8.

BRAUNTON PARISH COUNCIL ACTION SHEET

DATE	TOPIC	ACTION TO BE TAKEN	PROGRESS MADE
May 2015 ongoing	Air Quality Action Plan (AQAP)	Invite Andy Cole from North Devon Council to attend a future meeting and provide a progress report.	Consider request from NDC to agree 'absolutely' to their Air Quality Annual Status Reports 2016 and 2017. Consider Technical Working Group Minutes from the meeting held on 26 September 2018.
July 2016	Extension of Tarka Trail from Knowle towards Ilfracombe	Council contacted DCC requesting an update regarding progress made with this project.	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 DCC hope this will be granted soon. 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. It may be that the route can be constructed in stages – DCC will try to keep the Council posted but feel free to check back – **No updates have been received from the County.**
September 2016	Braunton Police Station	Work Hub	The building works were signed off by Building Control on 5 November. The Hub is now open to the public.
November 2016	MOD review of military bases in the South West	Proposed closure of RMB Chivenor by 2027	**No progress to report – refer to March 2018 AS.**
July 2017	Highway Issues	Work in partnership with the DCC to resolve outstanding highway issues in the village.	**No progress to report – refer to March 2018 AS.**
August 2017	Electric Vehicle (EV) Charge Points	EV charge points in Caen St. Car Park	The Council to apply for TAP money allocated to Braunton Rural towards installing two 22kW EV charge points in the Caen Overflow Car Park. **Council to submit an application to the TAP fund when it reopens in the new financial year 2018/19.** The Council to enter in a 20 year agreement with Instavolt to provide 2 Rapid EV Charge Points in Caen St. Car Park. **Planning application has been granted and Clerk authorised to sign the lease. InstaVolt are currently in discussion with the grid provider to establish the most cost effective method to provide a power supply. The cost will be in excess of £30k.**
February 2018	North Devon Council: Section 106 Money	Apply for the Chivenor Cross contribution of £233k	• Fitness equipment in the recreation ground – quotation received to be considered at the next Parks and Gardens meeting. • Informal running track in the recreation ground • Skate Park facilities on land adjacent Velator quay • Provision of public conveniences on Chaloners Road. • Replacement play equipment at Knowle Play Park. • Village Green Improvements
September 2018	Pedestrian crossing in Braunton	Zebra Crossing on Caen Street and Chaloners Road	Devon County Council be requested to carry out a further PV2 assessment of the zebra crossing on the A361 and B3231 in Braunton, due to the data from the previous PV2 assessments being deleted.

COMMITTEE	TOPIC	ACTION TO BE TAKEN	PROGRESS
Parks & Garden	Play Parks	Devon County Council Urban Grass Cutting Contract.	Council to take on the County Urban Grass Cutting contract for 2019/20.
		Replant mature tree on VG.	Following the removal of the Norway Maple the Council to consider suitable species of tree for replanting. **Love Braunton and Braunton rotary clubs have shown an interest in helping with this project. The Parks and Gardens Comm. have recommended that an Elm (New Horizon) be planted on the VG. The Senior Councillor Office to update members at the full Council on 12 November 2018.**
	Property	Improvements to Parish Hall	Council to apply for Awards for All Funding to carry out public consultation and feasibility study. **The funding application has been drafted.**
		Car Parks	Amend OSPO. Alan Dart Groundwork Ltd have been appointed to carry out the remedial works required in the overflow and main car park at Caen Street and resurface and Work Hub car park. Water found under the tarmac in the main car park Clerk to investigate cause. Overflow to be resurfaced in the Autumn.

