

AGENDA

Item

1. Apologies for absence
2. Approval of the minutes of the meeting on 5 April 2022 and matters arising
3. Election of the Parish Council Chair and Vice Chair
4. Appointment to Working Parties
5. Declarations of interest
6. Public forum
(The public can speak on an issue on the agenda and address the Parish Council)
7. Police SAFE scheme
(The local policing team provide an update on crime and disorder issues)
8. Wakefield MDC ward councillor update
9. Report of the Internal Auditor and re-appointment of the Internal Auditor for 2022/23
10. Parish Council Final Accounts 2021/22
11. Working parties update
(Update from the working parties including seeking approval to commence tree works in Walton Park)
12. Wakefield grounds maintenance service level agreement
13. March 2022 bank reconciliation
14. Planning Committee

I hereby give notice that a meeting of Walton Parish Council will take place on 10 May 2022.



Neil Shaw, Clerk to the Parish Council

This Parish Council meeting will be held at:

Village Hall, School Lane, Walton, WF2 6PA at **7.15 PM**

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Present

Cllr J Carlon (Chair)
Cllr S Birkby
Cllr S Baker
Cllr T Earnshaw
Cllr T Saunders
Cllr W Parker
Cllr C Pearson
Mr N Shaw (Clerk)
5 members of the public

157. Apologies for absence

Cllr S Leith
Cllr K Nixon
Cllr M Cummings, Wakefield MDC
Cllr A Manifold, Wakefield MDC

158. Minutes and matters arising

RESOLVED: To approve the minutes of the meeting held on 1 March 2022 as a true and correct record.
The following matters arising were noted:

- Item 150 (Parish Council grants) – the £250 grants has now been paid to both Waterton Academy Trust and Waterton Academy PTA
- Item 151 (Parish newsletter) – this is now being distributed
- Item 153 (Letter to Crofton Parish Council) – this letter has been sent

159. Declarations of interest

Cllr Parker: Item 167 Queens Jubilee (as a member of Working for Walton) and Item 171 Walton Community Library grant (as a member of Walton Community Library)

Cllr Saunders: Item 165 YCLA (as Chair of the Yorkshire Local Councils Association, Wakefield branch)

Cllr Earnshaw: Item 166 (as the owner of land associated with planning application 16/03005/S7301 (land associated with 51 Oakenshaw Lane)

160. Public forum

Hire of Walton Park football pitches by Walton Juniors FC – the football club is seeking hire of the pitch and two additional grounds maintenance cuts for the 2022/23 season. The football club are interested in longer-term hire of the football pitches with a view to improving the pitches and seeking external funding.

RESOLVED – that hire of Walton Park football pitch is approved for Walton Juniors FC for the 2022/23 season at a cost of £300.

161. Appointment to YLCA branch meetings

The Wakefield YLCA branch is looking for the council to appoint two voting representatives and a deputy for future branch meetings.

RESOLVED – that the Parish Council appoint Cllrs Saunders and Baker as Wakefield YLCA representatives.

162. SAFE scheme

PC Steel was not in attendance at the meeting. A report was circulated at the meeting, summarised and noted. There were no reported priority crimes in the village in March.

Cllr Pearson attended a meeting of Wakefield parish councils discussing the renewal of the SAFE scheme for 2022/23. Councillors endorsed the value of the SAFE scheme for the village and the additional Police hours this funds for Walton.

RESOLVED – that the Parish Council renew its participation in the SAFE scheme for 2022/23 and approve the annual subscription fee.

163. Ward 5 councillor report

- '20's Plenty' campaign – Wakefield MDC is looking at sending the safety team into the school to talk to staff and children
- School Lane resurfacing – Wakefield MDC Highways have indicated some work will be undertaken by April/May 2022, likely to be from the junction with Oakenshaw Lane to Scholars Court
- Brook Farm – the relocation of the Wakefield Sports & Social Club is currently not progressing as Persimmon Homes are no longer progressing their development on the existing site
- VMS solar variable speed sign – Wakefield MDC are chasing the quote for the works to be undertaken on Common Lane for the installation of a new variable speed sign
- Family Fun Day 25 August 2022 Walton cricket club – planning is underway with Working for Walton for a family fun day. A couple of people are interested in stalls, more information will be provided at the next meeting

164. Walton village green proposal

A copy of the letter from Waterton Academy Trust was discussed, declining the request from the parish council to transfer ownership of land currently under lease to the Trust, to the parish council to create a village green. The letter was noted.

