Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
W: www.loggerheadsparishcouncil.co.uk

Tuesday 11th April 2023

Dear Councillor,

You are summoned to attend the **Full Council** meeting of **Loggerheads Parish Council** to be held at 7pm on Monday 17th March 2023 at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To approve and sign the minutes of the previous meeting held on Monday 20th March 2023

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

5. To note, consider and approve payments to the value of £3,854.67 as shown in the attached report

6. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee
      Chair: Cllr M. Lee Vice Chair: Cllr D. Coulson

      i. To consider the following grant applications: -

         - Bridge At Ashley - £760.00

   b. Planning and Environment Committee
      Chair: Cllr D. Coulson Vice Chair: Cllr H. Roberts

      i. To consider planning applications not having been considered by the Planning and Environment Committee

         Application No: 23/00237/ADV

Proposal: Erection of totem pole with signage
Location: Zoom Fishbar 15 Eccleshall Road Loggerheads

Application No: 23/00222/COUNOT
Proposal: Change of use from restaurant to 1no. dwellinghouse
Location: Spice Lounge Church Road Ashley

Application No: 23/00234/FUL
Proposal: Conversion of existing barn into 3 no dwellings, one for residential dwelling use, two for holiday let use. The proposals involve the careful modification and restoration of a building in the curtilage of a listed building, Manor House Farm.
Location: Manor House Farm Park Lane Ashley

ii. To note the following applications having been approved by NuLBC

Application No: 23/00083/REM
Proposal: Approval of Reserved Matters (access, layout, scale, appearance and landscaping) for the development of 3No dwellings, pursuant to planning permission Approval of Reserved Matters (access, layout, scale, appearance and landscaping) for the development of 3No dwellings, pursuant to planning permission 21/00770/OUT
Location: Land Adjacent To 14 Tadgedale Avenue Loggerheads
Decision: **Permitted**

iii. To consider purchasing Mole Repellers for use in The Burntwood

iv. To receive an update in relation to the delivery of grounds maintenance operations

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

10. To consider the following Member items: - **NONE**

11. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

12. To receive updates from Members having attended external meetings

13. To identify additional training needs within the Council

14. To note the dates of **Loggerheads Parish Council** meetings for May 2023: -

Annual Parish Council Meeting 7pm, Monday 15th May 2023 at Loggerheads Community Fire Station

Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
W: www.loggerheadsparishcouncil.co.uk

In attendance: Cllrs Barber, Beales, Brown, Butterworth, Coulson, Fox, Gibson, Henshaw, Hodgkins, Lee, Love, Roberts, Sedgley, Sheard, Swan, Swetman, Swinnerton, Tompson and Wellard

Also in attendance: Cllr Northcott, SCC; Cllr Panter, NuLBC

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 20TH MARCH 2023

1. To receive and consider apologies for absence

   There were no apologies.

2. To note declarations of Members' interests

   There no declarations of Members' interests.

3. To approve and sign the minutes of the previous meeting held on Monday 27th February 2023

   Resolved: To sign the minutes of the meeting as a true and accurate record

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   There were no comments or questions from the member of the public in attendance

5. To note the completion of the External Audit for the financial year 2021/22

   Noted

6. To note, consider and approve payments to the value of £2,305.57 as shown in the attached report

   A further invoice was received from New Era Printing Ltd in the amount of £518.00 for printing the Parish Newsletter. This made the total for consideration an amount of £2,823.57.

   Resolved: To approve the spend of £2,823.57

7. To consider quotes for insurance for the forthcoming year

   Resolved: That the quote of £1,067.14 from Aviva Insurance Ltd be accepted

8. To consider two quotes from Groom's Gardening for grounds maintenance at

Loggerheads Allotments

Resolved: To defer this item to the April meeting of Full Council

9. To receive updates from Chairs of Committees: -

a. Finance and General Purposes Committee
Chair: Cllr M. Lee Vice Chair: Cllr D. Coulson

i. To receive an update in relation to the advertisement of the Grounds Maintenance Officer at a budget of up to £200

The advertisement of the vacancy of Grounds Maintenance Officer was submitted to four Local Council Associations, Newport and Market Drayton Advertiser as well as Star Job Search at a total cost of £190.00.