Item 12a

Braunton Air Quality Management Area

Technical Working Group

Wednesday 26th September 2018

1000-1200, Brynsworthy Environment Centre, Barnstaple

Present Andy Cole (AC) - Environmental Health and Housing Services, North Devon Council (NDC)

Andrew Austen (AA) - Planning and Development Services, NDC

James Anstee (JA) – Highways - Devon County Council (DCC)

Steve Short (SS) – Highways - Devon County Council (DCC)

1 Apologies

Tracey Weaver (TW) – Braunton Parish Council

2 Progress with agreed actions from previous meeting

1 Upgrading of the traffic signals at "The Square" to "MOVA" (Microprocessor Optimised Vehicle Actuation).

AC advised that he recently attended a meeting with Braunton Parish Council (BPC).

AC advised that, notwithstanding a small number of specific items which were raised in the meeting - which NDC have agreed to respond to – his understanding was that Members of BPC were largely in agreement of accepting of the data NDC have previously submitted to DEFRA – and that BPC wished to work collaboratively with Stakeholders to enable implementation the relevant actions in the Action Plan.

In TW's absence, however – and in the absence of any formal record of this being the position - it was not possible provide absolute clarity that this is the position held by BPC.

(It was agreed that the next TWG Meeting would be arranged for a date as soon as possible to enable these matters to be progressed.)

Action *BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA*

This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present

Item 12a

Organisation	*BPC*
Timeframe	*by the end of October 2018, to allow the next TWG meeting to be held in November 2018*

2 Considering amending the South Street one way system in relation to optimising traffic flow.

As comments for 1

Action	*BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA* *This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present*
Organisation	*BPC*
Timeframe	*by the end of October 2018, to allow the next TWG meeting to be held in November 2018*

4 Reviewing all pedestrian movements around the village, to identify the optimal type and location of signals / crossings to maximise traffic flow. This review should include but not be limited to the consideration of amending signal / crossing timings, resiting / removal of the crossing outside The George Hotel, crossing patrol associated with Caen Primary School

As comments for 1

Action	*BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA* *This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present*
Organisation	*BPC*
Timeframe	*by the end of October 2018, to allow the next TWG meeting to be held in November 2018*

5 Improving parking management, including the prevention of parking associated with blocking bus stops

As comments for 1

Item 12a

Action	*BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA* *This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present*
Organisation	*BPC*
Timeframe	*by the end of October 2018, to allow the next TWG meeting to be held in November 2018*

10 Fleet partnerships working with local companies to encourage lower emissions vehicle fleets

JA advised that there was no further development regarding the potential for 2 new buses to be provided on this route – but that discussions were ongoing with the relevant bus company.

Action	*Continue to work with relevant bus companies to ensure fleet improvements are delivered in this location and provide update to TWG*
Organisation	*DCC*
Timeframe	*In conjunction with development for major allocations in the North Devon & Torridge Local Plan.* *Update to be provided at next TWG Meeting Nov 2018*

12 Developing a supplementary planning document re air quality

This document was now in draft form, and Torridge Council were being consulted on it. Following Torridge's input having been received by NDC, the draft would then be ready for Stakeholder Consultation – pending approval from the NDC Executive

Action	*Submit to NDC Executive for approval to commence consultation*
Organisation	*NDC*
Timeframe	*end November 2018*

13 Producing travel packs for holiday accommodation

AC advised – and apologised - that he had recently discovered the Communications Exercise did not go live as he had previously been advised it would.

Item 12a.

Action	*commence campaign*
Organisation	*NDC*
Timeframe	*to commence April 2019*

3 Any Other Business

Communication with Braunton Parish Council

Monitoring Data
As comments for 1

Action	*BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA*
Organisation	*BPC*
Timeframe	*by the end of October 2018, to allow the next TWG meeting to be held in November 2018*

Next Meeting Date – 1000-1200 Wednesday 28th November 2018

Item 12 b.

