

Weston Longville Parish Council.

Meeting of the Parish Council - Agenda

Monday May 13th, 2024 at 7.30pm
Hall for All, Church Street, Weston Longville

I hereby give notice of a meeting of Weston Longville Parish Council and summon members to attend.

Dawn Clarke
Clerk to the Council
May 8th, 2024

The public and press are welcome.

- | | |
|-----------|---|
| 2024/0020 | Chair's welcome and to receive apologies for absence. |
| 2024/0021 | To elect The Chair |
| 2024/0022 | To elect The Vice - Chair |
| 2024/0023 | To receive declarations of interest in items on the agenda and consider any requests for dispensations. |
| 2024/0024 | To consider Co-option of any candidate present. |
| 2024/0025 | To consider the portfolios held. |
| 2024/0026 | To consider the bank signatories. |
| 2024/0027 | To note the contractual and re-occurring payments. |
| 2024/0028 | To confirm the Asset Register. |
| 2024/0029 | To approve the minutes of the meeting held on February 12 th , 2024. |
| 2024/0030 | To report on items not on the agenda from the last meeting (information only) |
| 2024/0031 | Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors. |
| 2024/0032 | Planning (Portfolio CM) |
| | By Delegation |
| 32.1. | 2024/0620 - Annexe Ivy House, Weston Green Rd. Certificate of Lawfulness for use of an annexe as a single dwelling house. - No Objection. |
| 32.2. | 2024/0620 - Annexe Ivy House, Weston Green Rd: Certificate of Lawfulness for use of an annexe as a single dwelling house. No Objection. |

- 32.3. 2023/3339 - Thatched Cottage Weston Green Road Weston Longville Norfolk NR9 5LB: Proposed rear single storey extension and balcony and 1.5 storey side extension. amended plan – no objection.
- 32.4. 2024/0798 Land Opposite The Cottage, Weston Green Rd: New Self Build Dwelling: No Objection
- 32.5. 2024/0899 The Long Meadow, Rectory Road: Demolition of existing storage buildings and erection of new indoor archery range building. – No objection
For consideration:
- 32.6. 2024/1059 The Paddocks, Three Corner Covert: Garage Conversion, Ground and first floor extensions.
- 32.7. Any application received after the publishing of this Agenda.

- 2024/0033 Roads (Portfolio RH)
 - 33.1. To receive an update and agree next steps on A47 and Norwich Western Link.
 - 33.2. To receive any update respect to the Weston Green Crossroads – Junction of Weston Green Road and Paddy's Lane/Honingham Road, residents' group.
 - 33.3. To discuss and resolve the next steps with respect to approaching Norfolk County Council for a parish wide speed reduction.

- 2024/034 Parish Infrastructure (Portfolio BB)
 - 34.1. To discuss the current Allotment arrangements.
 - 34.2. To consider the water bill and emergency repairs.
 - 34.3. To consider increasing rent.
 - 34.4. An update regarding Land Registry progress.
 - 34.5. To discuss purchasing a replacement (shared) speed camera.

- 2024/035 Environmental Considerations (Portfolio PC) - Verbal update
 - 35.1. To receive an update on the Hornsea 3 and Equinor SEP and DEP.
 - 35.2. Seed Planting.

- 2024/036 Parishioner Engagement (Portfolio RP) - Verbal update
 - 36.1. To develop and print a booklet of local walks

- 2024/037 Communications (Portfolio JC) - Verbal update
 - 37.1. Mobile phone signal improvement

- 2024/038 Inter stakeholder Liaison (Portfolio PR) - Verbal Update.
 - 38.1. To receive a progress update regarding the Playing field.

- 2024/039 Clerk's Report (Verbal Update)

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner.

- 2024/040 Finance
- 40.1. To note the Internal Auditors report.
 - 40.2. To appoint an Internal Auditor for the 2024-25 year.
 - 40.3. To agree that the council should certify the council exempt and delegate authority to the Clerk and the Chair to fulfil the AGAR responsibilities.
 - 40.4. To agree the payment list.
 - 40.5. To agree any items for payment received after the Agenda publishing.
 - 40.6. To note any payments made since the last meeting.
 - 40.7. To note any income since the last reconciliation, 14th of February 2024.
 - 40.8. To note and sign the bank reconciliation dated 8th of May 2024.
 - 40.9. To consider the grant request from
 - a. The Hall for All
 - b. All Saints Church.
- 2024/041 Correspondence (information only)
- 41.1. Email : Environment Agency River Maintenance.
 - 41.2. Any item received after the publication of this Agenda.
- 2024/042 Any other business (information only) and items for the next agenda.
- 2024/043 To confirm the date and venue of the next meeting:
- Monday July 8th, 2024, at 19:30 in the Hall for All.