165. February 2022 bank reconciliation

The reconciliation was noted. Accounts paid totalled £3,266.41 for February 2022 and income received totalled £1339.38. The account balances at the end of February 2022 are:

Current a/c:	£1,301.34
Barclays Business Res a/c:	£45,836.27
HSBC & Nationwide deposit a/cs:	<u>£51,002.51</u>
Total	£98,140.12

A request has been received from Wakefield MDC seeking to hire the village hall for the May local elections. The council has also received a subscription renewal from the YLCA for 2022/23.

165.1. RESOLVED – the Parish Council approve the hire of the village hall for the May 2022 local elections, at a charge of £500 to Wakefield MDC.

165.2. RESOLVED – the Parish Council approve the renewal of the YLCA 22/23 subscription for 2022/23 at a cost of £784.

166. Planning Committee

A discussion was undertaken on the current planning applications received by Wakefield MDC in the last month, with the following points raised:

21/01778/OUT (land to the rear of the Old Alehouse, Greenside) – the planning application has been discussed at a previous parish council meeting. This application has been updated as an outline application for access only. The parish council has previously raised points in terms of the application. These have been raised with Wakefield MDC Planning, and no further comments were raised at this meeting.

16/03005/S7301 (51 Oakenshaw Lane) – Crofton Parish Council have not made a formal response to Walton Parish Council's query raised following last month's council meeting. A planning application has not been received for the site since the letter was sent to Crofton PC.

RESOLVED – that the Parish Council object to the proposed development as this is on greenbelt land.

22/00185/TPO (properties adjacent to The Stables) – the proposed works to prune the overhanging trees in Walton Park was rejected, with alternative works proposed. The council will seek two quotes for the alternative works to be undertaken. The council is considering whether to appeal the planning decision if the works do not satisfactorily address the problem.

167. Queen's Jubilee event

A meeting has taken place in relation to the proposed jubilee bench with the contractor. A sketch design was discussed. Thursday 2 June will see a village event to mark the Queen's Jubilee. The Parish Council is supporting this with the use of the village hall. Activities will take place in Walton Park. Tickets will be available from 3 May (and are free) from the library.

167.1. RESOLVED – the Parish Council approve the purchase of a jubilee commemorative bench for siting in front of the village hall, at a cost not to exceed £1,200 (to include purchase and siting)

167.2. RESOLVED – the Parish Council approve funding for St John's Ambulance cover for the jubilee event and an additional £250 to support the event

168. Working party terms of reference

The proposed updated terms of reference for the working parties was discussed. The following key changes to the working parties were agreed:

- Planning – the function of reviewing the Neighbourhood Plan will be added to the terms of reference
- Village hall and Coronation Cottage – these two working parties be merged
- Park – all seating will now come under the terms of reference of this working group
- Parish environment – responsibilities for the floral work has been separated out
- Floral displays – greater clarity provided on the specific responsibilities
- Communications – updated to reflect the newsletter
- Tennis club refurbishment – new terms of reference (as outlined in detail in the agenda paper)
- Finance – creation of a new working party, with new terms of reference (as outlined in the agenda paper)

168.1. RESOLVED – the terms of reference for each working party will be reviewed annually by the Working Party itself, prior to the Annual Meeting of the Parish Council

168.2. RESOLVED – all working parties should have a minimum of two councillors, with no maximum limit.

168.3. RESOLVED – at the Annual Meeting of the Parish Council, when councillors are appointed to working parties, one councillor shall be appointed to chair its working party. The Chair will be responsible for convening meetings of the working party, ensuring that the working party's activities are aligned with the wishes of the Parish Council, and bringing proposals from the working party to council meetings.

169. Parish correspondence

The Parish Environment working party will now consider the resident suggestion for the future maintenance of triangle garden on Oakenshaw Lane.

170. Clerk's salary – national pay settlement 2021/22

RESOLVED – the Parish Council authorise the change in the existing Clerk's salary in line with the implications of the national pay settlement for 2021/22.

RESOLVED – the Parish Council authorise back pay to the previous Clerk in line with the implications of the national pay settlement for 2021/22.

