul>							

<b>Operational Risk 1</b>	<b>Data loss cause due to IT failure</b>						
	<b>Responsibility</b>	Parish clerk	<b>Likelihood</b>	2	<b>Impact</b>	1	<b>Total Score = 2 (Low)</b>
<b>Consequence of Risk</b>							
<ul style="list-style-type: none"> <li>• Inability to comply with statutory requirements</li> <li>• Running of council business compromised</li> <li>• Financial systems lost</li> </ul>							

**Key Controls in Place**

- All data automatically backed up to Microsoft OneDrive

<b>Operational Risk 2</b>	<b>Damage to/accident Greenside Play Equipment</b>						
	<b>Responsibility</b>	Parish clerk	<b>Likelihood</b>	2	<b>Impact</b>	2	<b>Total Score = 4 (Low)</b>
<p><b>Consequence of Risk</b></p> <ul style="list-style-type: none"> <li>• Injury to third party</li> <li>• Loss or damage of equipment</li> <li>• Unplanned for cost</li> </ul>							
<p><b>Key Controls in Place</b></p> <ul style="list-style-type: none"> <li>• Monthly inspection of play equipment</li> <li>• Annual safety audit undertaken by independent inspector</li> <li>• Insurance policy maintained</li> </ul>							

<b>Operational Risk 3</b>	<b>Loss of Grounds Maintenance contractor</b>						
	<b>Responsibility</b>	Parish clerk	<b>Likelihood</b>	1	<b>Impact</b>	2	<b>Total Score = 2 (Low)</b>
<p><b>Consequence of Risk</b></p> <ul style="list-style-type: none"> <li>• Maintenance of the village green put at risk</li> <li>• Loss of reputation</li> <li>• Budget risk due to increased cost</li> </ul>							
<p><b>Key Controls in Place</b></p> <ul style="list-style-type: none"> <li>• Robust tendering process</li> <li>• Regular liaison with grounds maintenance contractor</li> <li>• Liaison with neighbouring parish councils</li> </ul>							

<b>Operational Risk 4</b>	<b>Loss of council website</b>						
	<b>Responsibility</b>	Parish clerk	<b>Likelihood</b>	2	<b>Impact</b>	1	<b>Total Score = 2 (Low)</b>
<b>Consequence of Risk</b> <ul style="list-style-type: none"> <li>• Inability to comply with statutory requirements</li> <li>• Communication compromised</li> <li>• Loss of ability to publish minutes and agenda</li> <li>• Loss of reputation</li> </ul>							
<b>Key Controls in Place</b> <ul style="list-style-type: none"> <li>• Service level agreement with Staffordshire County Council Digital team</li> <li>• Website hosted by Staffordshire County Council</li> <li>• Training in maintenance and use of the website</li> </ul>							

John Fraser  
Parish Clerk  
13 May 2020

## Appendix 6 Yarnfield and Cold Meece - Schedule of Payments

### 2019 / 20 Final payments schedule

	Invoice No/date	Amount	Cheque No.
Panda Press - Covid-19 leaflet	18/03/20	25.00	Bank transfer
BHIB - Council Insurance Policy	24/03/20	610.74	Bank transfer
		<hr/>	
		635.74	

### Creditors list 2019 - 2020

Land charges search x 4	10/03/20	12.00	
HMRC - Q4 payment	31/03/20	381.98	
Clerk's Salary (March 2020)	31/03/20	369.41	
		<hr/>	
		763.39	

Chairman Cllr. Eyre<sup>1</sup>

Date:

---

<sup>1</sup> Schedule of Payments to be signed at the next face to face meeting of the Parish Council.

**Appendix 7 Yarnfield and Cold Meece - Schedule of Payments**

13 May 2020

	<b>Invoice No/date</b>	<b>Amount</b>	<b>Cheque No.</b>
HMRC	16/04/2020	176.64	Bank transfer
HMRC	16/04/2020	102.57	Bank transfer
HMRC	16/04/2020	102.77	Bank transfer
Clerk's salary (March 2019)	16/04/2020	369.41	Bank transfer
Office expenses - land charges search x 4	16/04/2020	12.00	Bank transfer
Office expenses - Zoom annual licence	01/05/2020	143.88	Bank transfer
Trent Ground Maintenance	6388	604.80	Bank transfer
SPCA & NALC subscription	01/04/20	206.00	Bank transfer
Clerk's salary (April 2022)	30/04/20	516.13	Bank transfer
HMRC - period 1	15-May	219.00	Bank transfer
Trent Ground Maintenance	6418	1,015.74	Bank transfer
Yarnfield Village Hall - 2019/20 - Q4	09/05/20	96.00	Bank transfer
		3,564.94	

Covid-19 Transactions

	<b>Date</b>	<b>Expenditure</b>	<b>Income</b>
Client Reference 2	08-Apr	106.02	106.02
Client Reference 3	16-Apr	32.97	32.97
Client Reference 5	20-Apr	153.06	143.94
Client Reference 5	20-Apr		9.12
		292.05	292.05

Chairman Cllr. Eyre<sup>2</sup>

Date

---

<sup>2</sup> Schedule of Payments to be signed at the next face to face meeting of the Parish Council.