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner.

Weston Longville Parish Council.

Meeting of the Parish Council - Agenda

Monday February 12th, 2024, at 7.30pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:	Clare Morton	CM (Chairman)
	Peter Ross	PR (Vice Chairman)
	Bob Banks	BB
	Justin Cohu	JC
	Paul Cowley	PC
	Ruth Horton	RG
	Rick Parsons	RP (after item 2024/003)
	Dawn Clarke	DC (Clerk)

17 Members of the public, including District Councillor Peter Bulman (DCPB)

- 2024/001 Chair's welcome and to receive apologies for absence.
- County Councillor Greg Peck sent his apologies.
- 2024/002 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
- All council members noted their interest in the A47/Norwich Western Link, SEP and DEP projects.
- Item 2024/008.2 PC and CM as they are residents in that area.
- 2024/003 To consider Co-option of any candidate present.
- Two candidates were present, and the election of Rick Parsons was effected using the process outlined in the Co-Option Policy document.
- The Clerk witnessed the signing of the Declaration of Acceptance of Office and provided a copy of the standing orders. Other documents to be sent via email.

2024/004 To approve the minutes of the meeting held on 13th of November 2023, and the 9th of December 2023.

A small amendment was made to item 13.1 if the 13th of November Minutes by hand.

The minutes were accepted as a true record.

2024/005 To report on items not on the agenda from the last meeting (information only)

It was noted that the Greater Norwich Plan has been released.

2024/006 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

A resident expressed concern with respect to the Wensum Diaries (WD) and asked if the parish council should consider supporting the publication. The Editor of the WD explained that the WD struggles to collect the subscription monies and was reluctant to accept funding as it wished to be independent of any public body. For the year of 2024 thanks to the generosity of residents the future would be fine, going forward it may need support.

A resident noted that the 'corner plot' owner was selling his property. The site opposite had not progressed with respect to the land usage changes and the establishment of a new (without planning) entrance. CM to contact and copy in DCPB.

Councillor Peter Bulman (DCPB) noted the continuing of dialogue with respect to the redundancy process for Bernard Mathews. There would be a considerable number of job losses in both the workforce and ancillary support businesses.

Building works, planning and environmental issues in Lenwade were noted.

DCPB is Vice Chair of the Overview and Scrutiny Committee. The draft budget for 2024-5 which recommends a 5.2% increase in council tax will be submitted to cabinet shortly.

2024/007 Planning (Portfolio CM)
By Delegation

7.1. 2024/0066, Land at Emmerson Industrial Estate, Norwich Road, Construction of Industrial Units (Use classes E(g), B2 & B8) with all matters reserved except for access Application Type: Outline Planning Permission

7.2. 2023/3456, High Oaks Three Corner Covert Weston Longville, 2 single storey side extensions, facade alterations & internal reconfiguration.

7.3. 2023/3259, 7 - 9 Norwich Road Lenwade, To place food van in front of property.

For consideration:

7.4. Any application received after the publishing of this Agenda.

7.1 There was only 1 vacant unit available when CM looked at the neighbouring business unit site. The area is populated by volunteer birch trees and brambles. The landscaping is quite natural

No objection was made and the text 'Weston Longville Parish Council makes no objection but asks that robust conditions that protect the water courses from contaminated run-off (both during the development and subsequent usage) are included in any approval. Additionally, that native and sympathetic vegetation is retained, and where this is not available planted, in a way to screen the site from Marriot's Way and the A1067.' Was submitted.

7.2 No objection was made.

7.3 It was noted that the property was in Great Witchingham PC and the drive/road is in Weston Longville. Local residents were concerned about smells, waste/litter and vermin.

No objection was made and the text 'Weston Longville Parish Council notes that the access road falls into the Parish of Weston Longville but the property is within Great Witchingham.

The Parish council is concerned about litter. Should planning be minded to approve, Weston Longville Parish Council request a condition addressing litter, and would call for the provision of publicly accessible litter bins on and around the site.' Was submitted.

7.4 No other applications

2024/008

Roads (Portfolio RH)

8.1. To receive an update and agree next steps on A47 and Norwich Western Link.

8.2. To note the correspondence by residents of Weston Green with respect to the Weston Green Crossroads – Junction of Weston Green Road and Paddy's Lane/Honingham Road.

8.1 CM attended the Norwich Western Link (NWL) liaison meeting and noted that the time line has slipped considerably, Submission of plans early 2024, starting construction in Summer 2026 and the scheme in operation in Summer 2029 at the earliest. There has been additional time allowed for public enquiry, environmental investigations and the need to construct a platform to enable the viaduct construction.