171. Parish Council grant – Walton Community Library

The parish council discussed the proposed grant to Walton Community Library. Instead of approving the grant, the parish council agreed to provide separate funding of £250 towards the jubilee event, noted in Item 167.

RESOLVED – the Parish Council did not approve a grant of £250 to Walton Community Library.

ITEM 4

Current allocation to Working Parties

Planning - Cllrs: J Carlon and C Nixon

Village Hall - Cllrs: S Birkby and S Leith

Coronation Cottage & Tennis Club - Cllrs: J Carlon

Recreation Field and Playground - Cllrs: S Birkby, C Pearson.

Environmental Improvements - Cllrs: J Carlon, T Saunders and Cllr Parker.

Tree - Cllrs: S Birkby, C Pearson and C Nixon. Florals – Cllr Leith.

Communications - Cllrs T Saunders, W Parker, C Nixon and the Clerk.

Footpath – Cllrs Saunders and Leith.

Tennis Club refurbishment - Cllrs Birkby, Leith and Saunders.

Working Parties agreed at the April 2022 meeting:

Planning

Village Hall & Coronation Cottage

Recreation Field & Playground

Environmental Improvements

Floral Displays

Communications

Tennis Club refurbishment

Finance

ITEM 9

YORKSHIRE INTERNAL AUDIT SERVICES
JASPER COTTAGE SESSAY THIRSK YO7 3BE
TEL 01845 501660

Mr N Shaw,
Clerk to Walton Parish Council,
Walton Village Hall,
School Lane,
Walton,
Wakefield.
WF1 3QW

1st May 2022

Dear Mr Shaw,

To the Chairman and Members of Walton Parish Council
Internal Audit of Accounts for the Financial Year ending
31st March 2022, final audit.

I am pleased to inform you that the internal audit is complete. Various matters arising including my previous reports were discussed and agreed with the Clerk and no matters came to my attention giving cause for concern.

CASH BOOK / BANK ACCOUNT RECONCILIATION STATEMENT

I checked and agreed the cash book / bank account reconciliation statement for the 31 March 2022 at which time the Parish Councils` cash balance was £98,562.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/2021

The External Auditor has signed off the Return without comment.

INTERNAL CONTROLS

I confirm I have carried out appropriate tests and checks on the accounts and internal control in accordance with our Internal Audit Plan, found them to be working correctly providing a complete audit trail and that they can be relied upon for final account preparation.

Yours Sincerely,

K C Stephenson

PARTNERS:- K C Stephenson Tel :- 0113 2585610
R F Entwistle Tel :- 01845 501660
Email – yias2002@gmail.com

Annual Governance and Accountability Return 2021/22 Form 3PM

ONLY to be completed on behalf of PARISH MEETINGS OF PARISHES NOT HAVING PARISH COUNCILS:

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

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

1. Every Parish Meeting in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3PM of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the Parish Meeting's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the Parish Meeting.
 - **Section 3** is completed by the external auditor and will be returned to the Parish Meeting.
3. The Parish Meeting **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2022**.
4. A Parish Meeting with either gross income or gross expenditure exceeding £25,000 or a Parish Meeting with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the dates of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the Chairman of the Parish Meeting by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, a Parish Meeting must publish on a suitable website or be publicly displayed in the local area for a period of 14 days, the following information:

Before 1 July 2022:

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

Not later than 30 September 2022:

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

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

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

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

- The Parish Meeting **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs may be incurred.
- The Parish Meeting **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the accounts (Section 2) and evidenced by the agenda or minute references.
- The Chairman 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 Chairman is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Chairman, and provide a relevant email address and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the Parish Meeting holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support your explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Chairman, on behalf of the Parish Meeting, **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 Parish Meeting **must** publish on a suitable website or publicly display in the local area the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Parish Meeting's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		

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

Annual Internal Audit Report 2021/22

WALTON PARISH COUNCIL

www.waltonparishcouncil.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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).

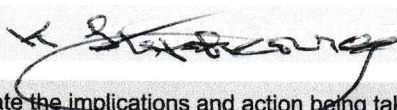
Date(s) internal audit undertaken

29/14/22

Name of person who carried out the internal audit

K STEPHENSON

Signature of person who carried out the internal audit



Date

29/14/22

*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).

