

DINEDOR PARISH COUNCIL

Minutes of the meeting of the Parish Council held on 16th May 2024 at Dinedor Village Hall

Present: Cllr. S. Penny - Chair
Cllr. M. Louch
Cllr. J. Over

In attendance: Liz Kelso - Clerk/RFO
Cllr. D. Davies – Herefordshire Council
3 members of the public

063/2024 Election of Chair

Cllr. Suzanne Penny was re-elected Chair of the Parish Council to hold office until the next Annual meeting of the Parish Council. Cllr. Penny signed a Declaration of Acceptance of Office for the role of Chair.

064/2024 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllr. Davey. There were no declarations of interest and no requests for dispensation.

065/2024 Minutes

The Minutes of the meeting held on 18th April 2024, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

066/2024 Election of Vice Chair

Cllr. Julia Over was re-elected Vice of the Parish Council to hold office until the next Annual meeting of the Parish Council.

067/2024

Parish Council appointments

The following parish council appointments were agreed:

- Footpaths Officer(s): Malcolm Louch and Peter Keyes
- Village Hall Representative: Helen Roberts
- HALC Representative: Cllr. Suzanne Penny
- Dinedor Camp Steering Group: Deferred to next meeting

068/2024

Public Participation

068.1 Ward Councillor Report

Members noted the report from the Ward Councillor as attached to these minutes. Councillor Davies also noted the announcement of the cancellation of the public realm contract with Balfour Beatty which is now due to end in 2025.

Cllr. Davies responded to queries relating to additional funding for public rights of way, drainage schemes and additional lengthsman funding, the delay in adding a footpath to the definitive map, signage for cycle routes at Rotherwas and waste on the site of a property in the village. Cllr. Davies agreed to look into these matters and report back.

068.2 Matters raised by members of the public in attendance

There were no further comments raised by members of the public in attendance.

068.3 Police Matters

The quarterly newsletter from the West Mercia Police Safer Neighbourhood team was noted.

069/2024

Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

070/2024

Financial Matters

070.1 Payments now due:

The following payments were approved:

- | | | |
|--------------------------------|---------|---------|
| • Terry Griffiths contracts | | |
| Lengthsman work for April 2024 | £466.00 | |
| VAT | £93.20 | |
| Total | | £559.20 |
| • Dinedor Village Hall | | |
| Room hire April – September | | £120.00 |

• Mulberry Local Authority Services Ltd.		
Internal audit fee 2023-4	£283.25	
VAT	£56.65	
		£339.90

070.2 Receipts

The following receipts, as noted last month, have been received since the last meeting:

• HMRC	
Reimbursement of VAT paid in 2023/4	£621.25
• Herefordshire Council	
First instalment of precept payment for 2024/5	£4,750.00

070.3 Budget review, account balances and bank reconciliation

The Clerk presented the budget review for the financial year to date with a revised expenditure forecast and current account balance as at the date of the meeting of £22,190.45, as attached to these Minutes. The Chair was authorised to sign the bank reconciliation to confirm the balance as reported. It was agreed to consider the opening of an interest earning account for surplus funds at the next meeting.

070.4 Bank Signatories

It was agreed that the bank signatories remain as

- Cllr. J. Davey
- Cllr. T. Greenow
- Cllr. M. Louch
- Cllr. J. Over

The Clerk confirmed that all transactions etc. continue to require authorisation by two out of the four signatories.

070.5 Standing Order Payments

It was agreed that payment of staff salaries and the corresponding HMRC payment be paid by bank standing order for the forthcoming year.

070.6 Internal Audit Report for the year ended 31.3.2024

The report of the internal auditor for the year ended 31.3.2024 was received and the recommendation contained therein with regard to signing of the bank reconciliation noted. This will be addressed further when the financial regulations are reviewed in the light of the new model document.

070.7 Confirmation of exemption from external audit for year ended 31.3.2024

Members noted the Receipts and Payments account for the year ended 31.3.2024 as confirmed by the internal auditor and agreed that as the Parish Council turnover did not exceed £25,000, the Parish Council is eligible for and would submit a Certificate of Exemption from external audit for the year ended 31.3.2024.