ii. To consider a recommendation that provision of up to £50 per month is made within the 2023/24 financial year for the procurement of mobile phone contracts

Resolved: To make provision of up to £50 per month within the 2023/24 financial year for the procurement of mobile phone contracts for use by Council Officers.

iii. To receive an update in relation to the delivery of the Parish Newsletter

The Newsletter has now been collected from the Printers, although the options for delivery have proven to be problematic to arrange. At present it is anticipated that the cost of Newsletter will be an amount in the region of £1,000.00. A proportion of the 2,500 Newsletters will be left in publicly accessible locations within the parish, and the remainder will be subject to delivery.

iv. To consider a recommendation to earmark up to £100 from the Parish Events budget for 2023/24 for the purchase of wildflower seeds to mark the Coronation of King Charles III.

Resolved: To earmark up to £100 from the Parish Events budget for 2023/24 for the purchase of wildflower seeds to mark the Coronation of King Charles III

v. To consider a quote in relation to the proposed art installation to mark the Coronation of King Charles III

Resolved: To approve the proposed design and installation of artwork to mark the Coronation of King Charles III at a cost of £822.00.

b. Planning and Environment Committee
Chair: Cllr D. Coulson Vice Chair: Cllr H. Roberts

NONE

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

i. To note the recent staffing appraisal carried out in relation to the Clerk, and that an annual increment of one scale point is awarded as a result

Resolved: To award the Clerk an incremental rise of one scale point.

10. To consider the following Member items: -

To consider matters relating to the closure of the A53 **– Cllr Sedgley**

Cllr Sedgley provided the meeting with a verbal update in relation to the planned closure of the A53. It was noted that the closure is expected to last for around five days.

Action: The Clerk will contact the County Council Highways Department to request a meeting

To consider matters relating to the Wildflower Seed Project to commemorate the Coronation of King Charles III **– Cllr Sheard**

Cllr Sheard noted that wildflower seeds will only germinate in specific conditions, for which it unlikely that there is suitable ground surface or subsoil of a suitable quality, so the proposed route forward will be to disseminate the seeds to the local community. It is thought that £100 could buy up to 500 packets.

Cllr Sheard the meeting with a verbal update in relation to plans for the proposed Wildflower Seed Project.

11. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

a. Staffordshire County Council

Staffordshire County Council met Thursday 16th March. Several recommendations were forthcoming which can be found on the website.

Staffordshire Means Back to Business has generated an improved monthly result for the local economy by 2.7%, which is still below the national average of circa 3%.

The use of Hydrogen-Powered Backhoe Loaders has been approved through a multi-million pound contract with JCB. This is likely to create up to 150 new jobs. There is to be further investment in highways following funds which are additional to the existing budget having been secured.

There are currently 1,363 children and families receiving support and guidance from the County Council. This is predominantly support for Ukrainian families that have become resident in the County.

20 Local Authorities have been placed into pre-scrutiny measures by the Care Quality Commission, which was a voluntary decision for Staffordshire County, and feedback is expected to be received over the next two weeks. SCC and SPCA will be releasing a statement to highlight the working partnership to formulate good community health practices across all tiers of local government.

The update in relation to HS2 is that civil works already having been commissioned are scheduled to be completed, but it remains to be seen whether or not further works will require permission, and if so, the nature of the permission and when it

would be granted.

Finally, new healthcare initiatives are set to be unveiled surrounding female health, workplace health and mental health.

b. Newcastle-under-Lyme Borough Council

It was noted that a Civic Service took place to 850th anniversary of the burgesses of the Borough.

A planning application to redesign parts of a Methodist Church remains a matter for discussion at present.

County Highways are aware that the SID along the Eccleshall Road (B5026) is currently awaiting replacement following a vehicular incident which damaged the one which was in place.

Finally, the Emerging Local Plan has until the second quarter of 2025 to be submitted, with potential approval, if given, to be received in late 2026.

c. Staffordshire Police

Staffordshire Police gave their apologies to the meeting, and will endeavour to provide a report when able to do so.