Tracey Lovell

From:	Andy Cole <Andy.Cole@northdevon.gov.uk>
Sent:	02 November 2018 09:28
To:	'Tracey Lovell'
Cc:	derrickspear3@gmail.com; Jeremy Mann; Andrew Austen; 'James Anstee'; 'Steve Short <Steve.Short@devon.gov.uk>'
Subject:	RE: AQ Technical Working Group - draft minutes
Attachments:	RE: AQ Technical Working Group - draft minutes (25.1 KB)

Hi Tracey

Thanks for this – and for previously confirming your acceptance of the TWG minutes (email attached for reference – notwithstanding the need to change your surname to your married surname – apologies again!).

Not wishing to complicate this email trail any further – but, in response to your comments I am pleased to confirm that we have now investigated the representations received from BPC during the recent meeting regarding tube heights / distances – as referred to In your txt in red below.

I can confirm that :

- We have re-measured the kerb to diffusion tube, diffusion tube to receptor, and kerb to receptor distances for sites 12 and 13 – there are some minor discrepancies with the exact distances previously reported.
- The result of these discrepancies result in a change in reported annual mean concentrations for site 12 only – in the order of +- 0.5.
- This does not represent a material change in the conclusions which have been drawn historically – and as such, confirmation that no further action is needed has been received from the LAQM Helpdesk.

I can also confirm that, following on from my email to you earlier this week, Officers from the Environmental Protection Team will continue to notify you of the dates and approximate times when they intend to change over the diffusion tubes in Braunton.

In order for matters to be progressed at the next meeting for the TWG on 28th November 2018, the TWG requires clarity of the position from BPC regarding its **absolute** acceptance of the data (as opposed to this acceptance being recorded as being "in principle").

I can appreciate that as you were unable to be present at the last TWG meeting the requirements of the TWG might not be absolutely clear. A simple statement - such as "BPC accept the content of the Air Quality Status Reports previously submitted to DEFRA by NDC, and are content with the TWG moving forward to progress the improvement of air quality in Braunton on the basis of the data and conclusions contained within these reports" is all that is required.

If I can be of any further assistance, please let me know – otherwise I look forward to hopefully receiving your confirmation that BPC's position is as per the statement above – and seeing you on November 28th.

Andy

Andy Cole MSc, BEng (Hons), MCIEH, CEnvH
Service Lead - Environmental Protection,
North Devon Council
PO BOX 379

Item 12b.

Barnstaple
North Devon
EX32 2GR

From: Tracey Lovell [mailto:tracey@brauntonparishcouncil.gov.uk]
Sent: 17 October 2018 09:52
To: Andy Cole <Andy.Cole@northdevon.gov.uk>; Andrew Austen <Andrew.Austen@northdevon.gov.uk>; 'James Anstee' <james.anstee@devon.gov.uk>; 'Steve Short <Steve.Short@devon.gov.uk>' <steve.short@devon.gov.uk>
Cc: derrickspear3@gmail.com; Jeremy Mann <Jeremy.Mann@northdevon.gov.uk>
Subject: RE: AQ Technical Working Group - draft minutes

Dear Andy

My apologies for not being able to reply to your email sooner due to me being out of the office from Friday 21 September until the 8 October. With regards to the draft Technical Working Group (TWG) Minutes of the meeting held on 26 September 2018 Braunton Parish Council wishes to make the following observations in red below: -

1. Apologies

   "Tracey Weaver (TW)" to be changed to "Tracey Lovell (TL)"

2. Progress with agreed actions from previous meeting

   1 Upgrading of the traffic signals at "The Square" to "MOVA" (Microprocessor Optimised Vehicle Actuation).

   Para 3 – The Minutes refer to there being no formal record of Braunton Parish Council's position regarding the acceptance of the data that NDC have previously submitted to DEFRA. At Braunton Parish Council's meeting held on 13 August 2018 (Minute Reference 101/2018/19) the Council resolved "to agree in principle, to accept NDCs Air Quality ASR 2017 and Air Quality ASR 2018 subject to clarity being received from NDC regarding the concerns raised with possible inaccuracies within the two reports". This was communicated to you, Jeremy Mann and James Anstee in my email dated 14 August attached for your information along with a copy of Braunton Parish Council's Minutes from the 13 August, which are a formal and legal record.