070.8 Annual Governance Statement for year ended 31.3.2024

Guided by advice from the Internal Auditor, members considered and agreed each of the statements within the Annual Governance Statement in section 1 of the Annual Governance and Accounting Return for the year ended 31.3.2024 indicating responses as contained in the copy document attached to these Minutes. The Clerk and Chair were duly authorised to sign the Statement on behalf of the Parish Council.

070.9 Annual Accounting Statement for year ended 31.3.2024

Members reviewed the Receipts and Payment account for the year ended 31.3.2024 and the Annual Accounting Statement as shown on the attached section 2 of the Annual Governance and Accounting Return for the year and resolved to approve the Statement. The Chair was duly authorised to sign the Statement as presented to the meeting.

070.10 Exercise of electors rights for the year ended 31.3.2024

Members noted and agreed that the period for the exercise of electors rights to inspect the accounts for the year ended 31.3.2024 is to start on Monday 3rd June and end on Friday 12th July.

070.11 Annual Risk Review and Statement of Internal Control

The Annual Risk Review for 2024 was considered and approved by Members.

070.12 Insurance Renewal

The Clerk presented the renewal invitation from the Council's insurance brokers for the year 2024-5. It was agreed that the policy be renewed this year at a cost of £1,805.48, a proportion of which is reimbursed by Dinedor Outdoor Centre as part of their obligations under the lease of the Outdoor Centre.

071/2024 Policies and Procedures

The following policies and procedures were reviewed and confirmed without amendment:

- Standing Orders
- Code of conduct

072/2024

Planning Matters

072.1 Applications for consideration:

Ref: 240868

Site: Land at Poplar Way, Rotherwas

Dev: Change of use of land for caravan and motorhome storage for a period of another 3 years

Members considered this application and had no objection to these proposals.

072.2 Applications under permitted development rights

None noted.

072.3 Decisions by Herefordshire Council since the last meeting

None.

072.4 Herefordshire Local Plan Consultation

Responses to the Herefordshire Local Plan consultation for Hereford, as attached to these Minutes, were agreed.

073/2024

Dinedor Camp

073.1 Update on Community Action Day

Members noted that for the first community action day for 2024 there had been few attendees. The Dinedor Camp Steering Group will consider ways of attracting more people to help with this work. It was also proposed that advice be sought from the Herefordshire Woodland Trust and/or Herefordshire Wildlife Trust on managing the site going forward.

073.2 Update on Historic England Section 17 Management Agreement and tree safety work requirements

Members noted the report from the Clerk indicating that Historic England has now given consent for the tree safety work to proceed albeit that by carrying out the work before the Section 17 Management Agreement is in place will mean that the work cannot be considered part of the parish council's contribution towards the work in accordance with the Management Agreement. After due consideration, it was agreed that Acer Tree Services be instructed to undertake the work now as members were concerned at the delay to date.

With regard to the Section 17 Agreement, Historic England has indicated that the completion of the Agreement is subject to receipt of detailed quotes and methods statements for the work contained in the specification they have provided. The Clerk noted that the specification would need to be broken down so that quotes can be obtained for the relevant sections of the work. It was agreed that the Clerk undertake this work as soon as possible.

074/2024 Highway Matters

074.1 Lengthsman Report

The Lengthsman report for April 2024 was noted

074.2 Additional funding for drainage work and public rights of way work

The Clerk noted that she has yet to receive formal notification of procedures for claiming or requesting the additional funding for drainage work or public rights of way work, although it had been identified that only members of the lengthsman scheme could claim this additional funding, contrary to previous indications from Herefordshire Council.

074.3 Footpaths

The footpath officers report was noted including potential work utilising funding from the Rural Services Delivery Grant from Herefordshire Council, although, as previously noted, it is not yet clear how this funding can be accessed or is to be made available. The footpaths officers are drafting possible uses of this funding once the application process is clearer.

It was further noted that footpath DD4 has now been reinstated following a visit by Herefordshire Council public rights of way inspectors. Herefordshire Council will also be repairing access and stiles along the river path

075/2024 Dinedor Village Hall

There was no formal report from the Village Hall Committee but councillors noted that quotes are being obtained to upgrade the kitchen.

076/2024 Councillor Training Requests

There were no requests for councillor training.