Form 3PM Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Walton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

This Annual Governance Statement was approved at a Parish Meeting on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Place where the Annual Governance Statement and Accounting Statements are published or displayed (e.g. Parish Notice Board, Newsletter, Village website, etc.).

Parish noticeboard and council website

IS PUBLISHED OR DISPLAYED

Form 3PM Section 2 – Accounting Statements 2021/22 for

Walton Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	52,613	77,935	<i>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.</i>
2. (+) Precept	38,000	39,000	<i>Total amount of precept received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	35,527	32,604	<i>Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.</i>
4. (-) Staff costs	18,308	17,972	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).</i>
6. (-) All other payments	29,946	33,005	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	77,935	98,562	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	77,935	98,562	<i>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.</i>
9. Total fixed assets plus long term investments	1,158,786	1,178,156	<i>"The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March."</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in *Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices* and present fairly the financial position of this Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Form 3PM Section 3 – External Auditor Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY
Walton Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

WALTON
PARISH COUNCIL
www.waltonparishcouncil.org.uk

2021/22 Year End Accounts

for the year ending 31 March 2022

These end of year accounts were approved at a meeting of the Parish Council on _____

Approved by:

Chair of Walton Parish Council:

Date:

Clerk of Walton Parish Council:

Date:

	2020/21 ACTUAL	2021/22 BUDGET	2021/22 ACTUAL	VARIANCE (ADV)/FAV*
<u>Administration</u>				
Clerk's Salary	12,210	12,140	10,330	1,810
Inland Revenue	916	875	2,828	(1,953)
Telephone, Computer & Expenses	351	400	535	(135)
Printing, Stationery, Postage	163	340	221	119
Office Equipment	70	600	533	67
Training & Conferences	115	300	165	135
Insurance	1,808	1,800	0	1,800
Audit Fees	700	700	600	100
Legal Fees	0	1,000	0	1,000
Subscriptions	923	960	831	129
Newsletter & Publicity	250	150	214	(64)
Grants	327	1,060	1,000	60
Election Expenses	0	5,000	0	5,000
Other Admin	150	85	126	(41)
Total administration	17,982	25,410	17,383	8,027
<u>Village Hall</u>				
Caretaker's Wages	5,182	5,300	4,814	486
Electricity	801	1,250	653	597
Gas	958	1,600	1,091	509
Water	211	370	279	91
Rates	0	0	0	0
Cleaning Materials, Windows etc.	860	1,200	818	382
Furniture and Domestic Equipment	715	1,300	450	850
Minor Repairs & Maintenance	2,421	3,370	827	2,543
Painting & Refurbishment	4,309	0	5,490	(5,490)
Other	130	0	6	(6)
Total Village Hall	15,589	14,390	14,428	(38)
<u>Other Payments</u>				
Recreation Ground (inc Tennis Club)	2,255	4,600	488	4,112
Playground maint'nce & improvem'nt	59	1,250	36	1,214
QEII Playing Field	0	0	0	0
36 School Lane	1,180	650	135	515
Environmental improvements	1,280	2,700	4,108	(1,408)
Tree Maintenance	0	2,000	0	2,000
Floral displays & Xmas decorations	3,461	6,050	4,750	1,300
Parish Security	3,789	6,000	4,943	1,057
Section 137	0	0	0	0
Neighbourhood Planning	0	2,000	0	0
Contingency	0	3,000	60	2,940
VAT	2,646	0	3,471	(-3,471)
Total Other Payments	14,683	28,250	17,991	10,259
TOTAL PAYMENTS	48,254	68,050	49,802	18,248

TOTAL PAYMENTS (from prev page)	48,254	68,050	49,802	18,248
RECEIPTS				
Precept	38,000	39,000	39,000	0
VAT refund	1,501	0	3,392	3,392
Interest Received (Savings a/c's)	89	50	131	81
Hirings	3,724	10,000	13,459	3,459
Grants	21,750	0	10,000	10,000
Support for floral displays	3,900	4,000	5,270	1,270
Other Receipts	4,561	0	351	351
TOTAL RECEIPTS	73,527	53,050	71,603	18,553

* An adverse variance (ADV) means the budget is overspent. Averse figures are shown in brackets and red. A favourable (FAV) variance means the budget is underspent.