12. To receive updates from Members having attended external meetings

Cllr Fox noted that St. Mary's School, Mucklestone are working hard through the Governing Body to carry out improvements for opportunities of play linked to possible groundworks.

13. To identify additional training needs within the Council

NONE

14. To note the dates of **Loggerheads Parish Council** meetings for April 2023: -

Planning and Environment Committee	7pm, Monday 3rd April 2023 at Loggerheads Community Fire Station
Noted	
Finance and General Purposes Committee	7pm, Tuesday 11th April 2023 at Loggerheads Community Fire Station
Noted	
Full Council	7pm, Monday 17th April 2023 at Loggerheads Community Fire Station
Noted	

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:51pm

Signed…….

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2022
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2021/22

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- 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.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022.**

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 been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2022** been reconciled to Box 8?		✓
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		✓

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2021/22

Loggerheads Parish Council

www.loggerheadsparishcouncil.co.uk

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*		✓	

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

06/06/2022 DD/MM/YYYY

Name of person who carried out the internal audit

SANDRA MORRIS ACMA

Signature of person who carried out the internal audit

Date 17/06/2022

*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 2021/22

We acknowledge as the members of:

Loggerheads 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 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

20/06/22

and recorded as minute reference:

MINUTE REFERENCE 7(c)

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

Chairman A. Swetman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.loggerheadsparishcouncil.co.uk WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Loggerheads Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*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	39,386	36,246	*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	41,069	42,772	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	38,354	10,343	*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	16,543	16,811	*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	1,556	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	66,020	22,368	*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	36,246	48,626	*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	36,246	48,626	*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	102,523	103,922	*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	29,975	29,081	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	*The Council, as a body corporate, 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 2022 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 17/06/22

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

20/06/22

as recorded in minute reference:

MINUTE REFERENCE 7(c)

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

A Swetman SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of **Loggerheads Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

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

See separate report.

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

See separate report.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature Mazars LLP Date **14 March 2023**



Loggerheads Parish Council

External Auditor Continuation Report 2021/2022

mazars

mazars

Introduction

This page is part of Section 3 – External Audit Report 2021/2022

The following matters have been raised to draw items to the attention of Loggerheads Parish Council. These matters came to the attention of Mazars LLP during the review of the Annual Governance and Accountability Report (AGAR) for the year ended 31 March 2022. This report must be presented alongside the AGAR to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

Except for the matters reported below on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

The Council asserted in its Annual Governance Statement that during 2021/22 it provided proper opportunity for the exercise of public rights, but it did not publish the completion notice and audited AGAR at the conclusion of the 2020/21 audit on a free to access website in accordance with the Accounts and Audit Regulations (2015). These should have been published by 30 September 2021. In 2022/23 the Council needs to put in place arrangements to ensure that it fully complies with the Accounts and Audit Regulations.

The Internal Audit report identified significant weaknesses in internal control and financial management during 2021/22 as the Council did not maintain a cash book or complete bank reconciliations for part of the year and completed the AGAR based on bank statement figures and budget estimates. However, the Council answered yes to assertions 1 and 2 of the annual governance statement. The Council should ensure that the recommendations in the internal audit report are implemented and consider answering no to assertion 2 of the 2022/23 annual governance statement if these weaknesses remained for a significant part of the 2022/23 financial year.

The Council has not corrected the following errors at Section 2 of the Annual Governance and Accountability Return so the Annual Governance and Accountability Return has not been prepared in accordance with proper practices:

a) Box 4 was understated by £473 due to the use of estimated figures;

b) Box 6 was understated by £9,533 due to the use of estimated figures:

c) Boxes 7 and 8 were overstated by £10,026 as s result of the errors above; and

d) Box 9 was overstated by £233, due to the inclusion of VAT on a defibrillator acquisition being included in fixed assets.

In 2022/23 the Council should ensure that the Annual Governance and Accountability Return is prepared in accordance with proper practices.