RH - It was noted that discussions were underway with Norwich County Council asking that other options may be considered. The response was initially positive then updated that there was a considerable

amount of work requested. RH plans to contact NCC again for a clear timeline.

The short term plan is to clarify the implications of any rat-running avoidance plans, and by May that the assessments may show the potential effects.

A written commitment has been made by NCC to ameliorate the traffic through the village by either moving flow to the HGV route or slowing the speed to make it less attractive. How best to achieve this is under currently consideration.

NCC will consult and not implement a plan without the parish agreement.

8.2 A group of Weston Green residents have asked for some mitigations to alleviate the issues at the Weston Green cross-road. This would be to address the current safety issues faced in that area.

A resident asked how we would know if the measures were working, PR explained that the modelling had been accurate in the past and there are safeguards if the plan implemented resulted in an increase in traffic.

CM noted the correspondence of the Weston Green Residents group. Concern was shown that currently there are significant safety concerns. And asked that safety upgrades are made now. It was noted that there has been the loss of many family pets and many close calls/narrow misses due to speeding.

RH has reviewed the suggestions made by the group and noted that the mirrors and reduction in speed were 'easy' to achieve. The 'raised platforms' were explained as a whole road would be raised so that the whole crossroads would be covered, or 2 split areas. RH did acknowledge the danger at this point, and asked if we should consider other locations also. CM noted that any safety concerns should be ranked.

PR was concerned that if significant work was undertaken, would the final solution be different to the current offer.

Council has previously agreed to pursue a 40mph speed limit across the parish.

PR - In May when the mitigations are further developed may give a better view of any mitigations that may be considered now, funding is always an issue. PR suggested that financially modest actions should be prioritised and then pursue the other options.

PC Noted that he had near miss recently where the other driver did not stop. His opinion is that the issue is entirely speed related.

PR The analysis that was conducted 2 years ago

JC noted that the information and changes

RH As residents we know what the current problems are and without the analysis to understand the effect of the change it's impossible to predict what will happen as to flow of traffic.

PR The analysis may give more insight into the traffic flow and help with a solution to the crossroads.

BB Once the Western Link is complete the issue will change entirely.

RH The analysis that was requested included items that may be permanent, (road narrowing) In the short term this will slow the traffic.

JC suggested that the 'soft' items – mirrors and speed limits would not affect the modelling and are removable.

A resident said that there have been no speed mitigation measures in Weston Green(WG) and were focused on the village of Weston Longville. They were concerned that there would be a serious accident in the future.

A resident notes that there was huge support for any speed restriction in the WG area, he personally has had multiple near misses. There has been strong and consistent views. Their intention was not to move flow to other locations just to slow it down.

A resident noted that the nearly full attendance from all the WG residents and that they were hoping for the support of the parish council to explore with NCC any possibilities and immediate improvements without prejudice to the plans that may affect the whole village. It is not a proposal to displace traffic just to slow down the speed. The group are not fixed on any of the ideas suggested in their letter.

A resident noted that speed reduction is good for the whole village.

RH asked that the speed reduction be implemented across the whole parish as soon as possible, either to 30 or 40mph, that is not tied to mitigations.

CM has previously asked for a 40mph speed limit to be implemented.

The Weston Green Residents were given the support of the parish council to speak to NCC about measures to reduce speed.

RP Notes that most traffic passes through the village and ANPR would give the village a way of protecting the parish. It would require police support.

A resident who had attended a Morton on the Hill meeting noted that their opinion was an average speed camera was the most successful way to reduce speed in their area.

A resident was concerned that the parish was splitting into areas with each lobbying for their own small section of the parish and this was divisive to cohesion.

CM The Parish Council was to represent all the views of the parish but there was nothing stopping an individual coming to the council for support, or approaching an agency. At times it is not practical to support an individual or group view and by being elected it was for the council to represent a view.

CM the whole speed across the parish has reduced but not to the speed limit signed.

RH did recognise the effect that speed cameras have on traffic. She notes that when previously asking about speed cameras that the lack of fatalities made getting a speed camera difficult. She will look into speed cameras. Police speed checks were being looked into.

RP asked for costings of cameras and other solutions.

It was resolved that as a parish council we are supportive of the WG residents group approaching NCC to discuss possible actions to improve the safety of the Weston Green Crossroads.

2024/09 Parish Infrastructure (Portfolio BB)

9.1. To discuss the current Allotment arrangements.

9.2. To note that a Land Registry application has been submitted for the allotments

9.3. To note the shared SAM rota.

9.1 BB noted that all was well on the allotment

9.2 CM has submitted a Land Registry Application asking for the allotments to be assigned to the Parish Council. They have acknowledged receipt of the application. The parish council has the conveyance paperwork but not the deeds. The deeds are missing.

