

# GESTINGTHORPE PARISH COUNCIL

Parish Clerk / RFO: Kevin B. Money  
7 Roach Vale, Colchester, Essex. CO4 3YN  
Tel: 07810781509 – Email: gestingthorpepc@gmail.com  
Website: <https://www.gestingthorpepc.co.uk>



Dear Councillor

You are requested to attend the forthcoming meeting of Gestingthorpe Parish Council to be held on

**Thursday 11<sup>th</sup>. May 2023 following the GPC AGM in the village hall**

for the purpose of transacting the business ONLY shown on the agenda

*KBMoney* Kevin B. Money - Clerk to the Council – 4<sup>th</sup>. May 2023

## **FULL COUNCIL MEETING AGENDA**

034/2023 Chairman welcome

020/2023 Apologies for Absence

021/2023 Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda

022/2023 To approve the Minutes of the last meeting of Gestingthorpe Parish Council

To receive and agree the minutes of the GPC meeting held on 9<sup>th</sup>. March 2023

023/2023 Chairman's report and any update since last meeting

a) Assets of Community Value" (ACV)

024/2023 Public Participation Session

a) King's Coronation event

b) Spraying in the village – Cllr P. Collett

025/2023 Essex County Councillor report – ECC Cllr Peter Schwier

026/2023 District Councillor report –

026/2023 Planning Applications

027/2023 Decision/s made by BDC on planning applications

028/2023 Representative reports

- Highways – Cllr P. Collett
- Transport (Special Projects) –
- Playing Field – Cllr A. Cooper
- Recreation Ground
  - a) Pavilion report – Cllr D. Smith
  - b) Trees report
- Footpath – Cllr P. Bagby
- Defibrillator – Update from Cllr P. Bagby
- Village Hall – Cllr P. Bagby

029/2023 2022-2023 Annual Return

- 1) To receive the 2022/23 signed Internal Audit Report
- 2) To receive and sign the Certificate of Exemption – AGAR 2022/23 part 2
- 3) To receive and sign the Section 1 - Annual Governance Statement 2022/23
- 4) To receive and sign the Section 2 - Accounting Statements 2022/23

030/2023 Finance

- a) To receive the Bank reconciliations as at 30<sup>th</sup>. April 2023
- b) To receive the comparison of Actual to Budget for 2023/24
- c) To approve the payment of Accounts for April and May 2023 and to agree a transfer of funds to meet the Parish Councils financial requirements

**032/2023** Date of next meeting is to be held in the Village Hall on Thursday 13<sup>th</sup>. July 2023 at 7pm  
Councillors to note 2023 meeting dates - 14.09.23: 09.11.23

**033/2023** Items for Next Agenda

**034/2023** Closure of the Meeting

To close the Meeting having considered and determined all items of business.



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## Minutes of the Parish Council meeting held on Thursday 9<sup>th</sup>. March 2023 at 7pm in the Village Hall

Present: Cllrs D. Smith (Chairman), C. Craig (Vice-Chairman), S. Bolter, P. Collett, A. Cooper, ECC Cllr P. Schwier, Mr. Leslie Crumpton-Taylor (Internal Auditor) and Kevin B. Money (Parish Clerk).  
 There was 1 member of the public present.

**019/2023 Chairman welcome.** The Chairman welcomed everyone to the meeting

**020/2023 Apologies for Absence** were received from Cllr P. Bagby and G. Carey

**021/2023 Declaration of Interest**

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda  
 Cllr A. Cooper declared an interest in any item relating to the Cricket Club and item 024/2023 (b)

**022/2023 To approve the Minutes of the last meeting of Gestingthorpe Parish Council**  
 To receive and agree the minutes of the GPC meeting held on 12<sup>th</sup>. January 2023. **All Agreed**

**023/2023 Chairman's report and any update since last meeting**  
 Not a lot to report since the last meeting which is not covered by this agenda

**024/2023 Public Participation Session**

Jordan Knott from Hedingham United FC updated the meeting with how the football club is doing. No issues except for water at the pavilion. Support has been growing. Residents are happy with the arrangements and only good reports have been received. There are 2 more home games but the one on the 23<sup>rd</sup>. April with the cricket season starting on 8<sup>th</sup>. May 2023. Jordan to see if his team are good at cricket. If so, to contact the cricket club. For the 2023/2024 season it was suggested to change the football club to "Gestingthorpe United". Jordan to enquire about this.