   If the TWG needs further clarity I would be grateful if you could confirm this by 2 November to enable your request to be considered by Braunton Parish Council at its next meeting on the 12 November.

   2 Considering amending the South Street one way system in relation to optimising traffic flow.

   Para 1 – Action BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA – See my response above – 1 Upgrading of the traffic signals at "The Square" to "MOVA" (Microprocessor Optimised Vehicle Actuation).

   Para 2 – This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present. As stated above BPC have already confirmed its position regarding acceptance of the data NDC have previously submitted to DEFRA. To prevent further delay it might be advisable for DCC to arrange to meet with BPC prior to the next TWG meeting, as this will provide DCC with an opportunity to obtain feedback from councillors regarding the potential additional measures which are not in the AQAP.

   4 Reviewing all pedestrian movements around the village, to identify the optimal type and location of signals / crossings to maximise traffic flow. This review should include but not be limited to the consideration of amending signal / crossing timings, resiting / removal of the crossing outside The George Hotel, crossing patrol associated with Caen Primary School.

Item 12b.

Para 1 – Action BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA – See my response above – 1 Upgrading of the traffic signals at "The Square" to "MOVA" (Microprocessor Optimised Vehicle Actuation).

Para 2 – This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present. As stated above BPC have already confirmed its position regarding acceptance of the data NDC have previously submitted to DEFRA. To prevent further delay it might be advisable for DCC to arrange to meet with BPC prior to the next TWG meeting as this will provide the County with an opportunity to obtain feedback from councillors regarding the potential additional measures which are not in the AQAP.

5 Improving parking management, including the prevention of parking associated with blocking bus stops.

Para 1 – Action BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA – See my response above – 1 Upgrading of the traffic signals at "The Square" to "MOVA" (Microprocessor Optimised Vehicle Actuation).

Para 2 – This measure can then be discussed further in the next TWG meeting – in the context of potential additional measures which are not in the Air Quality Action Plan which DCC would like to discuss with BPC present. As stated above BPC have already confirmed its position regarding acceptance of the data NDC have previously submitted to DEFRA. To prevent further delay it might be advisable for DCC to arrange to meet with BPC prior to the next TWG meeting as this will provide the County with an opportunity to obtain feedback from councillors regarding the potential additional measures which are not in the AQAP.

3. Any Other Business - Communication with Braunton Parish Council

Para 1 – Action BPC to confirm their acceptance of the data NDC have previously submitted to DEFRA – See my response above – 1 Upgrading of the traffic signals at "The Square" to "MOVA" (Microprocessor Optimised Vehicle Actuation).

Braunton Parish Council trusts that its observations as detailed above are acceptable. If DCC and / or NDC would like to meet with BPC prior to the next TWG meeting please let me know and I will make the necessary arrangements for a meeting to take place.

Kind regards

Tracey Lovell BA (Hons)
Clerk to the Council

Braunton Parish Council
Chaloner Road
Braunton
Devon
EX33 2ES
Tel. 01271 812131

From: Andy Cole [mailto:Andy.Cole@northdevon.gov.uk]
Sent: 26 September 2018 14:45
To: Andy Cole <Andy.Cole@northdevon.gov.uk>; Andrew Austen <Andrew.Austen@northdevon.gov.uk>; 'James Anstee' <james.anstee@devon.gov.uk>; Steve Short <Steve.Short@devon.gov.uk> (Steve.Short@devon.gov.uk) <steve.short@devon.gov.uk>; 'Tracey Weaver' (tracey@brauntonparishcouncil.gov.uk) <tracey@brauntonparishcouncil.gov.uk>
Subject: AQ Technical Working Group - draft minutes

Item 13.