**New Stafford Borough Local Plan 2020-2040  
"Issues and Options" Consultation - Response Form**

<b>Part A: Your Details (Please Print)</b>		
<b>Please ensure that we have an up to date email address wherever possible, or postal address, at which we can contact you.</b>		
	<b>Your Details</b>	<b>Agent's Details (if applicable)</b>
<b>Title</b>	Mr	
<b>First Name</b>	John	
<b>Surname</b>	Fraser	
<b>E-mail address</b>	ycmclerk@gmail.com	
<b>Job title (if applicable)</b>	Parish Clerk	
<b>Organisation (if applicable)</b>	Yarnfield and Cold Meece Parish Council	
<b>Address</b>	5 De Havilland Drive Yarnfield Staffs	
<b>Postcode</b>	ST15 0SX	
<b>Telephone Number</b>	07546456771	

**Question 56**

The Parish Council do not consider the garden community would be helpful in determining the approach to satisfying Stafford Borough's future housing and employment land requirements?

The garden community concept is about a new way of living not just a massive-scale housing estate.

Therefore you would need to be sure that the land is safe and ready for development and that the site is easily and safely accessible by road for developers and once built for the residents.

This in itself will require massive investment before any income is realised.

It will require an enabling infrastructure, for example:

- Connection to towns and cities via reliable, affordable rail and bus networks
- Guaranteed employment on or just off site
- Employment to match the qualifications, training and aspirations of the new residents
- Schools and pre-school provision
- Sustainable energy e.g. on-site solar panels and wind turbines
- Energy efficient building from scratch
- Community charge points for electric cars - knowing from experience that the number you plan for will not be enough
- Landscaping for leisure
- Walkways and cycleways for access and leisure - within and out with the settlement itself
- Community allotments

- Water reuse/rainwater collection
- Community facilities such as shops, restaurant/cafe, pub, space for leisure and sporting activities suitable for all ages and abilities including young people, working people, people with disabilities. These are likely to need start-up funding and/or grants to ensure sustainability

Until you have locked down funding for these enablers it is premature to speculate about the garden communities as a viable planning option.

A garden community is not feasible without absolutely guaranteed financial support from government and the county council.

### Question 5H

#### Potential Growth Options

The Parish Council is concerned that:

Option 3 is to disperse development across the new settlement hierarchy. The main problem for us with this is the estimate that Stone would take 10-20% of the new housing and that would seem unreasonable given the expansion over the last 10 years.

Option 4 and 5 the focus on new Garden Communities is not considered to be acceptable to the Parish Council.

Option 6 provides the best solution to the growth requirements building on existing transport arrangements

### Question 5I

The Parish Council's view is that the development of a Garden Community although this sounds excellent as a concept, there are serious risks in pursuing this further in the current economic climate:

- neither planning authorities nor private house building companies are going to spend the real money that would be needed on the infrastructure for self-sufficiency and sustainability,

- for this concept to work it would need guaranteed financial and political support from central government, county councils and private industry. This would require a level of co-operation and central planning that we have not seen in peacetime. For example, new train and bus networks would need to focus on local, daily travel and they would need to be subsidised

- energy self-sufficiency would need subsidising

- appropriate employment opportunities would need to be secured before housing was planned and designed.

If these enablers are not secured, then the Garden Communities would simply be mammoth housing estates and that would not provide the quality of life that is implicit in the aspiration.



### Question 5J

The explanation of the options is insufficient to enable the Parish Council to take a view on the preferred option.

### Question 5Q

The Parish Council support the methodology used to define settlement boundaries as a fundamental approach to protecting the integrity existing settlements. It also recognized the preservation of green belt.

All comments should be made in writing preferably using this form and should be received by Stafford Borough Council **no later than 12 noon Tuesday 31 March 2020**.