RESERVES 2021/22	
General	68,515.04
Playground	6,000.00
Roof	10,000.00
Grants	1,000.00
Coronation Cottage	5,000.00
Tennis Club	5,000.00
Village Hall	3,046.00
Closing balance	98,561.04

1. REVENUE BUDGET

- 1.1. The main projected variances in the revenue budget are shown in the table on the previous pages and are accompanied by the following explanatory notes:

Positive variances

- Election expenses – as no elections took place in 21/22, a positive variance of £5,000 was achieved.
- Recreation Ground & Tennis Club – £488 was spent from the £4,600 budget. More substantive costs such as the cellar fire door and drainage works have been funded from the village hall reserve (explored later in the report). Previous repair work previously attributed to this budget in previous monitoring reports has now been aligned to the reserves.
- Minor repairs and maintenance - £827 was spent from the £3,370 budget.
- Contingency - the contingency was not needed during the year, generating a positive variance of £2,940.
- Clerk's salary – the positive variance here (of £1,810) is counterbalanced by the higher than budgeted Inland Revenue cost (explored below).

1.2. Negative variances

- Village hall repainting – £5,490 expenditure was undertaken which could have been funded from the village hall reserve, but was instead funded from the revenue budget.
- VAT – VAT is reclaimed. This negative variance of £3,471 is nearly entirely recouped through the VAT refund (£3,392). VAT has been reclaimed from 1 April 2021 to 28 February 2022. VAT for March 2022 will be reclaimed in 2022/23.
- Inland revenue – there is a negative variance of £1,953. The budget was set realistically at the start of the financial year when the previous Clerk paid no income tax or national insurance. The current Clerk does pay tax and the costing for this is reflected in this budget line. The negative variance in this budget line is nearly entirely counterbalanced by the positive variance for the Clerk's salary: £1,810 (outlined earlier), which is reduced due to tax/NI payments to the Inland Revenue.
- Environmental improvements – the negative variance is £1,408. £2,000 of costs are attributed to the community planters, which are partially recouped through the receipt of £10,000 of Covid grant income via Wakefield MDC.

2. INCOME

- 2.1. Income has recovered well since June 2021 with increased hall bookings following the relaxation of Covid restrictions. The pattern of income is not uniform throughout the year. Currently, £13,459 hiring income was received this year. The £10,000 income projection was exceeded. All the hall's long-term hirers have restarted their hiring at various stages throughout Summer 2021. There has also been a reasonable number of one-off bookings (August, December and January being quieter months).

- 2.2. The council received a Covid restart grant of £8k via Wakefield MDC in June. A further £2k was also received in June from Wakefield MDC for the planters. The council was not anticipating grant income of this nature at the start of the financial year and this has more than replaced lost hiring income in the period April-June 2021.
- 2.3. The council projected £4k income from floral displays. Income exceeded this: £5,270. The council has also been receiving a small amount of 'other' income attributed mainly to refunds on utility costs.

3. RESERVES AND SAVINGS

- 3.1. Total reserves stand at £98,561. As identified earlier, some reserves have been used for village hall improvements, leaving £3,046 of the village hall reserve. All the other reserves continue to accumulate as planned for future larger-scale improvement works beyond year-end.
- 3.2. At the start of the financial year the council agreed to move £50k of reserves to a new Nationwide 0.30% fixed rate savings account to improve the return in interest. The account was opened on 11 June and is subject to 95 day notification limit to withdraw funds. The return on this was £131 in 2021/22.

4. BANK RECONCILIATION

- 4.1. Balance per bank statement as at 31 March 2022.

Barclays current account	1,701.81
Barclays reserve account	45,836.27
Nationwide fixed rate deposit account	50,133.93
HSBC savings account	887.75
TOTAL	£98,561.04

- 4.2. The net balances reconcile to the cash book (receipts and payments account) for the year as follows:

Opening balance at 1 April 2021	77,934.75
Receipts in the year	71,604.12
Payments in the year	-50,977.83
Closing balance per receipts & payments book at 31 March 2022	98,561.04

