

**BRAUNTON PARISH COUNCIL ACTION SHEET**

**PROGRESS MADE**

**7.**

| DATE             | TOPIC  | PROGRESS MADE  |
|------------------|--|--|
| May 2015 ongoing | Air Quality Action Plan (AQAP)   | The Air Quality TWG met with Caen Community Primary School on the 18 June 2019 notes to be considered at the Council meeting on the 8 July. <b>Notes and actions contained therein approved (Minute Ref: 076/2019/20).</b>   |
| September 2018   | Pedestrian crossing in Braunton  | <b>No progress to report – refer to January 2019 AS.</b>   |
| July 2016        | Extension of Tarka Trail from Knowle towards Ilfracombe                                    | <b>No updates have been received from the County – refer to December 2018 AS.</b>  |
| July 2019        |  | <p><b>The Clerk emailed Graham Cornish and the County Councillor. See response below received 06/08/19:</b><br/> <i>Planning permission has been granted between Knowle and Spreacombe Bridge, and between Buttercombe Barton and Willingcott. A current application covers the missing part between Spreacombe Bridge and Buttercombe Barton and I hope this will be granted soon.</i></p> <p><i>Much of the land has been acquired but several negotiations are ongoing and for this reason it is not possible to give a timetable for construction. (These negotiations are also, of course, confidential.) There are only five outstanding owners to deal with and I believe progress is being made.</i></p> <p><i>It may be that the route can be constructed in stages – I will try to keep the Council posted but feel free to check back.</i></p> <p><b>The Clerk email the County Councillor 02/09/19:</b><br/> <i>Thank you for your email dated 6 August 2019. The Council at its last meeting instructed me to request whether Devon County Council had considered using its powers to compulsory purchase the land required to extend the Tarka Trail from Knowle to Willingcott. It would also be grateful for an update regarding the status of the planning permission previously granted and the European Funding that has been secured towards this project.</i></p> <p><b>Response received from DCC 05/09/19</b><br/> <i>Graham left the authority last year. He hasn't been replaced directly but there are still plans to complete the cycle link from Knowle to Willingcott. We are not involved in the delivery of the route, so probably the best advice I can give is to contact the Transport Planning team at County Hall for advice, they have a mailbox which is <a href="mailto:transportplanning-mailbox@devon.gov.uk">transportplanning-mailbox@devon.gov.uk</a></i></p> <p><i>As far as I understand it, the route sections are designed and most have planning permission, but there are some license / agreement issues to be resolved which is why not much has happened on the ground. Hopefully they will be able to tell you more.</i></p> |
| February 2018    | North Devon Council: Section 106 Money Communities Together Fund (CTF) ND Councillor Grant | <ul style="list-style-type: none"> <li>• Fitness equipment in the recreation ground – to be considered by the Parks and Gardens Committee.</li> <li>• Informal running track in the recreation ground – to be considered by the Parks and Gardens Committee.</li> <li>• Skate Park facilities on land adjacent Velator quay – Section 106 request submitted.</li> <li>• Provision of public conveniences on Chaloners Road – Section 106 request submitted.</li> <li>• Replacement play equipment at Knowle Play Park – <b>Castle themed climbing tower completed.</b></li> </ul>  |
| November 2018    | Village Green  | <ol style="list-style-type: none"> <li>1. Phase one of the project - <b>completed</b></li> <li>2. Phase two to be completed later in the year once the relevant permissions have been obtained.</li> </ol>   |

|             |  |   |
|-------------|--|---|
| April 2019  | Community Led Plan (aka Parish Plan)             | To appoint Devon Communities Together to help review the existing Parish Plan for Braunton.   |
| June 2019   | Braunton Neighbourhood Plan (BNP)                | The Council appointed Cllrs M Shapland, A Bryant, D Relph and G Bell as its four representatives to serve on the Braunton Neighbourhood Plan Steering Group (BNPSG) (Min Ref: 075/2019/20).<br>The Council to provide training in Braunton for the BNPSG, Parish councillors and surrounding communities.   |
| June 2019   | Climate Emergency                                | 1. Declared a 'Climate Emergency';<br>2. Pledged to do everything within the Council's power to make the Parish of Braunton carbon neutral, and over the term of this council by 2023 to do as much as possible to achieve carbon neutrality.<br>3. Work with other local authorities and bodies (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;<br>4. Continue to work with partners to deliver this new goal through all relevant strategies and plans;<br>5. Specifically consider the mitigation of wider climate impacts on Braunton;<br>6. Engage with surrounding parish and town councils to ascertain what other local areas are doing;<br>7. To carry out an audit of the Council's activities to define the organisation boundaries and establish where improvements in the Council's energy use can be made.<br>8. full Council Working Party held on the 28 August 2019 to consider and implement actions identified to achieve carbon neutrality.<br>9. 361 Energy to attend the Council meeting on 9 September 2019.<br>10. Clerk to send out a Doodle Poll to arrange a date for the next Working Party.<br>11. Cllr Bell to contact surrounding Parish Councils. |
| June 2019   | Public Conveniences and baby changing facilities | 1. Clerk has reported to NDC the poor state of their public conveniences in Braunton.<br>2. Council to continue to secure external funding to reopen the redundant public conveniences at the side of the Parish Hall.  |
| July 2019   | Pharmacy Services in the village                 | The Clerk to write to the LPC and CCG to express the Council's concerns regarding the closure of the Lloyds Pharmacy on Caen Street and whether the existing pharmacy services in the village will meet the needs of the community.<br><b>Response received from NHS England (South West) 09/08/19.</b><br><b>Response received from Devon Local Pharmaceutical Committee 16/08/19</b><br><b>Waiting for response from CCG.</b><br><b>Council to write to the Devon County Council Health and Wellbeing Board.</b><br><b>Council to bring item back to a future meeting for further consideration.</b>  |
| July 2019   | Devon & Somerset Fire & Rescue Service (DSFRS)   | The Clerk to invite the DSFRS to attend a meeting with Council to discuss the proposed options in their Service Delivery Operating Model consultation. <b>Council submit response to consultation not in favour of the proposed options (Min Ref: 130/2018/19).</b>   |
| July 2019   | Parish Field                                     | Caen Community Primary School to be given permission in principle to create an all weather track around the perimeter of the Parish Field subject to the School obtaining the necessary permissions and any legal cost to amend the Lease is met by DCC.  |
| August 2019 | Hospital services in northern Devon              | The Council put on its website and social media sites the Hospital Services in northern Devon: public survey.<br>The Council write to the local MP to request him to put political pressure on the government to secure more funding for the NDDH in the future.  |