You can view the documents online at [www.staffordbc.gov.uk/new-local-plan-](http://www.staffordbc.gov.uk/new-local-plan-)

Please e-mail your comments (Preferred) to: [forwardplanning@staffordbc.gov.uk](mailto:forwardplanning@staffordbc.gov.uk)

or post your comments to: Forward Planning, Civic Centre, Riverside, Stafford, ST16 3AQ

Thank you for taking the time to contribute to this consultation.

### **NEW LOCAL PLAN 2020-2040: ISSUES & OPTIONS**

### **STAFFORD BOROUGH COUNCIL – PRIVACY NOTICE**

#### **How we will use your details**

All representations received to the Stafford Borough New Local Plan 2020-2040 Issues & Options consultation document will be included in a schedule and made publicly available once the consultation has closed.

Stafford Borough Council will consider all representations received, using them to inform the next stage of the process for the New Local Plan 2020-2040.

Comments cannot be treated as confidential. Your personal information, such as your postal and email address will not be published and signatures will be redacted, but your name and organisation will be made available. We will only use your personal information to send you information on the New Local Plan and associated planning policy matters.

We believe you should always know what data we collect from you and how we use it, and that you should have meaningful control over both. As part of our ongoing commitment to transparency, and in relation to the new General Data Protection Regulations (May 2018), we have updated our Privacy Policy.

Stafford Borough Council are the data controller and you can find information about how we handle your personal data by visiting [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices) and if you have any queries or would like to unsubscribe from receiving information then please contact [forwardplanningconsultations@staffordbc.gov.uk](mailto:forwardplanningconsultations@staffordbc.gov.uk)

# Annual Governance and Accountability Return 2019/20 Part 3

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report is completed by the authority's internal auditor.
  - Sections 1 and 2 are to be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2020.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

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

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

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2019/20, approved and signed, page 4
- Section 2 - Accounting Statements 2019/20, approved and signed, page 5

Not later than 30 September 2020 authorities must publish:

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

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

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

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

Tel: 01785 850870  
Email: [cheelis@btinternet.com](mailto:cheelis@btinternet.com)

42, Badgers Croft  
Eccleshall  
Stafford  
ST21 6DS

The Chairman  
Yarnfield and Cold Meece Parish Council  
C/o Mr. J. Fraser  
5, De Havilland Drive  
Yarnfield  
Staffordshire

May 8<sup>th</sup>, 2020

Dear Councillor,

**Conclusion of Internal Audit for Yarnfield and Cold Meece Parish Council - Year ended March 31<sup>st</sup>, 2020.**

I am writing to confirm that I have carried out the year-end review for Yarnfield and Cold Meece Parish Council and have completed and signed the appropriate page of the Annual Governance and Accountability Return Part 3.

**With regard to the completion of the Internal Audit Report the following should be noted :-**

**Objective D** – Although the Parish Council was newly formed in May 2019, I have agreed to this internal control objective. The Council had not been able to set a budget for 2019/20 and reserves were limited initially. However, the finances were regularly monitored and an appropriate budget has been levied for 2020/21 following an adequate budgetary process.

**Objective K** – As the Council was not formed until May 2019 there were no accounts to review.

**Objective L** – No exercise of Public Rights was required during summer 2019.

The independent internal examination of the Councils governance, financial affairs and certification of the 2019-20 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2020.

In summary the following areas were covered during the course of the examination:-

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

In addition, a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard.

A copy of this report should be submitted to the External Auditor together with the completed AGAR.

**PLEASE NOTE that following completion of the 2019/20 Audits I will be stepping down from my role as Independent Internal Auditor.c**

Yours sincerely,

*C. Heelis*

Christine Heelis  
Independent Internal Auditor

## Yarnfield and Cold Meece - Bank reconciliation

Financial year ending 31 March 2020

Prepared by John Fraser: Parish Clerk  
2020

Date: 20 April

Balance per bank statements as at 31 March 2020:	£	£
e.g. Current account	3,297.81	
High interest account	1,000.43	
Building society premium a/c	0.00	
	<hr/>	4,298.24
Petty cash float (if applicable)	0.00	0.00
Less: any unpresented cheques at 31 March 2020 (normally only current account)		
Cheque number		
Panda Press - BACS payment	(25.00)	
	<hr/>	(25.00)
Add: any un-banked cash at 31 March 2020		
Un-banked cash - Christmas lunch payment	12.00	12.00
	<hr/>	
Net balances as at 31 March 2020		<u>4,285.24</u>

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

### CASH BOOK

Opening Balance 1 April 2019	0.00
Add: Receipts in the year	16,019.42
Less: Payments in the year	11,734.18
	<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2020 (must equal net balances above)	<u>4,285.24</u>

*\* Note: Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.*

This reconciliation must include all bank and building society accounts and other short-term investments\*. It must agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