Tracey Lovell

From: Jane Fewings <jane@brauntonparishcouncil.gov.uk>
Sent: 02 November 2018 08:56
To: clerk@brauntonparishcouncil.gov.uk
Subject: FW: Polling District Review
Attachments: Offical Notice North Devon Polling District Review 2018.doc; Pollling District Review Information Sheet 2018.docx

From: Judith Dark [mailto:JUDITH.Dark@northdevon.gov.uk]
Sent: 01 November 2018 14:02
To: Parishes All <allparishes@northdevon.gov.uk>
Subject: Polling District Review

Dear Parish Clerks,

Following the Local Government Boundary Review for the North Devon District Wards we are now undertaking a Polling District Review to reflect the changes.

Please find attached Official Notice of the Review and Information Sheet which shows the existing Polling Districts and proposed.

I would be very grateful if you could share this with your Councillors and note the closing date for the Review is 3rd December 2018.

The proposed Polling Districts Maps are available on the Council's website. Please see the Link below.

https://www.northdevon.gov.uk/council/voting-and-elections/2018-boundary-review/boundary-reviews-mapping/

If you require any further information do not hesitate to contact me on 01271 388277 or by email.

Regards

Judith Dark
Electoral Services Manager

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Item 13.

NORTH DEVON DISTRICT COUNCIL

Statutory Review of Polling Districts and Polling Places

NOTICE IS HEREBY GIVEN that North Devon District Council in pursuance of the powers conferred upon it by sections 18A to 18E of the Representation of the People Act 1983 shall undertake a review of the parliamentary polling districts and parliamentary polling places within its area. This review will also include the Local Government Polling districts and places.

The consultation period for this review will commence on **Thursday 1st November 2018 to Monday 3rd December 2018.**

Any person or organisation wishing to make a representation in respect of the arrangement of polling districts and polling places within the boundary of North Devon District Council; must write to: Judith Dark, Polling District Review, Electoral Services Office, Lynton House, Commercial Road, Barnstaple EX31 1DG or email elections@northdevon.gov.uk **by 3rd December 2018.**

The Council would welcome any person or body with expertise in access for persons with any type of disability to comment. Any comments should, if possible, give alternative places that may be used as polling stations.

The closing date for comments on proposals is **3rd December 2018**. The Council will then consider the Acting Returning Officer's recommendations together with any other representations made.

All submissions, correspondence, minutes and decisions relating to the review will be made public on the Council's website as the review progresses. It is intended that the Council will publish its final proposals during January 2019.

Mike Mansell
Chief Executive

Item 15

Local Councils, Internal Drainage Boards and other Smaller Authorities in England
Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- **all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and**
- **any other smaller authorities that either:**
  - **are unable to certify themselves as exempt; or**
  - **have requested a limited assurance review.**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

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 **before 2 July 2018.**
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 requesting a limited assurance review, **must** send to the external auditor:
   - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
   - a bank reconciliation as at 31 March 2018
   - an explanation of any significant year on year variances in the accounting statements
   - your notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014*

Item 15

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- 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 (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return 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 prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Finance 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section,** which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the 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.

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 **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
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 provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? **NB:** do not send trust accounting statements unless requested or instructed.	✓	

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from **www.nalc.gov.uk** or from **www.slcc.co.uk** or from **www.ada.org.uk**

Item 15

Section 1 – Annual Governance Statement 2017/18

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 2018, that:

	Agreed Yes	Agreed 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.	✓		*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.*

	Yes	No	N/A	
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.			✓	*has met all of its responsibilities where 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

049/2018/19

dated 11/06/18

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

Chairman DMSpear

Clerk T Lovell

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

www.brauntonparishcouncil.gov.uk

Item 15

Section 2 – Accounting Statements 2017/18 for

Braunton Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*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.*
1. Balances brought forward	185,840	225,847	*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	261,418	184,728	*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	97,857	129,970	*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	0	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	243,836	197,557	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	225,847	185,591	*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	218,933	180,582	*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.***
9. Total fixed assets plus long term investments and assets	3,408,727	3,464,984	*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	85,812	69,061	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

T. Lovell

Date 11/06/18

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

11/06/18

and recorded as minute reference:

050/2018/19

Signed by Chairman of the meeting where approval of the Accounting Statements is given

DW Spear.