**a) King's Coronation event**

Proposed events for King's Coronation. The History Group to set up exhibition in the village hall to be open over the 3 days. Light refreshments on sale. Opening time to be decided - will depend on number of volunteers available. Also displays set up in the church. Possible Church Tower tours. Day/time to be confirmed.

Saturday – King's Coronation. Ring for the king a bell or bells will be rung. Time to be confirmed. Beacon lighting evening. Village Hall open serving alcoholic/soft drinks. Formal opening of History group exhibition.  
 Sunday Church: Regular service of Morning prayer 9.30. Coronation Big Lunch - Playing field: Sunday daytime. Village BYO picnic. Traditional sports events as per Jubilee. Chris Harman has reserved 4 games. Volunteers needed to man these. Village Hall to serve Tea/coffee, etc. This will encourage people into exhibition. Serve alcoholic/soft drinks from pavilion.

Monday is designated as the 'Big Help Out'. Aimed at bringing communities together through volunteering activities. Ask Nic Smith to run a fitness event on the playing field and/or organise a village clean up, bus shelter, road signs, etc or garden clearance for some of the villagers as was done for Jean Norbury.

**b) Spraying in the village – Cllr P. Collett**

Will the PC back a letter to local farmers asking them to communicate with residents about spraying in the village. The Clerk to seek advice with NFU & DEFRA guidance on spraying.  
 This item to be deferred to the next meeting

**c) Resident email regarding security concerns by positioning LED lights.**

The Parish Council is supportive of the residents' concerns after it was discussed and a common sense approach was decided to take place

**025/2023 Essex County Councillor report – ECC Cllr Peter Schwier**

All information which has been sent out have been forwarded onto Councillors

ECC have confirmed the 2023/2024 budget

An extra £5m has been found for road repairs

1600 gullies have been cleared and over 1000 streetlights have been repaired

£2 cap fare for buses has been welcomed

Tucklands gully has had more earth deposited due to water slippage from the field

Cllr P. Schwier left the meeting

Minutes of the Parish Council meeting held on Thursday 9<sup>th</sup>. March 2023 at 7pm in the Village Hall



**026/2023 District Councillor report – BDC Cllr Wendy Scattergood**

No report was supplied

**026/2023 Planning Applications**

**23/00196/HH** - Tucklands North End Road Gestingthorpe Essex CO9 3BW

Single storey side extension

Response sent to BDC before the 23<sup>rd</sup>. February 2023 deadline

**Gestingthorpe Parish Council has no objection to this planning application.**

**23/00225/HH** - Tudor Lodge Farm Little Maplestead Road Gestingthorpe Essex CO9 3AS

Erection of double garage and 3 bay cart lodge.

Response sent to BDC before the 7<sup>th</sup>. March 2023 deadline

**Gestingthorpe Parish Council has no objection to this planning application**

**23/00245/FUL** - Hill Farm Sudbury Road Gestingthorpe Essex CO9 3BL

Erection of timber agricultural post mill.

Response sent to BDC before the 7<sup>th</sup>. March 2023 deadline

**Gestingthorpe Parish Council has no objection to this planning application**

However, after discussion at this Parish Council meeting GPC now

**Supports this application subject to a planning condition removing any development rights**

**23/00516/LBC** - Ashley Cottage Church Street Gestingthorpe CO9 3BB

Replace cracked render on house south facing Gable wall. Complete any necessary repair or replace lathes as required to support new render.