9.3 CM has made a new rota for 2024 as the 2023 one had expired.

2024/010 Environmental Considerations (Portfolio PC) - Verbal update
To receive an update on the Hornsea 3 and Equinor SEP and DEP.

The cable works have been continuing across the parish. Orsted have agreed to move forward. Hornsey 3 will be built. PC is being kept up to date with the scheme of work, both trenched and tunnelling. The

community fund is now active and are focused on the impacted parishes. The fund is administered by an independent funding body.

The road closures are causing an increase in traffic across the parish, CM/BB/PC are meeting with the project managers. The road closures diversions were not always ideal. Should a project of this size happen again, a dialogue with NCC would be wise to prevent inappropriate routing of TRO's

PR asked if the safety cut map that has been produced could be merged with the 'Bloom and Clean' idea. CM explained that the Bloom and Clean grant will partly be used to underplant with clover and low growing grasses at the corners that are the most dangerous. The Clerk notes that she has had a conversation with Highways and they are fine about the removal of the grass and planting of clover.

2024/011 Parishioner Engagement (Portfolio) - Verbal update
To resolve to purchase a tree as a token of thanks for Ruth Goodall for all her service as a Parish Councillor.

To mark Ruth Goodall's more than 30 year tenure on the council, it was resolved to purchase 2 plum trees and PC and PR will arrange purchase and planting. A budget of £75 was approved. PC to purchase.

Rick Parsons agreed to take over the Parishioner Engagement Portfolio.

2024/012 Communications (Portfolio JC) - Verbal update

JC noted that there have been power cuts recently.

The removal of copper lines is causing problems with the technology change and is very happy to help anyone who contacts him. A resident (item 2024/017.2) has written to the parish council about this change over to digital land lines. JC to follow up

CM has written a piece in the Wensum Diaries D about this change and the responsibility that the phone provider has to the customer.

JC to look at mobile signal and any responsibility that is placed on BT and the mobile phone providers. There is a lack of compatibility with the hardware. Other residents have had issues with the change over.

The number of 'at risk' Parishioners is unknown.

2024/013 Inter stakeholder Liaison (Portfolio PR) - Verbal Update.
To agree one representative to the Hall for All board.

PR has organised a meeting of the '7 Chairs' group on March 4th at the Hall For All in Weston Longville. 6 Chairs plan to attend. The group worked well pre-covid.

As a group it has no statutory powers and is a way for the adjoining local parishes with a similar profile to share best practice and the chairs to develop a dialogue.

Following Ruth Goodall's resignation, the liaison for the 'Hall For All' now falls within the Inter Stake Holder Liaison Portfolio.

2024/014 To adopt the updated Grant Policy and new Bio-diversity Policy.

The Grant Policy and the Biodiversity Policy were both adopted. It is noted that the council area refers to the whole parish council area.

2024/015 Clerk's Report (Verbal Update)

To note the change in numbering of agenda items.

To note the application of a .GOV domain name.

To agree a change over date for all email addresses.

To note the Subject Access request and that it has been resolved.

The numbering runs yearly and will restart in 2025/001. Next meeting will start from this meeting last number.

The .gov domain was agreed and noted. Councillors were reminded to change the password and it was agreed that the cut-off date for using personal emails is March 1st 2024

The SAR has been resolved and it is noted.

2024/016 Finance

16.1. To agree the application for a Bloom and Clean grant to Broadland DC.

16.2. To agree the payment list.

16.3. To agree any items for payment received after the Agenda publishing.

16.4. To note any payments made since the last meeting.

16.5. To note any income since the last reconciliation, 1st of November 2023.

16.6. To note the bank reconciliation dated 1st of November 2023.

16.7. To note the tax base of 150 and band d rate of £71, and a precept of £10,650 that was submitted for the 2024/25 year.

16.8. To receive the Wave Bill and resolve the next action.

14.1 It was agreed to apply for a Bloom and Clean Grant from Broadland DC, to be used for clover to underplant/re-plant some verges and items for planting around the village.

14.2, 14.3, 14.4 The payment list was agreed

For Authorisation

	Expenses / WFH Allowance /	
Dawn Clarke	Mileage	61.45
Dawn Clarke	Clerk Salary - January	259.13
Clare Morton	G Cannell - Base for kennel	260.00
	Norse	
Hall For All	Whole Year rental	225.00
NALC	2024/25 Subscription - Due April	214.36
NALC	Training (Ruth H)	36.00
Wave	Allotment Water	70.25
Clare Morton	Land Registry Fee	30.00

To note the payment

Dawn Clarke	Clerk Salary - December	259.13
NALC	Domain Name	134.40
ICO	Subscription (DD)	35.00

Income

BSNDC	Bloom Grant	300.00
-------	-------------	--------

14.6 Bank Balances: Solar £14,177.98, General £21,064.28

As agreed, the Parish Partnership grant was submitted, a response is expected in March. Orsted may be a source if funding is not available.