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Section 3 – External Auditor Report and Certificate 2017/18

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 2018; 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 2017/18

Except for the matters reported below, 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.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

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

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We 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 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Item 15

PKF Littlejohn LLP

PKF

Accountants & business advisers

Final External Auditor Report and Certificate 2017/18 in respect of Braunton Parish Council DV0054

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 2018; 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.

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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:

The smaller authority has not provided:

- a year end cash book summary in support of Section 2
- two of the bank statements submitted to support the bank reconciliation to Section 2, Box 8, are not dated as at the year end.
- an adequate explanation for the variance between the prior and current year values in Box 6 of Section 2.
- an adequate explanation for the difference between Section 2, Boxes 7 and 8

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

PKF Littlejohn

PKF Littlejohn LLP
12/10/2018

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PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Full Council Meeting Monday 12 November 2018

Braunton Parish Council Budget 2019/20 - Agenda Item 16

Income Budget 2019/20						
INCOME	**Budget 2018/19**		**Income to date**	**Income at year end**	**Budget 2019/20**	
Precept	£120,282.00		£60,141.00	£120,282.00	£120,282.00	
Council Tax Support	£3,461.69	(45% decrease. Based on previous calulations: 2015/16 15% decrease and 2016/17 36% decrease)	£1,730.00	£34,612.00	£3,000.00	**(13% decrease)**
NDC Parish Grant	£8,680.00	(100% grant reinstated)	£5,094.00	£8,680.00	£0.00	**(100% decrease)**
Parish Hall Lettings	£12,000.00	(decrease due to loss of regular bookings on Saturday mornings and Monday evenings)	£4,079.00	£10,000.00	£10,220.00	**(2.5% increase)**
Rents	£16,000.00		£9,299.00	£16,000.00	£16,000.00	
Urban Grass DCC	£4,016.00		£4,016.00	£4,016.00	£4,016.00	
Car Park Revenue	£0.00	0	£0.00	£0.00	£78,795.00	
Interest	£20.00		£12.00	£20.00	£20.00	
TOTAL	**£164,459.69**		**£84,371.00**	**£193,610.00**	**£232,333.00**	

Full Council Meeting Monday 12 November 2018

Braunton Parish Council Budget 2019/20 - Agenda Item 16

Expenditure Budget 2019/20						
Expenditure	**Budget 2018/19**		**Expenditure to date**	**Estimated expenditure year end**	**Budget 2019/20**	
General	£5,000.00		£9,638.00	£15,000.00	£10,000.00	
Election	£4,000.00		£2,090.91	£5,000.00	£10,000.00	
Chairman's Allowance	£275.00		£0.00	£275.00	£275.00	
Bakehouse Rates	£700.00		£360.00	£700.00	£700.00	
Public Conveniences	£0.00		£0.00	£0.00	£0.00	
Flood Resilience	£0.00		£1,044.61		£500.00	
Staff Costs	£94,409.69	**(£13,130 use car park revenue Min Ref:193/2017/18)**	£66,996.00	£124,095.00	£108,571.00	**(£24,960 use car park revenue Min Ref:)**
Parish Hall	£8,000.00		£6,723.00	£11,525.00	£10,000.00	
Parks & Gardens	£12,800.00		£6,261.00	£12,800.00	£23,050.00	
Property	£4,000.00		£5,016.00	£6,000.00	£13,449.00	
Finance & Admin	£35,275.00		£20,728.00	£35,275.00	£55,788.00	
Total	**£164,459.69**		**£118,857.52**	**£210,670.00**	**£232,333.00**	