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Other matters not affecting our opinion which we draw to the attention of the smaller authority:
As part of its Annual Governance and Accountability Return submission the Council is required to provide for audit explanations for significant variances between the 2021/22 and 2020/21 figures in Section 2. Such explanations support the Council's own understanding of its financial performance. For 2021/22 the Council provided insufficient explanation of its variances because the only variance analysis provided was a general statement about the impact of the pandemic. Although explanations were subsequently obtained in future, the Council should provide a sufficient explanation for all significant variances as part of its AGAR submission.

No other matters came to our attention.

For and on behalf of Mazars LLP

Date: 14 March 2023

mazars

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AGENDA ITEM 6

Report Statement

Report Purpose: To note, consider and approve payments to the value of £2,305.57

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of November 2022.

2. Position

Date	Supplier	Amount (£)
25/03/2023	B. Minshall – Salary	£1,421.00
15/03/2023	BT – Telephone and Broadband	£87.59
25/03/2023	Carrera UK - Webhosting	£52.00
15/03/2023	Eon Next – Burntwood Utilities	£48.98
14/03/2023	Mazars LLP – External Audit Fee	£360.00
25/03/2023	P. Martin – Play Area Inspections	£200.00
14/03/2023	Star Job Search – Job Advert	£118.00
25/03/2023	Support Staffordshire – Affiliate Membership	£25.00
25/03/2023	The Midlands News Association Ltd – Job Advert	£72.00
		£2,305.57

Loggerheads Parish Council :- Benn Minshall
Loggerheads Fire Station, Market Drayton Road, Loggerheads TF9 4EZ 01630 673426

Wisteria Meadows
Woodlane
Hinstock
TF9 2TA
07928 483137

GROOMS GARDENING



Allotment perimeter Hedge pruning internal

Duties include to use chainsaw and hedgecutters to reduce Conifer hedgerow along school boundary side. Cut height of approx. 16ft to allow easier access when driving onto site. Continue perimeter pruning along Laurel hedgerow on opposite side of allotment, along Hugo Way boundary. Leave all waste in neat and tidy piles for allotment plot holders to arrange fire.

I expect to have all pruning completed within three days and an additional day to collect waste into neat piles. No waste removal costs applicable for internal pruning.

To arrange any future payments please use the following details:

Mr W O Groom
Barclays Bank account number 43033090
Sort code 20-59-23

William Groom
Grooms Gardening

Labour Charge = £980

Total Amount Payable = £980

Loggerheads Parish Council :- Benn Minshall
Loggerheads Fire Station, Market Drayton Road, Loggerheads TF9 4EZ 01630 673426

Wisteria Meadows
Woodlane
Hinstock
TF9 2TA
07928 483137

GROOMS GARDENING



Allotment perimeter Hedge pruning External

Duties include to use chainsaw and hedgecutters to reduce all growth along boundary Laurel hedgerow from Hugo Way side. Reduce height and take back to fence as tightly as possible. All waste will be collected into piles, deposited onto trailer to remove from site and taken to yard for responsible waste management.

I expect to have all pruning completed within two days and an additional day to collect waste into neat piles. I expect a minimum of three trailer loads to be removed from Hugo Way bank.

To arrange any future payments please use the following details:

Mr W O Groom
Barclays Bank account number 43033090
Sort code 20-59-23

William Groom
Grooms Gardening

Labour Charge = £750
Waste removal per load - £65 x 3 = £195

Total Amount Payable = £945

Loggerheads Parish Council
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In attendance: Cllrs Butterworth, Coulson, Fox, Henshaw, Hodgkins, Lee, Roberts, Sheard, Swan, Swetman and Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 13TH MARCH 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllrs Beales, Gibson and Love

2. To note declarations of Members' interests

   There were no declarations of Members' interests

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 13th February 2023

   Resolved: To sign the minutes of the meeting as a true and accurate record

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   There were no Members of the Public in attendance

5. To note the year-to-date financial position for the Parish Council

   Noted

6. To consider a budget of up to £200 for advertisement of the Grounds Maintenance Officer vacancy

   Resolved: To approve spend of up to £200 for the advertisement of the Grounds Maintenance Officer vacancy

7. To consider the provision of telecommunication contracts for use by Council Officers

   Cllr Swetman provided the meeting with a verbal update in relation to mobile contracts. After some cursory market research it was found that a contract offering unlimited calls, unlimited texts and 25gb of data can be procured for circa £12.00 per month. A further contract would then procure upon the employment of the Grounds Maintenance Officer based on similar terms and conditions.