077/2024 Future meeting dates

It was agreed that future meetings would continue to take place on the third Thursday of each month except August and December with meetings starting at 6.00pm in the Village Hall.

0787/2024 Next Meeting and items for the agenda

The next meeting will take place on Thursday 20th June 2024 at 6.00pm in Dinedor Village Hall. There were no further items raised for the agenda for this meeting.

There being no further business, the meeting was declared closed at 8.00pm.

Dinedor Parish Council

Meeting held on 16th May 2024

Appendix 1

Ward Councillors Report

Every month I hope to open these reports with news of spring sunshine however until the last week or two it seemed like the rain just will not stop. Unfortunately the persistent rain throughout the winter months has played havoc with our road network made repairs very difficult. Please keep logging the potholes where you can and alerting me where you can't. Equally if there is a particularly bad stretch of road then please do let me know and I will ensure it is raised with the Locality Steward and Herefordshire Council.

The start of the new financial year will see the beginning of the additional investment for roads which I have mentioned previously. The total funding available for Highways will be some £38 million this year which is nearly £12 million more than the last financial year and the highest allocation since the Green and Independent Coalition took control of the council in 2019. I made clear during the election that roads and investment in them was a priority and I am delighted to be part of an administration delivering on that promise. Of particular interest to me locally is the £5 million for A & B road resurfacing.

Aside from Road Resurfacing the condition of the lines and markings on our roads has also deteriorated and if you have spotted any areas in need of a refresh please do let me know and I will ensure they are flagged with Balfour Beatty and if necessary our Head of Highways.

The deadline for expressions of interest in the new Local Drainage Grant is at the end of this month and I would urge any Parish that has not yet done so to email and express their interest. This fund offers Parish Councils the chance to address localised highway flooding outside of the normal lengthsman payments.

As we move through the Spring the verges of our highways will begin to grow very fast and I urge any resident who feels a junction is becoming dangerous due to vegetation growth to report it to through the Herefordshire Council website so, where necessary, a cut can be arranged.

On a County level, you will be pleased to know that Herefordshire Council has finally filled the Head of Planning post which had been vacant / filled by interims for quite some time. Since my last report the Council has also seen the departure of our Head of Children's Services and whilst change is always fraught with risk, this represents a real chance for us to deliver sustained progress in an area that has historically struggled to improve. The Council have moved quickly to fill the post and recruit a very experienced Director in the form of Tina Russell who currently works across the border in Worcestershire. There is no meeting of Full Council during April but we have the Annual General Meeting of the Council in May which will be a big test for our minority administration.

On a final note, this month has seen the publication of the Government's £35 million strategy for the River Wye and I sincerely hope this will mark the start of a serious commitment from the Government towards the much needed recovery of our river.

As always if you have any concerns locally please contact me.

Cllr. D. Davies

Dinedor Parish Council Meeting held 16.5.2024

Dinedor Parish Council

Meeting held on 16th May 2024

Appendix 2

Clerks Report

The following items are brought to members attention but not the subject of a separate agenda item:

1. Financial Regulations

Financial regulations govern the way the parish council manages financial matters so they cover a range of subjects such as times when multiple quotations are required, how expenditure is authorised and the role of the Responsible Financial officer. The Parish Council has adopted a 'model' set of regulations that have remained unchanged for a few years now. The National Association of Local Councils has just released a new 'model' for Parish and Town Councils to consider. The new draft offers opportunities to adjust some regulations to suit the needs of the council so these will be presented to the next meeting of the Parish Council for consideration.

2. Lengthsman Scheme

Our clerk has now received some training on the Lengthsman Scheme after requesting this for quite some time. It was acknowledged that the documentation was not perfect but as well as the funding of some £600 towards the routine maintenance tasks, an additional £301 is also available in "match funding".

Additional funding for drainage works is to be made available to parishes who are members of the lengthsman scheme although how this can be accessed is yet to be announced.

Similarly, funding is to be made available to support the public rights of way network and although this was not originally specified as only being available to members of the lengthsman scheme, it would seem that this is now the case. Again, how this can be accessed is yet to be announced.

3. Parish Council Charter

Members may recall that Herefordshire Council are to redraft a Parish Council Charter which sets out the expectations of both tiers of local government in their interactions. The Parish Council nominated the Clerk to join the group of individuals working on this project/document. The was not selected for this group, which consists entirely of parish councillors, and we await the first draft of the new Charter.