14.7 The tax base of 150 and band d rate of £71, and a precept of £10,650 that was submitted for the 2024/25 year. This was submitted in January.

14.8 Wave are willing to refund monies charged prior to confirming that Sewage connection was not there. They have offered £120 compensation to reflect the length of time it has taken to resolve the complaint. There may be the possibility to resolve this should we take it back to Anglia Water. PC to double check any paperwork he may have. Should we find evidence that the sewage connection was not asked for then we will take it up with Anglia Water. The bill is to be settled, and the compensation will be accepted.

- 2024/017 Correspondence (information only)
- 17.1. Thank you email for the defibrillator grant.
 - 17.2. Email regarding phone line switch off.
 - 17.3. Email regarding children's clothes swap.

17.4. Any item received after the publication of this Agenda.

17.1 - 17.3 Items noted.

17.4 It was agreed that the Parish Council would apply for a photograph of the King.

2024/018 Any other business (information only) and items for the next agenda.
PC will organise a litter pick week and publicise on Facebook

2024/019 To confirm the date and venue of the next meeting:
Monday May 13th, 2024, in the Hall for All.

Meeting closed at 21.54

Signed:

Date:

Weston Longville Parish Council - 2023/24 Actual against Budget

		Actual	Actual	Budget	Actual	budget	% +/-	
Category	Description	2021 / 22	2022 / 23	2023 / 24	2023/24	2024 / 25	Bud/Bud	Comments for 24/25 costing
Income								
Income	Precept	6,107	7,328	7,328	7,328	10,650	45%	£19 increase
Income	CIL	3,283	5,597		2,018			
Income	Allotment	65	15	65	55	65	0%	
Income	Grants		2,982		875			
Income	Other				31			
Income	VAT Reclaim	462						
Income Total		9,918	15,922	7,393	10,307	10,715	45%	
Expenditure								
Admin & Exp	NALC/SLCC/CPRE	182	234	350	287	275	-21%	Benifited from joint SLCC membership. NALC may increase - 10%
Admin & Exp	Insurance	355	355	400	390	430	8%	10% Cost of living rounded up
Admin & Exp	Audits	40	40	50	40	315	530%	Mid size council plus underpaying Sonya, 225+90
Admin & Exp	Hire of Hall	243	170	300	225	300	0%	
Admin & Exp	Clerk's Office/payroll service	288	340	450	476	495	10%	26 x 12 for office. payroll is 60 postage, mileage
Admin & Exp	Newsletters		82	100			-100%	6@, laptop needs looking at #100
Admin & Exp	Website		-	300	266	150	-50%	150, Move towards .gov.uk domains (£210/2 years)
Admin & Exp	Training/Forums etc	130	300	200	91	300	50%	1-5% of budget is standard
Admin & Exp	Bank charges	-	-	-	-	-	#DIV/0!	replenish reserve, will increase over time with more postal voting.
Admin & Exp	Election Expenses			341	287	100	-71%	
Admin & Exp Total		1,237	1,521	2,491	2,063	2,365	-5%	
Employment	Clerk's Salary	2,343	3,105	3,291	3,158	3,350	2%	Assumes 7% increase on contracted hours rounded up
Employment Total		2,343	3,105	3,291	3,158	3,350	2%	
Grants	Grants Made	767	3,390	3,000	1,519	1,525	-49%	Church yard #750, Defib #200, Trees #50, RBL #25, community 500
Grants Total		767	3,390	3,000	1,519	1,525	-49%	
Maintenance	Hedge cutting	55		65	72	80	23%	10% increasd on actual (expected 1,420 so 10% increase on actual
Maintenance	Grounds maintenance	1,194	1,306	1,200	1,407	1,562	30%	
Maintenance	Playing field rent	50		50		50	0%	
Maintenance	SAM2 repairs	807	192	500		200	-60%	
Maintenance	Pest control			110		150	36%	
Maintenance	Water				222			
Maintenance								
Maintenance Total		2,106	1,498	1,925	1,701	2,042	6%	
Projects	Allotment - CIL	1,783		-	180	730		same water + for legal fees + clover
Projects	Traffic management - CIL	170						
Projects	Roarr		720					Half bus shelter
Projects	3 parishes plan grant		996					
Projects	bench		500					
Projects	Toilet				10,000			
Projects	Bus Shelter					4,000		
Projects								
Projects	Other				635			
Projects Total		1,953	2,216	-	10,815	4,730	#DIV/0!	
Expense Total		8,406	11,730	10,707	19,255	14,012	64%	