**RESOLVED: Support this application**

**NOTIFICATION ONLY**

**23/00218/AGR** - Land At Hall Farm Church Street Gestingthorpe Essex

Application for prior notification of agricultural or forestry development - Provision of steel portal lean to building for the purposes of storing straw and machinery

**027/2023 Planning Appeal/s** No appeals have been made affecting Gestingthorpe village

**028/2023 Decision/s made by BDC on planning applications**

**22/00722/HH** - 23 Oates Cottages Sudbury Road Gestingthorpe Essex CO9 3BG

Retention of garden shed **Application REFUSED**

**029/2023 Representative reports**

- Highways – Cllr P. Collett

SID Sudbury Road - I understand that ECC have discovered that the device is obsolete and that they cannot source replacement parts. They have informed me that they have now asked a company called Telent to provide a quote for a completely new unit. I will continue to press ECC for a resolution to this matter.

- Transport (Special Projects) – Cllr S. Bolter

F 315 bus. Since the last meeting there has again been no progress on getting a meeting between reps from the Parishes, responsible Essex Officers and the Operator to try and get a more user-friendly timetable. I did get one invitation from Essex for a general meeting on rural bus publicity, but it arrived to me after one afternoon option had finished and too late for me to gather the details for the evening one. As a consolation, I was invited to a consultation with a different focus. It was so poorly attended that I could make many of my general points. However, it was only a chat shop, with no intention of doing anything practical to produce a solution. No one has expressed an interest in trying to involve children in doing a project on getting people to use buses. Bus numbers are still very low. Use it or loose it.

Note Any journey, paid or on a bus pass, on the F315 contributes to the route viability statistics.

As it is a flat fare route, the ticket machine only records the point of boarding the bus. If Essex starts looking for bits of the route to cut, a lack of people boarding between the bus leaving Wickham St Paul and arriving at Bulmer Tye, or the equivalent for the other direction, would suggest the bus could miss out Gestingthorpe and Bulmer Street part of the route, or it could become another “book 2h in advance only” stretch (which it is now for the last bus in each direction).

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**22/02955/T56** The installation of a 25m Lattice mast complete with 6 antennas, 2 300mm dishes and 1 GPS module, 3 radio equipment cabinets, a meter cabinet within a fenced compound and ancillary development works thereto. Land Adjacent To Delvyns Lane Gestingthorpe Essex

**Delegated Report**

Officer Recommendation: Prior Approval Required and Not Given

The advice given by San Trafford quoted below is misleading and invites the opposite conclusion to what the

**Minutes of the Parish Council meeting held on Thursday 9<sup>th</sup>. March 2023 at 7pm in the Village Hall**



countryside assessment recommends. It appears he has not read the policy and is simply passing on some resident misinformation, which will not help the Developer find a more suitable site.