| <u>DATE</u>    | <u>COMMITTEE</u>  | <u>PROGRESS</u>   |
|----------------|-------------------|---|
| May 2019       | Finance and Admin | BPC to apply for the Local Council Award Scheme (aka Quality Council Status).   |
| May 2019       | Finance and Admin | To upgrade the Council's website.   |
| May 2019       | Finance and Admin | To provide training opportunities for local councillors.  |
| January 2019   | Parks and Gardens | Install new swing set and communal area in Knowle Play Park.  |
| April 2019     | Parks and Gardens | Council to take on the County Urban Grass Cutting contract for 2019/20.   |
| June 2019      | Parks and Gardens | To obtain costs to install fitness equipment – to be considered by the new Council following the May elections. Rotary Club of Braunton are keen to develop the area and encourage pentanque. The project to be referred to full Council following the May elections. <b>The Parks and Gardens Comm. meet with the Braunton Rotary on the 30 September to consider options and costs.</b>   |
| June 2019      | Parks and Gardens | To look at opportunities to provide more public open space in the community. The Clerk, the Chair and Chair of Parks and Gardens to be given delegated powers to meet with NDC to begin negotiations regarding acquiring more open space in Braunton.   |
| June 2019      | Parks and Gardens | To carry out a tree audit of Council owned trees and identify land where trees can be planted in the future. To allocate funds in the Council's budget 2020/21.   |
| August 2019    | Parks and Gardens | To negotiate with DCC a long-term agreement / lease to maintain the 32,000 m <sup>2</sup> in the parish.  |
| June 2019      | Property          | BPC to carry out maintenance to the Railway Signal in house.  |
| June 2019      | Property          | BPC to reconsider the Rural Community Energy Fund Feasibility Study. <b>This has been uploaded to the 'BPC Climate Emergency Google Drive'.</b>   |
| September 2019 | Property          | <b>Review of the Braunton Community Work Hub – the following agreed at the Property Committee meeting 03/09/19:</b><br><ol style="list-style-type: none"> <li>1. Introduce new T&amp;C's.</li> <li>2. Introduce new tariff.</li> <li>3. Organise a first anniversary relaunch to coincide with launching the Work Hub website.</li> <li>4. Contact NDC Economics team to research what help is available to SMEs.</li> <li>5. Contact Princes Trust Programme to involve young people.</li> <li>6. Review changes in 6 months.</li> </ol> |



## Section 2 – Accounting Statements 2018/19 for

Braunton Parish Council

|   | Year ending                  |  | Notes and guidance   |
|---|------------------------------|--|--|
|   | 31 March 2018<br>£           | 31 March 2019<br>£                     |  |
|   |                              |  | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>   |
| 1. Balances brought forward   | 225,847                      | 185,591                                | 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  | 120,282                      | 120,282                                | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.  |
| 3. (+) Total other receipts   | 184,728                      | 174,956                                | 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  | 129,970                      | 150,292                                | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages PAYE and NI (employees and employers) pension contributions and employment expenses.                              |
| 5. (-) Loan interest/capital repayments   | 17,739                       | 17,739                                 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)  |
| 6. (-) All other payments   | 197,557                      | 234,910                                | 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   | 185,591                      | 77,888                                 | 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                                   | 180,582                      | 96,490                                 | 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                         | 3,464,985                    | 3,464,985                              | 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  | 69,061                       | 52,107                                 | 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) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.<br><br>N.B The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2019 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

T Lovell

Date

28/05/19

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

10/06/19

as recorded in minute reference:

043/2019/20

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

V M Sperry



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Braunton 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 2019, 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.   | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations  |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 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. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 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.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 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.  | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | 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. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |
| 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.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 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   |
|   |        |     | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.   |
|   |        |     | ✓   |

\*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 should be published with the Annual Governance Statement.

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

10/06/19

and recorded as minute reference:

042/2019/20

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

Chairman

*M Spear*

Clerk

*T Lovell*

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

www.brauntonparishcouncil.gov.uk



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| 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  |
|   |        |     | ✓  |

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10/06/19

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Chairman

*M Spear*

Clerk

*T Laell*

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|   |                    | ✓                  | N.B The figures in the accounting statements above do not include any Trust transactions.  |

I certify that for the year ended 31 March 2019 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

T Lovell

Date

28/05/19

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

10/06/19

as recorded in minute reference:

043/2019/20

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

V M Sperry



### Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Braunton Parish Council – DV0054

#### 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 2019; 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 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

#### 3 External auditor certificate 2018/19

We 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 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

26/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