Annual Internal Audit Report 2023/24

Weston Longville Parish Council

ENTER PUBLIC WEBSITE ADDRESS www.westonlongville-pc.gov.uk ENTER PHONE NUMBER

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.	N/A		✓
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) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

19/4/24

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

Sonia Byrne

INTERNAL AUDITOR

Signature of person who carried out the internal audit

Sonia Byrne

Date

14/4/24

*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

Weston Longville Parish Council

Internal Audit Report
Financial Year 2023/24

Prepared by Sonya Blythe
15 April 2024

I have completed an internal audit of the accounts for Weston Longville Parish Council for the year ending March 2024.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	July 2023
	Date Financial Regulations last reviewed	2021
	Has a Responsible finance officer been appointed with specific duties?	Clerk is RFO
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, evidenced from invoice, to minutes to bank account
	Has VAT on payments been identified, recorded and reclaimed?	Separate column in cashbook to record. No claim made.
	Is s137 expenditure separately recorded and within statutory limits?	N/A – holds GPOC
	Have S137 payments been approved and included in the minutes as such?	N/A
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	No – policy on website dated March 23 but not in minutes
	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls documented and regularly reviewed?	May 2023 minutes

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	2324 – minuted as approved November 2022 2425 – minuted as approved November 2023
	Has the precept been calculated from the budget and been approved?	2324 – amount not recorded 2425 - £10550 approved in minutes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes - July, September and November minutes
Income controls	Are there any significant unexplained variances from budget?	No
	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Bank £7328 april Precept remittance £7328
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
Payroll controls	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
	Do all employees have contracts of employment with clear terms and conditions?	Yes, checked in 2023
	Do salaries paid agree with those approved by the council?	Yes, sample of payslips seen
	Are salaries above the National Living Wage/Minimum Wage?	Yes National increment applied November
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes, P60 seen

Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes, May 23 minutes
	Do asset insurance valuations agree with those in the asset register?	Individual items not listed in policy but seems sufficient overall
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes, reported each meeting
Year-end procedures	Are there any unexplained balancing entries in any reconciliation?	No
	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	Statements £33996.05 AGAR £33256 (minus unrepresented cheques)
	Has a year-end bank reconciliation been undertaken?	Yes, £33996.05 (£33256.04 with unrepresented cheques)
	Is there an audit trail from underlying financial records to the accounts?	Yes
Procedural	Is eligibility for the General Power of Competence properly evidenced?	Yes, May 23 minutes
	Have points raised on the last Internal Audit report been considered by council and actioned?	Update SOs - yes Report regular budget monitoring - yes Record percentage of precept increase within minutes - no
	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
Transparency: For smaller councils with turnover under £25,000	Payments over £100 detailed on website?	Yes, recorded in minutes

Internal control	Test	Observations
Allotments only only	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
	Has a list of allotment holders with amounts paid to Council been submitted?	Included in cashbook
	Have fees for the allotments been reviewed and agreed by Council?	Not recorded in minutes

Summary of report:

Thank you to Dawn for supplying all the documentation so promptly.

- I have checked through your accounts and confirmed them against income and expenditure receipts, as well as against payments in your cashbook. Bank reconciliations are regularly carried out for the accounts.
- I have confirmed that your Financial Regulations and Standing Orders are up to date.
- I have noted that your VAT has been accounted for correctly within the cashbook
- I have verified that your insurance is adequate
- I confirm that your payroll management meets requirements
- I note that your reserves are adequate for the assets for which you are responsible
- I have reviewed your budget setting process and noted that you provide Council with regular spend against budget information
- I have reviewed the AGAR against your year-end bank reconciliations and your accounts

I have no concerns to raise and as such have signed the internal audit section of the AGAR.

Notes / recommendations for 24/25:

Your risk assessment on the website is dated March 23 (though isn't recorded within minutes). As one of the criteria of the internal audit and the governance statement are confirming that risk has been managed, this document should be considered and minuted during each financial year.

Regarding allotments, even if there is no increase in rent, the rent should be considered and minuted each year.

Sonya

Sonya Blythe
Internal auditor

Parish Clerk

From: ERemit@southnorfolkandbroadland.gov.uk
Sent: 24 April 2024 15:52
To: clerk@westonlongville-pc.gov.uk
Subject: Payment made to Weston Longville Parish Council by BACS on 24/4/2024 from Broadland District Council
Attachments: Untitled attachment 00006.txt

The following remittance details the payment made to 'Weston Longville Parish Council' on 24 Apr 2024 by EBACS