“The proposed location of the mast is within the countryside, specifically an area defined as being in the Yeldham Farmland Plateau Landscape Character Area. The Landscape Character Assessment sets out that ‘the open nature of the skyline of the higher parts of this plateau is visually sensitive to new development, which may be visible within panoramic views across the plateau and also from adjacent character areas.’ The Yeldham Farmland Plateau has a moderate sensitivity to change. The surrounding countryside is relatively flat with subsequent views for some distance. The proposed mast, at 25 metres in height, would be highly visible from the village of Gestingthorpe and across the landscape. The mast would also be highly visible from the adjacent byway (PROW 81\_13) and also from the public highway at Church Street. Although the submitted statement sets out that the use of a lattice mast would be permeable and allow views through it, it would remain a significant addition to the landscape. “It is understood that the proposal followed a sequential approach, with mast sharing with existing masts being preferred, then siting masts atop existing buildings, and then the erection of new freestanding masts. The need for an additional mast in Gestingthorpe has been justified. A list of alternative sites has been provided, including reasons for them not being pursued as appropriate alternatives. Officers are aware that local residents have put forward alternative sites, for example at the sewage pumping station and atop the Church. It is not clear whether these sites have formed part of the applicant’s consideration. Notwithstanding the concerns identified with the proposed site, officers have no reason to dispute that the alternative sites have been assessed and discounted. Given the sensitive countryside setting and the visibility of the 25-metre mast and associated antenna, cabinets and a compound area in the landscape, from the public highway, the public right of way, it is considered that the resultant appearance of the mast would result in detrimental harm to the character of countryside. The cumulative impacts of the mast in terms of its siting and appearance would be such that it is considered that prior approval should not be given. It is evident from the submitted information that a mast is required to serve this location and that mobile phone users would benefit from it. Officers are open to considering a suitably located mast of appropriate design, which respects the surrounding environment.” The most valuable Landscape area is that in the nearby part or the Stour Valley and its Side Valleys, with the specially mentioned nearby tranquil unspoilt valley of the Belchamp Brook, which is jointly managed with the Dedham Vale AONB. Hence siting the antenna on the church tower or in the bottom of the valley near the pumping station would BE WORSE than somewhere to the west of Church Street. Planning guidance suggest that infrastructure on Farmland Plateau areas should not be prominent on the skyline of the views FROM adjacent Stour Valley and Side Valley landscape area, or across the valley. While we can be satisfied that Planning Permission was refused, it is unsatisfactory that the guidance given for finding a new site is not optimum for leading to a better site. I suggest that we ask Wendy Scattergood to read this case recommendation and advise us on it, and that the Parish ask to meet with Sam Trafford. I also suggest that members read the report from me that precedes the report from me. I had to put it in as a private submission as I received new information from the applicant on the closing day

- Playing Field – Cllr A. Cooper

I visited the Playing Field on Sunday. As many councillors will be aware, there have been repeated problems with the showers in the pavilion. It is hoped these are now resolved. The Chairman may now be better placed to comment on this, together with other remedial work being undertaken on the pavilion.

A small amount of soil has been benevolently deposited along the verge by the main entrance.

As mentioned before, branches continue to ingress along the northern and eastern side of the Playing Field. The football pitch is being well used. Our thanks to Peter Nice for marking it out

- a) Grounds maintenance Service level agreement from BDC for 2023-2024 of £1620.00p

Cllr D. Smith proposed to Not accept this quotation at this moment and to use Chris Moulton for 2023/2024.

Cllr C. Craig seconded. **All Agreed**

- Recreation Ground

- a) Pavilion report – Cllr D. Smith

Both showers have had to be replaced and a cost to the Council is £502.86p

External decorations will be done in April and May

Chris Moulton is taking over the cutting of the recreation grass at a cost of £1400.00p

- b) Trees report - The condition of all the trees are in hand

- Footpath – Cllr P. Bagby

Bridge on footpath 5 (between Edeys & Parkgate farms) need repair/replacement. Reported to Essex Highways issue no. 2827811. Followed up with EH on bridge on footpath 22 Defect Number: 3520458. One plank (length of bridge) has rotted away. Raised again by David Nott. They report that it is one of many waiting to be repaired. EH may inspect again soon.