5. ASSET LISTING

As at 31st March		2020	2021	2022
1	Village Hall, School Lane	£674,338	£674,338	£687,824
2	Coronation Cottage, 36, School Lane	£204,744	£204,744	£208,838
3	Tennis Courts, Clubhouse, School Ln Recreation Ground	£51,031	£51,031	£51,031
4	Village War Memorial	£62,043	£62,043	£62,043
5	Village Hall Contents	£20,736	£22,138	£22,138
6	Playground equipment at School Ln Recreation Ground	£92,324	£92,324	£92,324
7	27 Village Seats	£14,371	£14,371	£14,901
8	4 Stone Village Signs	£5,540	£5,540	£5,540
9	Stone Bus Shelter (Shay Lane nr School Lane)	£31,725	£31,725	£31,725
10	Land at School Lane Recreation Ground	£1	£1	£1
11	Land at Queen Elizabeth II Playing Field	£1	£1	£1
12	Assets Acquired 20/21 (VE Day bench & wooden bench)	n/a	£1,790	£1,790
TOTAL		£1,156,854	£1,159,966	£1,178,156



FAO Neil Shaw
Walton Parish Council
waltonparishcouncil@gmail.com
07414 257902

09/02/22

Reference Number ATS886/090222/KS/KJS

Further to your enquiry, I have visited the site and I am pleased to quote for the following works:

1. To dismantle to ground level and remove from site all chain link fencing, old rollers, metal posts etc.
£ 900.00
2. To fell, process and remove conifers from site, 50 linear metres.
£4,800.00
3. To grind all stumps to a minimum depth of 150mm below ground level, to allow for reseedling, 49no.
£1,764.00

Sub-Total	£7,464.00
VAT @ 20%	£1,492.80
TOTAL	£8,956.80

The above price is inclusive of credit given for materials salvaged which become the property of Altofts Tree Services

Yours Sincerely

Karl Stephenson
07836 564258

QUOTE VALID FOR 30 DAYS OR UP TO THE DATE THE WORK IS BOOKED IN

Date:	08/04/2022
Name:	Walton Parish Council: Neil Shaw, John Carlon
Address:	Tennis courts, Walton Park, Walton, Wakefield.

Work Required		
Approx.	Description	Cost
up tp 7 days	Row of large leylandii to be felled and dismantled including part of the hedge, for access. Remove part of chain link fence and put to one side.	£6,400
	Stumps ground as part of the tree work.	£2,400
	All tree waste removed.	Included

Excluding VAT	£8,800.00
VAT at 20%	£1,760.00
TOTAL	£10,560.00

We have checked on Wakefield / Leeds city council's website and can advise you that there are tree preservation orders at this address but the leylandii are not included in this and it is not situated in a conservation area.

We look forward to hearing from you, kind regards Steven Richards.
VAT Registration number: 388958411



S. R. Trees
36 The Avenue
Outwood
Wakefield
WF1 2NP

QUOTE VALID FOR 30 DAYS OR UP TO THE DATE THE WORK IS BOOKED IN

Date:	11/04/2022
Name:	Walton Parish Council: Neil Shaw
Address:	Walton Park, Walton, Wakefield WF2 6TA

Work Required		
Approx.	Description	Cost
2 Days	- Crown lift 18 trees from ground & buildings. Work carried out in line with decision notice received from Wakefield council (Alternative works that are APPROVED). TPO work application submitted by Walton parish council. Access to field required.	£1,900
	All tree waste removed.	Included

Excluding VAT	£1,900.00
VAT at 20%	£380.00
TOTAL	£2,280.00

We have checked on Wakefield / Leeds city council's website and can advise you that this address is not situated in a conservation area.

We look forward to hearing from you, kind regards Steven Richards.

VAT Registration number: 388958411

Mobile: 07584411135

Landline: 01924 820246

srtrees123@gmail.com



Welcome to Walton Parish Council newsletter Summer 2022 edition.

There is currently a vacancy for one Parish Councillor. If you are interested in getting involved, then please contact Neil Shaw Clerk to the Council and he can provide you with more information about the role.

Hot topics from recent Parish Council meetings

Floral Displays

Our beautiful floral displays have been ordered and will be adorning the lampposts around Walton from June through to the end of autumn. Thank you to all who have once again sponsored a basket this year.

Trees in the Recreation Ground

Quotes to remove the Leylandii trees are still being sought and the work will be carried out as soon as possible. Following advice by Wakefield Council's Tree officer pruning work on some trees around the perimeter of the park has now been commissioned.