24 Apr 2024		Broadland District Council		15:52:10	
Remittance Advice					
Header Details					
company_id:		200001			
Payment Reference:		EBC0005292			
Payment Method:		EBACS			
Supplier:		2007700 Weston Longville Parish Council Dawn Clarke - Clerk			
Payment Run Date:		24 Apr 2024			
Payment Amount:		5,325.00			
Supplier Bank Sort Code:		XX-XX-17			
Supplier Bank Account Number:		XXXX1584			
Line Details					
Our Reference	Type	Narrative	Your Reference	Amount	Balance
0020013932	INV	Precept24_25(1)	PRECEPT24_25(1)	5,325.00	5,325.00
Grand Total					5,325.00

Weston Longville Parish Council Expense Claim Form

Name: **Dawn Clarke** May 2024 Meeting 2024

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
2/1/2024	Working from home allowance	February	NA	26.00	0.00	26.00
3/1/2024	Working from home allowance	March	NA	26.00	0.00	26.00
4/1/2024	Working from home allowance	April	NA	26.00	0.00	26.00
2/14/2023	Mileage Meeting	February	NA	9.45	0.00	9.45
TOTALS				£87.45	£0.00	£87.45

Signed (claimee) _____

Signed (authorised) _____

Bank details if we've not paid you before by bank transfer:

Signed (authorised) _____

Sort code:

Account number:

Date:

* The Parish Council can claim back VAT where it is clearly shown on a receipt or invoice. Please ask for a VAT receipt and try to only submit a receipt with Parish Council-related items only.

Please write your bank details on the reverse of the form if you have not been paid electronically before.

Contractual and Reoccurring payments

	method	amount	due	agreed	note
Audit Fee - Internal			May	May-24	
Audit Fee - external				May-24	
Information Commisioner	Direct Debit	£35	Feb	May-24	
Insurance Renewal				May-24	For multi year contracts only
Meeting Room Hire				May-24	
Microsoft Licnce				May-24	
Norse - Grounds			April/Oct	May-24	2 payments yearly
Payroll				May-24	
Payroll Provider	BACS	72	April	May-24	Advance payment for year in April
SLCC	BACS			May-24	Part share with other councils
Wave Water	BACS			May-24	
Website Domain - NALC	BACS			May-24	Paid Dec 2023, next due 2025 then yearly
Website hosting - NALC	BACS		? Dec	May-24	
NALC membership	BACS		April	May-24	Agreed for ongoing membership

Weston Longville Parish Council

May 2024 Meeting

For Authorisation

1	Dawn Clarke	Expenses / WFH Allowance / Mileage	87.45
2	Dawn Clarke	Clerk Salary - May	
3	Dawn Clarke	Epsom Printer Ink	35.55
4	Norse	Grass Cutting	747.79
5	NALC	NALC Website	70.00
6	NALC	NALC 2024/25 Subscription	144.36
7	Wave	Allotment Water	221.25
8	Tony Finch (CM)	Emergency Waterpipe repair	126.00
9	Marion Barnes	Payroll Services	78.00
10	Sonya Blythe	Internal Audit Fee	100.00
11	John Hurst	Hedge Cutting 2024	78.00

To note the payment

12	Dawn Clarke	Clerk Salary - February	
13	Dawn Clarke	Clerk Salary - March	
14	Dawn Clarke	Clerk Salary - (March) April	259.13
15	Wave	Allotment Water	221.75
16	Clare Morton	Wild Flower and Clover Seed	313.48

Income

17	BSNDC	Precept payment 1 of 2	5325.00

River maintenance and flood prevention - April 2024 to March 2025

River Wensum, River Tud, River Whitewater and Lower Wendling Beck - Spring 2024

What We Do

The Environment Agency inspect and maintain rivers and flood defences. We target this work to reduce the risk of flooding to people and property.

Landowners are responsible for maintaining rivers. You can find more information on rights and responsibilities by visiting:

<https://www.gov.uk/guidance/owning-a-watercourse>

Our maintenance work keeps rivers and flood defences working together to prevent flooding. Regular maintenance helps our flood defences last longer, which saves money.

You will see us clearing blockages in rivers, cutting grass on flood embankments, and keeping our structures tidy and in good working order.

You can find out what maintenance we are doing and when we plan to do it by visiting:

<https://environment.data.gov.uk/asset-management/index.html>

Maintenance In Your Area

You can see on the map where we are working on the rivers near you. We have planned the following maintenance:

Targeted Channel Maintenance

We prevent blockages and flooding by removing carefully selected branches and debris. We try to leave as much as we can, as it is good habitat.

We usually use hand tools to do this and work from a boat.

Weed Cutting

River weed is cut in specific locations to help water flow. This can help prevent flooding.

We cut weed in a meandering pattern that follows the natural path of the river. This creates a clear way for water to flow and leaves habitat.

Machines working from the bank are used for this work.