- Village Hall – Cllr P. Bagby

**Minutes of the Parish Council meeting held on Thursday 9<sup>th</sup>. March 2023 at 7pm in the Village Hall**



The first Saturday coffee morning & book sale of the year was held on 28 January as part of Village Halls Week celebrations. Attendance was steady with the amount raised comparable to last year. The regular fortnightly Friday coffee mornings continue to be well attended with both regular and new attendees. Chris & Rose Harman are offering lifts to residents who can't walk or drive to the hall themselves. A Tuesday talk by 'The Detectorists' was held in February and was very well attended including several new faces. £200 was raised for VH funds. The grant of £175 from the Parish Council has been gratefully received and will be spent on the new fridge before the end of March. Just under £600 has been spent on repairs being the replacement of the emergency lighting and to clear the blocked drain to the septic tank. We have been advised that the drain where it connects to the Septic tank is in very poor repair and will soon need replacing. The management committee undertook a spring clean of the hall in February fortified by bacon butties cooked on the BBQ. The garden has also been tidied with assistance from Peter Nice and planted up with plants donated by residents. Future events planned are a (sold out) Quiz on 17 March, a Tuesday Talk on 25 April by Tim from Ten Sheds Bakery in Sible Hedingham, A Spring Craft & Plant Fayre with Sausage Sizzle on Saturday 20 May and a Summer party in June. The next committee meeting is 20 April.

#### **030/2023 Finance**

- a) To receive the Bank reconciliations as at 28<sup>th</sup>. February 2023  
Councillors noted the Bank reconciliations as at 28<sup>th</sup>. February 2023
- b) To receive the comparison of Actual to Budget for 2022/23  
Councillors noted the comparison of Actual to Budget for 2022/23
- c) To approve the payment of Accounts for February and March 2023 and to agree a transfer of funds to meet the Parish Councils financial requirements. **All Agreed**

**Date of next meeting is to be held in the Village Hall on Thursday 11<sup>th</sup>. May 2023 at 7pm**  
**The AVM to be held on Thursday 27<sup>th</sup>. April 2023 at 7pm in the village hall**

**031/2023 Councillors to note 2023 meeting dates - 13.07.23: 14.09.23: 09.11.23**

**032/2023 Items for Next Agenda**

**033/2023 Closure of the Meeting**

To close the Meeting having considered and determined all items of business.

The Chairman then closed the meeting at 9pm and thanked everyone for attending

Signed

11<sup>th</sup>. May 2023

**Chairman**



**L J Crumpton-Taylor**

**Pot Kilns,  
Pot Kiln Chase,  
Gestingthorpe,  
Halstead,  
Essex. CO9 3BH.**

**e-mail. [lesliecrumptonaylor@gmail.com](mailto:lesliecrumptonaylor@gmail.com)**

13<sup>th</sup> April 2023

**Gestingthorpe Parish Council Audit Y/E 31<sup>st</sup> March 2023**

Once again, with the full use of internet banking the security of the finances has been robust. Full details were provided at each Meeting and these match the records now reviewed. Meetings of the Parish Council were held at reasonable intervals through the year. These were open to the public and correctly publicised. Parish Councillors raised sound questions, reviewed the Budget regularly and thoroughly examined the Precept.

All expenses were confirmed by appropriate paper invoices save item 117 which was small and correctly discussed at the time. Income matched that expected including the pavilion rent and fees from local sports teams. With the removal of Covid restrictions Village Events provided a small additional income this year.

The Records are well kept and neatly stored so it is recommended that A/cs for the Y/E 31<sup>st</sup> March 2023 be based on the figures recorded.



***Leslie Crumpton-Taylor***  
**13th April 2023**

# Annual Governance and Accountability Return 2022/23 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
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', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )	✓	

*\*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)*



## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

### GESTINGTHORPE PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: **£14,020** R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£16,071** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
<b>SIGNATURE REQUIRED</b>	<b>11/05/2023</b>		<b>11/05/2023</b>
Signed by Chairman	Date	as recorded in minute reference:	
<b>SIGNATURE REQUIRED</b>	<b>11/05/2023</b>	<b>MINUTE REFERENCE</b>	
Generic email address of Authority	Telephone number		
<b>gestingthorpepc@gmail.com</b> UNED GENERIC EMAIL ADDRESS	<b>07810781509</b> NUMBER		