   Resolved: To make recommendation to Full Council to make provision for a budget of up to £50 per month to procure telecommunication contracts.

8. To consider the following grants applications, and make a recommendation to Full Council

NONE

9. To consider the following governance documents: -

NONE

10. To consider matters relating to communications

a. Parish Newsletter

Cllr Swetman provided the meeting with a verbal update in relation to the delivery of the Parish Newsletter. It was stated that second class business delivery would cost in the region of £1,300; but a lower cost option exists for a cost in the region of £450.

It has become the case that much more cost-effective measures for delivering future issues of the Newsletter will need to be explored.

Resolved: To approve spend of £450 for delivering the next issue of the Newsletter

11. To consider matters relating to Parish Events

a. To consider matters relating to commemoration of the King's Coronation

i. To consider organising a voluntary community activity for Monday 8th May 2023 **– Cllr Sheard**

Cllr Sheard proposed that the Parish Council organise a community-based activity such as a litter pick or wild flower planting to commemorate the Coronation as part of the Big Initiative.

There was a proposal to earmark up to £100 from the Parish Events budget for 2023/24 to purchase wildflower seed packets to be issued to residents

Resolved: To earmark up to £100 for the purchase of wildflower seeds from the Parish Events budget for 2023/24

ii. To consider a design for the public art installation **– Cllr Henshaw**

Cllr Swetman provided the meeting with a verbal update in relation to the proposed art installation to mark the Coronation. It is anticipated that, based on the design which was previously discussed, a quote will be available by the Full Council meeting on Monday 20th March.

12. To receive updates in relation to ongoing projects

a. Burntwood Community Area (formerly 'LV1')

It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, a recent discussion with Shropshire Homes has yielded progress surrounding the siting of a storage container to house equipment which would be required for in-house delivery of grounds maintenance

operations.

b. Loggerheads Library

It was resolved at the December Full Council meeting that the Parish Council will become the partner organisation in helping Staffordshire County Council to deliver the Loggerheads Community Managed Library. The formal agreement is expected to be signed by the end of March 2023.

13. To note the date of the next **Finance and General Purposes Committee** meeting as being held at 7pm, Tuesday 11th April 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:35pm

Signed…….

`I N FABRICATIONS LTD

The One Stop Steel Shop
Steel Fabrications, Steel Suppliers, Construction & Maintenance Work

14/03/23

Loggerheads Parish Council

Ref: Kings Coronation plaque

To supply one number powder coated satin black free standing.