# Annual Internal Audit Report 2019/20

## YARNFIELD AND COLD MEECE PARISH COUNCIL

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

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH KEPT		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
<b>M. (For local councils only)</b> 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

08/05/2020

Name of person who carried out the internal audit

CHRISTINE HEELIS

Signature of person who carried out the internal audit

C. Heelis

Date

08/05/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### Yarnfield and Cold Meece Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, 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:

16/06/2020

and recorded as minute reference:

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

Chairman

Clerk

#### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<https://www.ycm-pc.org.uk/>

## Section 1 - Annual Governance Statement 2019/20

### Explanation to the external auditor for each "No" response in the Council's Annual Governance Statement.

#### **Accounting Statement 4 and 7**

Yarnfield and Cold Meece Parish Council was formed on 1<sup>st</sup> April 2019 following a successful Community Governance Review by Stafford Borough Council. This is the first occasion on which an Annual Governance and Accountability Return has been prepared by the parish council. Accounting statements 4 and 7 are therefore not relevant to the parish council for the 2019/20 governance review.

John Fraser  
Yarnfield and Cold Meece Parish Clerk  
16 June 2020



## Section 2 – Accounting Statements 2019/20 for

### Yarnfield and Cold Meece Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	0	0	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	9,416	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	6,603	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	5,361	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	0	6,374	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	0	4,285	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	0	4,285	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	0	59,625	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	<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 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

16/06/2020

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

16/06/2020

as recorded in minute reference:

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

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Yarnfield and Cold Meece Parish Council

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

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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

## Confirmation regarding the exercise of public rights

**Parish Council name: Yarnfield and Cold Meece Parish Council**

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised.

The inspection period must commence no later than 1 September 2020

It must start at least one day after the annual return has been published on your website (or other free to access website used by the Council) and publication must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday - Friday. They do not include Saturdays, Sundays and Bank holidays.

The inspection period commences on: **Monday 22 June 2020**

And ends on: **31 July 2020**

Signed: **Date: 16 June 2020**

Position held: **Parish Clerk**

## Confirmation of contact details

<b>Clerk's name:</b>  John Fraser	<b>RFO's name (if not clerk)</b>  [Blank]	<b>Chair's name:</b>  Cllr Brian Eyre
<b>Clerk contact address:</b>  5 De Havilland Drive Yarnfield Staffordshire ST15 0SX	<b>RFO contact address:</b>  [Blank]	<b>Chair contact address:</b>  Crossbow Cottage Yarnfield Lane Yarnfield ST15 0NJ
<b>Telephone:</b> <b>Primary contact number:</b> 07546 456771  <b>Mobile/Alternative number:</b> 01785 760829	<b>Telephone:</b> <b>Primary contact number:</b> [Blank]  <b>Mobile/Alternative number:</b> [Blank]	<b>Telephone:</b> <b>Primary contact number:</b> 01785 760701  <b>Mobile/Alternative number:</b> 07766812866
<b>Clerk e-mail:</b>  <a href="mailto:ycmclerk@gmail.com">ycmclerk@gmail.com</a>	<b>RFO e-mail:</b>  [Blank]	<b>Chair e-mail:</b>  <a href="mailto:brianeyre.pc@gmail.com">brianeyre.pc@gmail.com</a>

***Please return this form together with the  
Annual Governance & Accountability Return and other information requested***

Yarnfield and Cold Meece Parish Council  
Annual Governance and Accountability Return 2019 - 2020  
Additional Evidence

Intermediate Audit	Additional evidence required
<p><b>Internal control</b></p> <p>Copies of all internal audit reports and any other reports on internal control in respect of 2019-20.</p>	<ul style="list-style-type: none"> <li>- Mid-year budget statement Minute number 19.92 &amp; Appendix 1</li> <li>- Council Briefing Report - budget setting and precept report</li> <li>- Year-end report 2020 presented to the meeting of the Parish Council 13 May 2020</li> </ul>
<p><b>Internal audit</b></p> <p>Latest letter of engagement for Internal Audit setting out the scope of their work.</p>	<ul style="list-style-type: none"> <li>- Letter of appointment for the internal auditor</li> </ul>
<p><b>Action on audit reports</b></p> <p>A copy of the action plan agreed with Internal Audit in respect of any recommendations in their 2018/19 audit report(s)</p>	<ul style="list-style-type: none"> <li>- As a new parish council formed on 1<sup>st</sup> April 2019 there are no Internal Audit Action Plans for 2018/19</li> </ul>

John Fraser  
Yarnfield and Cold Meece Parish Clerk  
16 June 2020