\*Published web address

**https://gestingthorpepc.co.uk/** PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**



# Annual Internal Audit Report 2022/23

## GESTINGTHORPE PARISH COUNCIL

<https://gestingthorpepc.co.uk/>

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

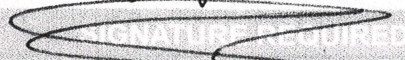
Date(s) internal audit undertaken

Name of person who carried out the internal audit

13/04/2023 (plus reviews during the year)

LAISLIE CRUMPTON-TAYLOR AUDITOR

Signature of person who carried out the internal audit



Date

13/04/2023

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

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



# Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

## GESTINGTHORPE 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 2023, that:

	Agreed		
	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
			✓

\*For any statement to which the response is 'no', an explanation must be published

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

11/05/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

<https://gestingthorpepc.co.uk/>

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for

### GESTINGTHORPE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	17,522	10,324	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	8,613	9,668	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,388	4,355	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	3,454	3,568	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	15,745	12,503	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	10,324	8,276	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	10,325	8,277	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	79,308	79,308	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).

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

11/05/2023

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

11/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



Accounts Heading	Volume (£)		Difference		Explanation (Rounded Values)
	2021/22	2022/23	(£)	%	
1 Balances brought forward	17,522	10,324			
2 + Annual Precept	8,613	9,668	1055	12.25%	
3 + Total Other Receipts	3,388	4,355	967	28.54%	
4* - Staff Costs	3,454	3,568	114	3.31%	
5* - Loan Interest/Capital Repayments	0	0	0		
6* - All Other Payments	15,745	12,503	-3242	-20.59%	
7 = Balances Carried Forward	10,324	8,276			
8 Total Cash and Investments	10,325	8,277			
9 Total Fixed Assets	79,308	79,308	0	0.00%	
10 Total Borrowings	0	0	0		

**Bank Reconciliation 31st March 2023**



Smaller authority name: **Gestingthorpe Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 11<sup>th</sup>. May 2023 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Kevin B. Money – Parish Clerk / RFO 7 Roach Vale, Colchester, Essex. CO4 3YN Tel: 07810781509</p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) Kevin B. Money – Parish Clerk / RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

	BANK RECONCILIATION				
Financial year ending 31.03.24					
Bank Balance as at	30.04.23	31.05.23	30.06.23	31.07.23	31.08.23
Unity Trust Bank Current account	£ 13,345.29				
Unity Trust Bank EMR account	£ 83.24				
Lloyds Deposit Account	£ 0.04				
<b>Total in Bank Accounts</b>	<b>£ 13,428.57</b>				
Less Unpresented cheques					
<b>Total of unpresented cheques</b>	<b>£ -</b>				
<b>Net Bank Balances as at</b>	<b>£ 13,428.57</b>				
<b>CASH BOOK</b>					
Balance as at 01.04.23	£ 8,276.57				
Plus Receipts	£ 5,152.00				
<b>Total</b>	<b>£ 13,428.57</b>				
Less Payments	£ -				
<b>Grand Total</b>	<b>£ 13,428.57</b>				
Difference	£ 0.00				
<b>Bank Balance as at</b>					
Unity Trust Bank Current account					
Unity Trust Bank EMR account					
Lloyds Deposit Account					
<b>Total in Bank Accounts</b>					
Less Unpresented cheques					
<b>Total of unpresented cheques</b>					
<b>Net Bank Balances as at</b>					
<b>CASH BOOK</b>					
Balance as at 01.04.23					
Plus Receipts					
<b>Total</b>					
Less Payments					
<b>Grand Total</b>					
Difference					
<b>Bank Balance as at</b>					
Unity Trust Bank Current account					
Unity Trust Bank EMR account					
Lloyds Deposit Account					
<b>Total in Bank Accounts</b>					
Less Unpresented cheques					
<b>Total of unpresented cheques</b>					
<b>Net Bank Balances as at</b>					
<b>CASH BOOK</b>					
Balance as at 01.04.23					
Plus Receipts					
<b>Total</b>					
Less Payments					
<b>Grand Total</b>					
Difference					