Tree Works

Sometimes we need to remove part or all of a tree when it leans into a river or falls over completely. This is because they can slow water flow causing flooding upstream or debris can cause blockages downstream.

Trees provide excellent habitat by creating shade and fish and eels use branches and roots in the water for habitat and breeding. We remove as little of the tree as possible whilst making sure we are still preventing flooding.



We carefully remove weed from rivers to prevent flooding and avoid disturbing wildlife.

Contact Us

Feel free to contact us if you have comments or questions about our work or would like one of our officers to share our work with your community group.

Norfolk Asset Performance Team

Environment Agency, Dragonfly House, 2 Gilders Way, Norwich, Norfolk NR3 1UB

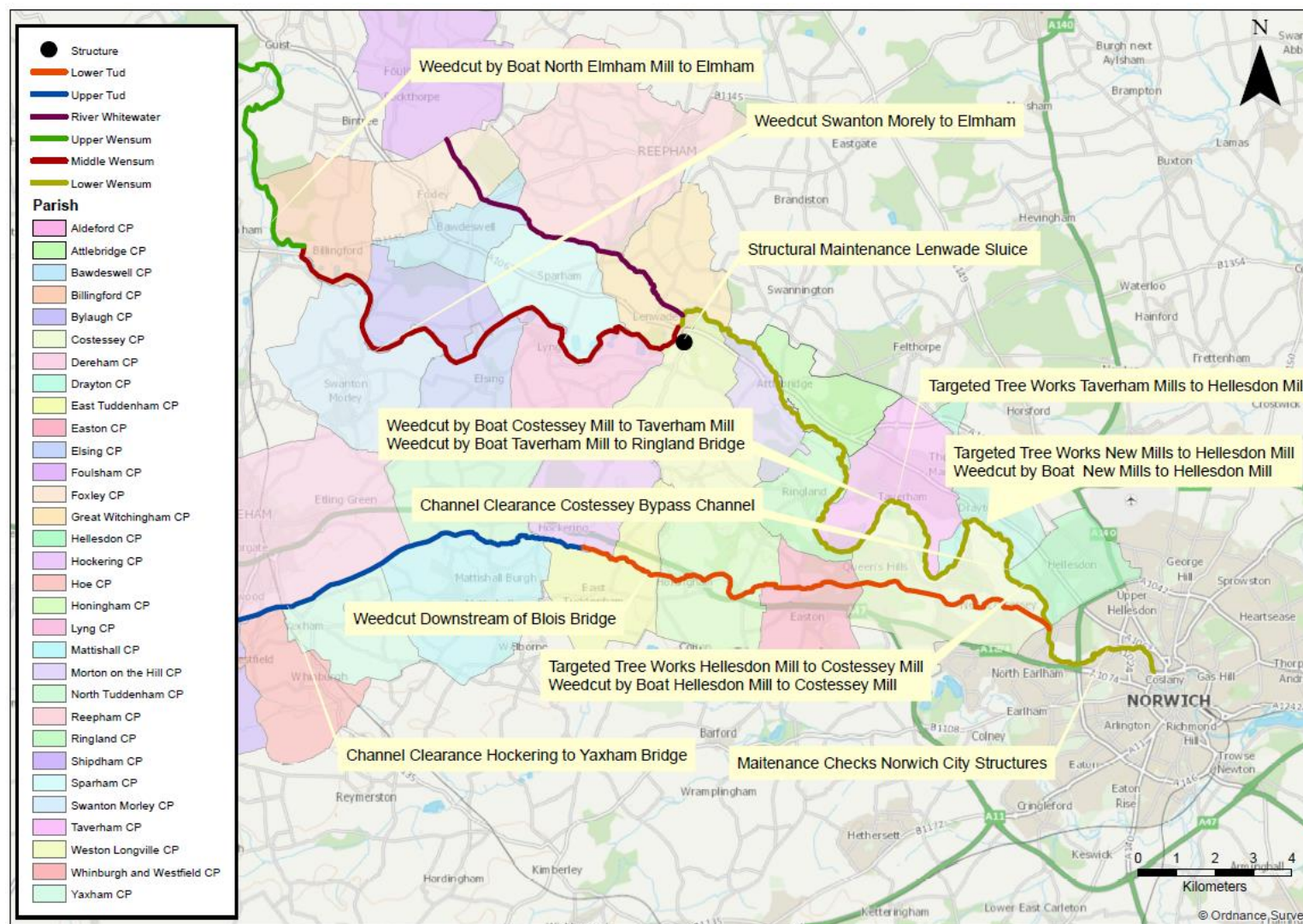
020302 55460

apnorfolk@environment-agency.gov.uk

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88



© Environment Agency copyright and/or database rights 2022. © Ordnance Survey copyright and/or database rights 2022. All rights reserved.