Dinedor Parish Council

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Appendix 3

Budget Review as at 30.4.2024

	Year to 31.3.2024		Budget 2024-5		Actual to 30.4.2024		Forecast
Expenditure							
<u>General Expenditure</u>							
Staff costs	£	5,435.79	£	6,000.00	£	362.88	£ 5,800.00
Temporary Staff Costs			£	-			
General Office Costs	£	639.99	£	500.00	£	40.00	£ 500.00
Room Hire	£	264.00	£	350.00	£	-	£ 350.00
Insurance	£	1,664.29	£	1,800.00	£	-	£ 1,810.00
Lengthsman Scheme	£	1,820.00	£	3,000.00	£	-	£ 3,920.00
Repairs & Maintenance - Other					£	-	
Repairs & Maintenance - Camp	£	695.00	£	6,000.00	£	-	£ 12,500.00
Purchases, other			£	600.00	£	-	£ 600.00
Subscriptions	£	459.34	£	550.00	£	-	£ 550.00
Audit Fees	£	249.75	£	300.00	£	-	£ 300.00
Election costs	£	141.50	£	-	£	-	£ -
Advertising/publicity					£	-	£ -
Training	£	90.00	£	150.00	£	50.00	£ -
Website	£	225.00	£	250.00	£	-	£ 250.00
Newsletter	£	330.00	£	400.00	£	55.00	£ 220.00
Miscellaneous	£	330.00	£	100.00	£	-	£ 100.00
VAT	£	621.25			£	10.00	
<u>Other Expenditure</u>							
Legal costs	£	-	£	500.00	£	-	£ -
Neighbourhood Plan	£	-	£	500.00	£	-	£ -
Donations & Grants	£	1,460.00	£	1,000.00	£	560.00	£ 560.00
Total Expenditure	£	14,425.91	£	22,000.00	£	1,077.88	£ 27,460.00
Income							
Precept	£	9,500.00	£	9,500.00	£	4,750.00	£ 9,500.00
Grants	£	5,120.99	£	310.00	£	-	£ 900.00
Outdoor Centre Insurance reimbursement	£	981.13	£	1,000.00	£	-	£ 1,000.00
Transmitter income	£	2,000.00	£	2,000.00	£	-	£ 2,000.00
Insurance Claim	£	-					
VAT reclaim	£	1,414.89	£	-	£	621.25	£ 621.25
Other							
Total income:	£	19,017.01	£	12,810.00	£	5,371.25	£ 14,021.25
Net expenditure:	£	4,591.10	-£	9,190.00	£	4,293.37	-£ 13,438.75
Reserves:							
Opening Balance	£	13,305.98	£	17,897.08	£	17,897.08	£ 17,897.08
Add: Net expenditure	£	4,591.10	-£	9,190.00	£	4,293.37	-£ 13,438.75
Closing Balance:	£	17,897.08	£	8,707.08	£	22,190.45	£ 4,458.33

Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**. 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:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **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 2024**.

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 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, 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 2023/24 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) 2023/24, 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 2024. 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 2024**. 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes 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 Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 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 or from www.ada.org.uk

Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

DINEDOR PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24: £19,017

Total annual gross expenditure for the authority 2023/24: £14,426

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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

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

Signed by the Responsible Financial Officer

Date



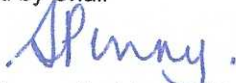
16/05/24

I confirm that this Certificate of Exemption was approved by this authority on this date:

16/05/2024

Signed by Chair

Date



16.05.24

as recorded in minute reference:

070-7

Generic email address of Authority

clerk@dinedorparishcouncil.gov.uk

Telephone number

07977675456

*Published web address

www.dinedorparishcouncil.gov.uk

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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

DINEDOR PARISH COUNCIL

www.dinedorparishcouncil.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 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.			✓

NO
PETTY
CASH

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

Date(s) internal audit undertaken

08/05/2024

Name of person who carried out the internal audit

ANDY BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

Andy Beams

Date

08/05/2024

*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 2023/24

We acknowledge as the members of:

DINEDOR 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 2024, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<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:

16/05/2024

and recorded as minute reference:

070-8

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

Chair



Clerk



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 ☐

www.dinedorparishcouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

DINEDOR PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £		
1. Balances brought forward	17,194	13,306	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	9,500	9,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	3,843	9,517	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	5,072	5,436	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	12,159	8,990	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	13,306	17,897	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	13,306	17,897	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	6,918	6,918	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

10/05/2024

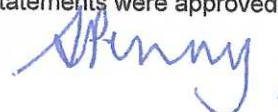
I confirm that these Accounting Statements were approved by this authority on this date:

16/05/2024

as recorded in minute reference:

070-9

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



Explanation of variances – pro forma

Name of smaller authority: **DINEDOR PARISH COUNCIL**
County area (local councils and Herefordshire)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	17,194	13,306				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,500	9,500	0	0.00%	NO		
3 Total Other Receipts	3,643	9,517	5,674	147.65%	YES		Additional grant funding amounting to £5,120.99 received in 2023/4 in connection with Herefordshire Council lengthsman scheme (2022/3 = £0). Reimbursement of VAT paid received in 2023/4 of £1,414.89 (2022/3 = £966.52).
4 Staff Costs	5,027	5,435	409	8.14%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,159	8,990	-3,169	26.06%	YES		Lengthsman scheme expenditure fell from £6,600 in 2022/3 to £1,820.00 in 2023/4 with corresponding fall in VAT paid (£1,415 2022/3, £621.25 2023/4). Excluding lengthsman expenditure, most other costs increased marginally from 2022/3 to 2023/4 including an increase in grants and donations from £430.00 in 2022/3 to £1,460 in 2023/4 mainly arising from grants in connection with the Coronation celebrations, election costs of £141.50 in 2023/4 (£0 in 2022/3) and expenditure of £330 in 2023/4 (£0 in 2022/3) on items purchased in connection with the Coronation.
7 Balances Carried Forward	13,306	17,897				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	13,306	17,897				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	6,918	6,918	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



Herefordshire Draft Local Plan 2021-2041 Regulation 18 Consultation (March 2024)

Please complete your details:

Name: Dinedor Parish Council
Address: c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
Organisation: Dinedor Parish Council
Email: clerk@dinedorparishcouncil.gov.uk

All personal data will be treated in line with our obligations under the General Data Protection Regulation (GDPR). This means your personal data will not be shared. For more information on our privacy policy, please go to

www.herefordshire.gov.uk/directory/44/privacy-notices

Would you like to be kept informed of developments in planning policy?

Yes ☒ No ☐

(You are free to request for your contact details to be removed at any time in the future)

The Herefordshire Draft Local Plan 2021-2041 outlines the land use strategy for the amount, location and types of development across the county up to 2041.

This consultation is seeking comments on policies which will guide new development. The consultation also sets out the potential strategic development sites within Hereford, the market towns and villages. It includes a list of rural settlements across the county where future growth will be directed.

The Draft Local Plan includes a number of planning policies based on:

- National planning policy and guidance;
- Herefordshire Council corporate strategies;
- Feedback received during previous consultations;
- Evidence base findings; and
- Consultation with internal and external service providers.
- Sustainability Assessment (SA) and Habitat Regulations Assessment (HRA)

The supporting text, evidence base documents and, where relevant, topic papers provide the background and justification to these policies and are available to view on the [website](#).

Please use this form to give us your views on the policies in the Herefordshire Local Plan 2021-2041. You can complete the whole form or just complete the sections you are most interested in. This can be done electronically on the [CommonPlace website](#).

Place Shaping Policies

You can find information on these policies within the Herefordshire Local Plan 2021-2041 Draft Consultation March 2024.

Hereford

Policy HERE1 – Strategic development for Hereford

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

50. Do you agree with the overall policy approach set out for *HERE1: Strategic development for Hereford*?

Yes ☐ No ☐ In part ☒

51. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

There are fundamental issues with Hereford City that have not been addressed in particular with regard to the viability and vitality of the city centre such as poor quality roads, poor visual amenity of the city which will deter visitors both local and tourists from visiting the city, poor transport links and parking

Policy HERE2- Supporting the vitality of Hereford city centre

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

52. Do you agree with the policy approach set out for *HERE2: Supporting the vitality of Hereford city centre*?

Yes ☒ No ☐ In part ☐

53. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

It is essential that people (tourists and local residents) are attracted to the town but the design (split retail offering), visual appearance, poor choice of shopping opportunities, limited and expensive parking actually serve to deter visitors.