Full Council Meeting Monday 12 November 2018
Braunton Parish Council Budget 2019/20 - Agenda Item 16

Parish Hall Budget 2019/20				
	Budget 2018/19	**Expenditure to date**	**Estimated expenditure year end**	**Budget 2019/20**
Salaries	£11,500.00	£5,300.00	£12,170.00	£12,370.00
General	£8,000.00	£6,723.00	£11,525.00	£10,000.00
Total	**£19,500.00**	**£12,023.00**	**£23,695.00**	**£22,370.00**

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Braunton Parish Council Budget 2019/20 - Agenda Item 16

Parks & Gardens Committee Budget 2019/20					
	Budget 2018/19		Expenditure to date	Estimated expenditure year end	Budget 2019/20
Salaries	£35,124.85	(2% increase and Living Wage Foundation rate) (£6,565 use car park revenue)	£26,580.75	£44,780.00	£45,570.00
Contracts	£2,800.00		£1,400.00	£2,800.00	£2,800.00
Maintenance	£10,000.00		£4,861.00	£10,000.00	£10,000.00
Planting Improvements		(£2k use car park revenue)	£1,157.67	£2,000.00	£1,500.00
Improvements to Play Parks		(£5k use car park revenue)	£742.80	£5,000.00	£2,500.00
Maintenance Highway Grass Verges		(10k use car park revenue)	£10,217.03	£10,250.00	£5,000.00
Management of Himalayan balsam		(£1k use car park revenue)	£0.00	£0.00	£250.00
Management of Council Trees	£0.00		£1,412.89	£3,000.00	£1,000.00
Total	**£47,924.85**		**£46,372.14**	**£77,830.00**	**£68,620.00**

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Braunton Parish Council Budget 2019/20 - Agenda Item 16

Property Committee Budget 2019/20					
	Budget 2018/19		**Expenditure to date**	**Estimated expenditure year end**	**Budget 2019/20**
Salaries	£18,519.00		£10,803.00	£18,519.00	£18,844.00
Unmetered Lighting/Pavilion		(£1,500 use car park revenue	£696.00	£1,000.00	£1,000.00
Energy Efficiency Measures		(£5k use car park revenue)	£2,800.00	£5,000.00	£0.00
Dog Bins		(£2,600 use car park revenue	£2,131.00	£3,224.00	£3,224.00
Maintenance Materials	£4,000.00		£5,016.00	£6,000.00	£5,000.00
Bakehouse Centre Building Maintenance		(£1,500 use car park revenue	£717.00	£1,500.00	£500.00
Parish Hall Roof		(£3,500 use car park revenue	£7,888.00	£7,888.00	£0.00
Improvements to seating and litterbins, dog waste bins		(£2k use car park revenue)	£0.00	£2,000.00	£1,000.00
Parish Hall improvements/decoration	£0.00		£547.00	£2,000.00	£0.00
Police Station building		(£7k use car park revenue)	£6,688.00	£7,000.00	£3,225.00
Stoney Bridge Depot		(£2k use car park revenue)	£0.00	£2,000.00	£0.00
Total	**£22,519.00**	**£25,100.00**	**£37,286.00**	**£56,131.00**	**£32,793.00**

Full Council Meeting Monday 12 November 2018
Braunton Parish Council Budget 2019/20 - Agenda Item 16