Plaque with white background

As per drawings

Plaques 600mm x 600mm x 4mm steel

80 x 80 hollow section posts

To be installed by others

Lump Sum £685.00 + vat

Regards

Ian noden

Unit 11 Talbot way Market Drayton Shropshire Tf9 3SJ

01630-653654 / 07490236152

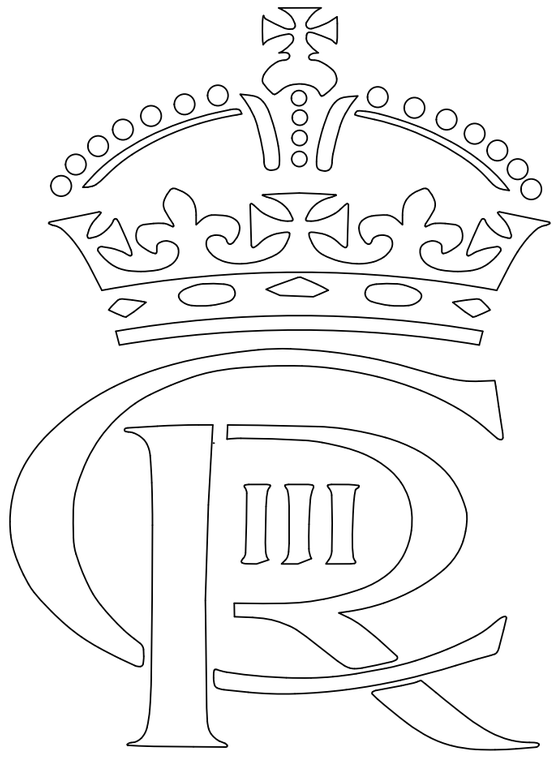
ian@infabrications.co.uk

VAT registration no 223.0296.44

600

Loggerheads

Ashley

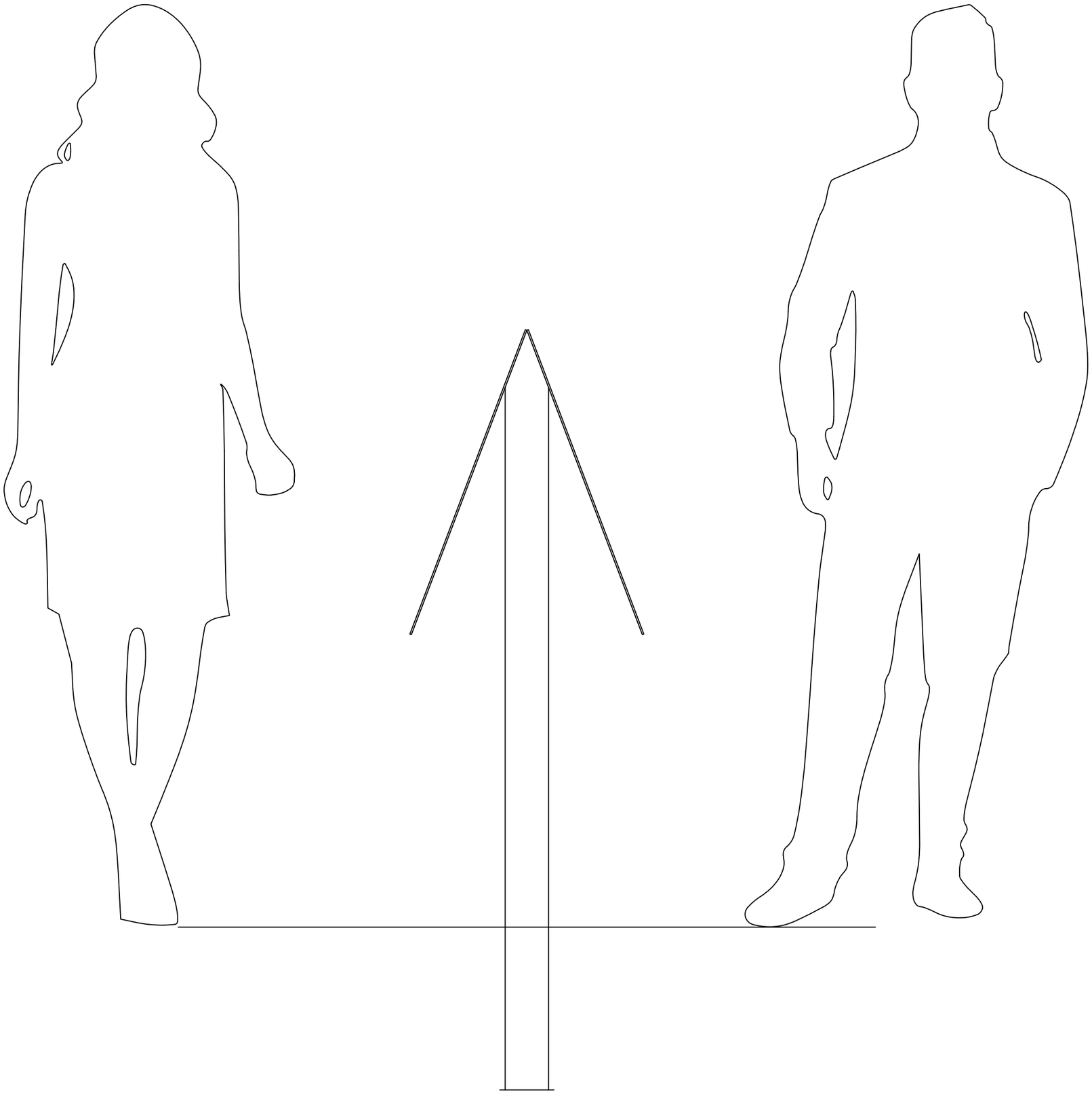


Tyrley

6 May 2023

Mucklestone

600



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In attendance: Cllrs Beales, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Swan and Swetman