Policy HERE3: Supporting jobs in Hereford

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

54. Do you agree with the policy approach set out for *HERE3: Supporting jobs in*

Hereford?

Yes ☒

No ☐ In part ☐

55. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

Policy HERE4: Supporting movement in and around Hereford

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

56. Do you agree with the policy approach set out for HERE4: *Supporting movement in and around Hereford*?

Yes ☐ No ☒ In part ☐

57. Please provide your comments on the approach taken for the above policy, or tell us any other issues or ideas you feel that we should consider.

Whilst the principle of improving transport links generally is supported, a radical rethink of the way this is achieved is required to improve traffic flows across the city as this is a major obstruction to achievement of all other policy initiatives. A by pass is not the only solution to traffic issues.

Policy

HERE5: Sustainable urban expansion at Holmer North

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

58. Do you agree with the overall policy approach set out for HERE5: *Sustainable urban expansion at Holmer North, Hereford*?

Yes ☐ No ☐ In part ☒

59. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

Wherever housing is planned, there needs to be clear evidence of need supported by appropriate infrastructure (schools, roads, public transport links, employment opportunities etc) in place before development starts. In a county with a lower average wage than the national average, affordable housing is an essential to retain and attract those of working age and there needs to be provision for both social housing and housing at a low cost.

Policy HERE6: Sustainable urban expansion at Three Elms

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

60. Do you agree with the overall policy approach set out for *HERE6: Sustainable urban expansion at Three Elms*, Hereford?
Yes ☐ No ☐ In part ☒

61. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

Wherever housing is planned, there needs to be clear evidence of need supported by appropriate infrastructure (schools, roads, public transport links, employment opportunities etc) in place before development starts. In a county with a lower average wage than the national average, affordable housing is an essential to retain and attract those of working age and there needs to be provision for both social housing and housing at a low cost.

HERE7: Sustainable urban expansion at Lower Bullingham

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

62. Do you agree with the overall policy approach set out for *HERE7: Sustainable urban expansion at Lower Bullingham*, Hereford?
Yes ☐ No ☒ In part ☐

63. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

Please see other comments regarding the need for appropriate infrastructure including medical facilities, schools, transport and highway improvements and need for a more relevant approach to the definition of "affordable housing" which applies to all proposed large scale housing sites. In addition, the policy seeks to address the impact of the development on Bullinghope but ignores the impact on other villages in the area. In recent years local flooding on the Holme Lacy and Hoarwithy roads has resulted in the single track road through Dinedor village becoming a rat run. Additional housing in the immediate vicinity, seeking to avoid the inevitable traffic jams, will be exacerbated by this development. At times, the combination of end of shift traffic from Rotherwas and vehicles attempting to use the Holme Lacy road as an informal by pass to avoid traffic in the centre of Hereford has made it almost impossible for Dinedor residents to leave the village or return to their homes. An additional 1000+ houses using the village as a short cut in addition to the existing difficulties will have a huge impact on quality of life in the village.

HERE8: Supporting education and community facilities in Hereford

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

64. Do you think that the right types of community and education facilities have been prioritised for support in Hereford?
Yes ☒ No ☐ In part ☐
66. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

HERE9: Supporting greening of the city in Hereford

You can find the policy wording together with information about this topic in Section 8 'Hereford' of the Local Plan.

67. Do you agree with the overall policy approach set out for *HERE9: Supporting greening of the city in Hereford*?
Yes ☒ No ☐ In part ☐
68. Please provide your comments on the approach taken for the above policy, or tell us about any other issues or ideas you feel that we should consider.

69. Are there any other large sites for housing or employment development that should be included within or around Bromyard that should be included within or around Hereford?
Yes ☐ No ☒
70. Please name each site for Hereford and explain briefly why it should be included.

71. Are there any other Hereford specific issues that should be included in policies that should be included in the Plan?
Yes ☐ No ☒
72. If there are, please set out each one separately below and briefly explain why it should be included for Hereford.



Thank you for taking part in this consultation