Finance & Administration Committee Budget 2019/20

	Budget 2018/19		Expenditure to date	Estimated expenditure year end	Budget 2019/20
Admin Salaries	£41,564.84	(2% increase and increase in Living Wage Foundation rate) (£6,565 use car park revenue)	£24,313.00	£48,626.00	£ 56,783.00
Insurance	£7,775.00	(Council agreed 3 Yr agreement at £7,260 not including parish fleet insurance with IPT currently at 12% has been included)	£4,146.79	£7,775.00	£ 8,000.00
IT, Admin, website & Training		(£2k use car park revenue)	£4,407.00	£7,000.00	£ 5,000.00
Grants		(£8,450 use car park revenue)	£13,500.00	£13,500.00	£ 15,188.00
Audit Fees	£2,500.00		£456.00	£2,500.00	£ 2,500.00
Pension Scheme	£25,000.00	(Council resolved to allow non-eligible employees to benefit from the pension scheme and the employer contribution increased on 1 April 17 from 20% to 21.5% of the salaries. The Council appointed a additional member of staff during 2017/18)	£16,126.00	£25,000.00	£ 25,100.00
Total	**£76,839.84**		**£62,948.79**	**£104,401.00**	**£ 112,571.00**

Full Council Meeting Monday 12 November 2018

Braunton Parish Council Budget 2019/20 - Agenda Item 16

Budget Car Park Income 2019/20						
Income	**Budget 2018/19**	**Income to date**	**income year end**	**Budget 2019/20**		
Car Park Revenue	£112,000.00	£65,450.00	£112,200.00	£140,000.00		
Permits	£5,700.00	£3,805.24	£6,000.00	£6,000.00		
Total	**£117,700.00**	**£69,255.24**	**£118,200.00**	**£146,000.00**	**£114,160.00**	**PROFIT**
Draft Budget Car Park Expenditure 2019/20						
Expenditure	**Budget 2018/19**	**Expenditure to date**	**expenditure year end**	**Budget 2019/20**		
Rates	£16,000.00	£9,645.00	£15,820.00	£16,000.00		
Parkeon	£3,000.00	£3,456.70	£4,500.00	£4,500.00		
Loomis	£2,500.00	£1,894.00	£2,500.00	£2,500.00		
North Devon Council	£8,000.00	£4,186.68	£7,330.00	£8,000.00		
Tickets	£600.00	£617.40	£570.00	£600.00		
SWWA	£250.00	£78.01	£240.00	£240.00		
Total	**£30,350.00**	**£19,877.79**	**£30,960.00**	**£31,840.00**		

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Braunton Parish Council Budget 2019/20 - Agenda Item 16

	Car Park Revenue b/f 31/03/2019	£1,966.00	Estimated profit 2019/20		£114,160.00	
	Total	£116,126.00				
		2018/19		2019/20		
Car Parks	Car Park Improvements	£ 3,899.72		£5,000.00		
	sinking fund	£ 53,700.00		£15,000.00		
					£20,000.00	
Property	Public Coveniences	£ 7,365.00		£0.00		
	Stoney Bridge Depot	£ 3,200.00		£0.00		
	Parish Hall roof	£ -		£0.00		
	Parish Hall/Decoration	£ 957.50		£0.00		
	Police Station General	£ 311.71		£0.00		
	PWLB puchase of Police Station	£ 8,869.32		£17,738.00		
	Dog Waste Bins Contract	£ 468.58		£0.00		
	Improvement seats, litter bins	£ 2,000.00		£0.00		
	Bakehouse Maintenance	£ 649.42		£0.00		
	Unmetered Lighting	£ 803.74		£0.00		
	Energy efficiency measures	£ 5,000.00		£0.00		
	Work Hub	£ -		£0.00		
					£17,738.00	
Parks & Gardens	Management of Poplar Trees	£ 2,485.23		£0.00		
	Planting Improvements	£ 687.92		£0.00		
	Improvements to play areas	£ 4,257.20		£0.00		
	Management of himalayan balsam	£ 1,000.00		£0.00		
	Maintain highway grass verges	£ -		£0.00		
					£0.00	
Finance & Admin	Grants	£ -		£0.00		
	IT, Admin, Training & Website	£ -		£0.00		
	Staff cost related to car park	£ -		£24,996.00		
					£24,996.00	
Other Expenditure	Flood Resilience	£ -		£1,000.00		
					£1,000.00	
						£63,734.00
	Estimated surplus funds at 31/03/20	£52,392.00				