**GESTINGTHORPE PC ACTUAL AGAINST BUDGET REPORT**

		Budget 2023/24	Total Income / Spend to May '23	Left in Budget as at May '23
<b>Income</b>	Precept	10304	£ 5,152.00	
	Other Income	0	£ -	
	Bank Interest / VAT Refund	5	£ -	
	Street Cleaning Grant	420	£ -	
	Pavillion Hire	200	£ -	
	Football Club use of recreation ground	375	£ -	
	ECC for Verge cutting	745	£ -	
	<b>TOTAL</b>	<b>12049</b>	<b>£ 5,152.00</b>	
<b>Exp.</b>				
<b>Staff</b>	Salary	3627	£ 613.80	£ 3,013.20
	Office Allowance	144	£ 24.00	£ 120.00
	<b>TOTAL</b>	<b>3771</b>	<b>£ 637.80</b>	<b>£ 3,133.20</b>
<b>Admin.</b>	Payroll	120	£ -	£ 120.00
	Office Expenses	120	£ 60.69	£ 59.31
	<b>TOTAL</b>	<b>240</b>	<b>£ 60.69</b>	<b>£ 179.31</b>
<b>General</b>	Verge Cutting	875	£ -	£ 875.00
	Recreation Ground Grass Cutting	1600	£ -	£ 1,600.00
	Insurance	600	£ -	£ 600.00
	EALC/NALC/RCCE Subscriptions	225	£ 139.04	£ 85.96
	Training	160	£ -	£ 160.00
	ICO Fee	35	£ -	£ 35.00
	Oates Churchyard Charity	150	£ -	£ 150.00
	Village Hall Grant	150	£ -	£ 150.00
	Playing Field	200	£ -	£ 200.00
	Play Equipment Safety Inspection	96	£ -	£ 96.00
	Anglian Water	70	£ -	£ 70.00
	Pavillion Fire Inspection	75	£ -	£ 75.00
	Mowing / Strimming/ Litter	1200	£ -	£ 1,200.00
	Repairs / Renewals to play equipment	600	£ -	£ 600.00
	Air Ambulance	150	£ -	£ 150.00
	Pavillion repairs	500	£ -	£ 500.00
	Website	130	£ -	£ 130.00
	Defibrillator - Donation	150	£ -	£ 150.00
	Tree works in the Village	500	£ -	£ 500.00
	Village Handyman	500	£ -	£ 500.00
	Bank Charges	72	£ -	£ 72.00
	<b>TOTAL</b>	<b>8038</b>	<b>£ 139.04</b>	<b>£ 7,898.96</b>
	<b>GRAND TOTAL</b>	<b>12049</b>	<b>£ 837.53</b>	<b>£ 11,211.47</b>
	<b>VAT Reclaim</b>	<b>£ 12.14</b>		
	<b>Total Expenditure</b>	<b>£ 849.67</b>		



<b>FINANCE APRIL and MAY PAYMENTS</b>						
<b>INCOME: BDC 1st. Instalment of Precept £5152.00p:</b>						
<b>Chq No.</b>	<b>Invoice No.</b>	<b>Payee</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>	
BACS	April '23	Kevin B. Money - Clerk Salary	£ 257.70	£ -	£ 257.70	1
BACS	April '23	HMRC - Tax on April Salary	£ 61.20	£ -	£ 61.20	2
BACS	May '23	Kevin B. Money - Clerk Salary	£ 257.50	£ -	£ 257.50	3
BACS	May '23	HMRC - Tax on May Salary	£ 61.40	£ -	£ 61.40	4
BACS	16402	EALC - 2023/24 Subscription	£ 139.04	£ -	£ 139.04	5
BACS		Amazon - Office Expenses	£ 60.69	£ 12.14	£ 72.83	6
		<b><u>TOTAL:</u></b>	<b>£ 837.53</b>	<b>£ 12.14</b>	<b>£ 849.67</b>	