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 6TH MARCH 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllrs Barber, Brown and Swinnerton

2. To note declarations of Members' interests

   There were no declarations of Members' interests

3. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 6th February 2023

   Resolved: To sign the minutes of the meeting as a true and accurate record

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   There were no Members of the Public in attendance

5. To consider the following planning applications: -

   Application No: 23/00086/FUL
   Proposal: Replacement of front extension with new brick built extension
   Location: 21 Birch Rise Loggerheads Market Drayton

   Resolved: To make no objection or submit any comment

6. To note that the following planning applications have been considered by NuLBC: -

   NONE

7. To receive an update in relation to the Burntwood Community Area

   It remains the case that the Parish Council has yet to take formal occupation of the land due to new, and as yet unresolved, matters in relation to both contractual and commercial aspects; however, all parties are working constructively and cooperatively to ensure these matters can be resolved by the end of March at the latest.

8. To consider the following Member Items: -

a. e-Petition requesting NuLBC to review housing targets for the Local Plan **– Cllr Love**

Cllr Love provided the meeting with a verbal update in relation to an online campaign originating out of Audley to seek both review and modification of the housing target figures which are presently cited in the Emerging Local Plan.

Resolved: To make no input to the e-petition as a Corporate Body

8. To note the date of the next **Planning and Environment Committee** meeting as being held at 7pm, Monday 3rd April 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:09pm

Signed…….

Loggerheads Parish Council
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In attendance: Cllrs Coulson, Hodgkins, Lee, Roberts, Swan and Swetman

Also in attendance: Cllr Beales

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 6TH MARCH 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllrs Barber, Brown, Gibson, Swinnerton and Wellard

2. To note declarations of Members' interests

   There were no declarations of Members' interests

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 7th November 2022

   Resolved: To sign the minutes of the meeting as a true and accurate record

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   There were no Members of the Public in attendance

5. To consider nominations for the Interview Panel for the post of Grounds Maintenance Officer

   Resolved: To nominate Cllrs Swetman, Coulson and Butterworth as the Interview Panel for the post of Grounds Maintenance Officer

6. **PART TWO**

   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 7 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

   Resolved: To enter into closed session thereby removing the Public and Press from the meeting

7. To conduct a staffing appraisal

Resolved: To award a pay increase of one scale point, and transition from hourly rated pay to salaried pay

8. To note the date of the next **Personnel Committee** meeting as being TBD

Noted

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:45pm

Signed…….

AGENDA ITEM 5

Report Statement

Report Purpose: To note, consider and approve payments to the value of £3,854.67

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of April 2023.

2. Position

Date	Supplier	Amount (£)
25/04/2023	Autela Payroll Services	£94.08
25/04/2023	B. Minshall – Salary	£1,421.00
15/04/2023	BT – Telephone and Broadband	£87.59
25/04/2023	Carrera UK - Webhosting	£52.00
06/04/2023	Cheshire Landscape Services	£2,000.00
25/04/2023	P. Martin – Play Area Inspections	£200.00
		£3,854.67

AGENDA ITEM 6(a)(i)

Summary Grant Report

Report Purpose: To consider a S137 Grant to Bridge at Ashley

Version Control: V1

Author(s): Parish Clerk

1. **Name of Applicant**

   The applicant is Bridge at Ashley.

2. **Information About the Project or Event**

   The name of the project is 'Bridge at Ashley'.

   The total project cost is £770.85.

   The amount of grant requested is £760.00.

3. **Purpose of Grant**

4. **Financial Details**

   The approximate cost associated with the project are as follows: -

   - Bidding Cards (x4) - £37.98
   - Personal Scorecards (x1) - £27.00
   - Unnumbered Traveller Cards (x1) - £12.99
   - Superior Playing Cards – (x1) £165.00
   - Bidding Cards (x4) - £227.88
   - Club Table (x4) - £300.00

5. **Income and Other Funding**

Funder	Date of Application	Status
None	None	None

6. **Considerations**
   - To consider awarding a grant in the amount of £760.00.

   - Bridge at Ashley is a registered Club
   - They have a Constitution **(Supplied)**
   - The have provided evidence of a registered bank account **(Supplied)**
   - They have never received funding from Loggerheads Parish Council

AGENDA ITEM 6(b)(iii)

Report Statement

Report Purpose: To consider purchasing Mole Repellers for use in The Burntwood

Version Control: V1

Author(s): Parish Clerk

1. Report Summary

The report outlines the possibility of purchasing a non-lethal deterrent to deal with Moles in The Burntwood.

2. Position

The Parish Council lease The Burntwood from Newcastle-under-Lyme Borough Council on a long-term lease. A portion of that land is then sublet to Loggerheads Football Club for the purposes of sports and recreation.

Recently, it has been reported that there are problems with Moles inadvertently causing damage to the playing pitch.

On at least one previous occasion the Parish Council has engaged the services of a Mole Catcher; however, this often leads to a lethal and fatal manner of removing the animal, there consideration should be given to a more humane and low-cost deterrent such as Solar Powered Mole Repellers – spikes which are placed in the ground and emit an electromagnetic pulse which is believed to be effective in dispersing underground creatures by non-lethal means. It is harmless to people and surface-dwelling animals.

3. Financial Impact

The financial impact to the Parish Council of an in the region of £10 - £30 per pair.

4. Conclusions

It is not confirmed whether or not the Parish Council did fund the services of a Mole Catcher, and whilst the practices associated with the trade might be somewhat accepted, they are also more costly. Given that Loggerheads Parish is lacking in green space, it is beholden on all of us to protect the bio-diversity that is present within the Parish – it is therefore concluded that the Solar Powered Mole Repellers is the most non-lethal and low-cost manner of dealing with these animals.

5. Considerations Sought

- To consider purchasing Mole Repellers for use in The Burntwood

Pest Stop Solar Powered Mole Repeller

By Pest-Stop (/search?q=Pest-Stop) Product code: **56848** Pack size: **Each**



(/search?q=Pest-Stop)

Click here for full description

Product videos

£18.98

Exc. VAT £15.82

★★★★★

Quantity

1

Collection

Set your local store

Delivery

8 Available for delivery

Order in the next 4 hrs 33 mins to receive your item by 6pm Wednesday 12th April.

Login to save for later

Product Details

Emits a frequency of varied sonic pulses into the ground in a circular pattern to deter moles. Featuring a high quality solar powered, rechargeable 2200mAh lithium battery

• Emits varied frequencies of sonic pulses through the soil to deter moles
• Features solar powered, rechargeable lithium battery - full charge provides up to 25 days of use
• Covers up to 650m^2
• Waterproof IP67 - resistant from both rain and moisture in the soil

- Constructed with high quality ABS and PC plastic
- Safe for use around humans, cats, dogs, fish and birds
- Environmentally friendly solution - no chemicals or traps
- Total length of the device: 30cm

Technical Specification

Delivery details

Click & Collect details

Reviews ★★★★★

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★★★★★★★★★★★★★★★★★★★★

Solar Powered Mole

£9.66

(https://www.toolstation.com/solar-powered-mole-repeller/p61222)

Defende Mega-Sonic

£17.98

(https://www.toolstation.com/defender-mega-sonic-mole-repeller/p65480)

Pest-Stop Tunnel

£5.98

(https://www.toolstation.com/pest-stop-tunnel-mole-trap/p70111)

Outdoor Ultrasonic All

£27.98

(https://www.toolstation.com/outdoor-ultrasonic-all-pest-repeller/p32538)

You might also like



★★★★★

Outdoor Ultrasonic All Pest Repeller

£27.98

(https://www.toolstation.com/outdoor-ultrasonic-all-pest-repeller/p32538)



★★★★★

Pest-Stop Pest Repeller Small

£13.98

(https://www.toolstation.com/pest-stop-pest-repeller/p49418)

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