Tennis Courts

Following the recent decision by Wakefield Council cancelling the move of West Yorkshire Sports and Social Club to Brook Farm on Shay Lane, the Parish Council working group continues to assess plans for redevelopment of the tennis courts and surrounding area.

Queens Platinum Jubilee

To commemorate Queen Elizabeth's 70-year reign Walton Parish Council have commissioned a Platinum Jubilee bench which will be installed outside the village hall. Thank you to local craftsman David Penney for your creation which compliments other benches around the village.

Meet the Councillors – Part 3

Sue Birkby

Hi, I'm Sue Birkby and I have lived in the village for over 40 years. I have been a member of the Parish Council for 20 years. My special responsibilities are the Village Hall, Walton Park, the playground and trees. I was one of the Councillors who designed, planned and sought funding for the new play area. I am also happy to support other volunteer groups in the village, such as the Community Library, Working for Walton and the newly formed Friends of Waterton's Wall. I am Chair of the social and events committee at the Community Library. I am proud to support worthwhile endeavours in our village.

Tim Saunders



From Berkshire by birth, I have been a Walton resident for over 25 years. I am now the second most long standing councillor, having joined the Parish Council in 2012. Coincidentally this was at the time WMDC wanted to close the library and I became active in the early stages of setting up the Community Library in its place. I have always been keen that the Parish Council works with other organisations in the local community and more broadly. I attend, and am actively involved in, Local Councils Association meetings on behalf of the Council. This involvement has strengthened my knowledge of procedural matters and I strive to support my fellow councillors so that we act in a proper manner as an elected body, including how we manage the public money raised through the precept paid by Walton residents. At a more practical level, I am on the Parish Council's Environmental working party where my specialist subject is keeping an eye on the condition of the 20 plus seats and benches that we have across Walton parish. I am also on the Communications working party (where my particular interests are the website and social media pages) and the working party considering the future for the area previously used by the Tennis Club.

Wendy Parker



Hi, I'm Wendy Parker and I have lived in Walton for 24 years. I retired from my role as a Senior Manager in Financial Services a few years ago and am enjoying my time working with fellow Councillors and other volunteer groups in the village. Elected as a Parish Councillor in May 2021, it's been a busy 12 months and I have enjoyed every minute! My responsibilities on the Parish Council include, Communications, so I am delighted to be actively involved in the research and production of the PC Newsletter. I've recently joined the Florals Working party and I am also a member of the Staffing Committee.

Village news

Queens Jubilee Weekend

Storyline & photos of Platinum Jubilee Party on the Recreation ground. To be added after the event



Walton Open Gardens - will be bigger and better this year with more than 20 gardens open to visitors on **Sunday 3 July**. There will be food and drink to buy, ice creams (of course) plus many other opportunities to support Walton Community Library (registered charity 1154607). Wrist bands and maps will be available in May (ONLY £5) from the library and other outlets in the village. Look out for our summer raffle which has great prizes donated by Greensleeves, Notcutts Victoria Garden Centre, the New Inn, Theatre Royal Wakefield, Whisk Coffee and Cake, En Route Hair and Beauty, Waterton Park Hotel and Clare and Antony Searles. If you are interested in being involved by volunteering on the day or being a financial supporter (there are lots of ways of doing this) contact John Smith by email gardens@smoaklands.com or phone 07779 641655



W4W Annual Classic Car Show 17th July

Join us for our annual classic car show at Walton Sports and Social Club 10-4. A jam-packed day as always including Classic cars, bikes, tractors & vans, staged live music provided by The Washboard Resonators, hot food – Carbeque pizzas served all day, Licensed bar, Vintage Cafe, Festival hair, Tombola and much more...



Walton Primary Academy- summer Fair/sports day update requested.



Friends of Waterton's Wall - On Tuesday 29 March a total of approximately forty people attended the launch of 'Waterton's Wall 2026' in the village hall. The hall had a series of large photos mounted around the perimeter of the assembled group who listened to a short introduction by Sir David Attenborough, watched a film produced by the group and heard several short presentations by members of the Friends of Waterton's Wall. Following this was a Q and A session which reflected the enthusiastic response of those present. Many registered their interest in future involvement and an appeal for funds raised more than £130. The AGM of the group will be held on Wednesday 13 July at 7.30pm in Walton Community Library. See <https://www.friendsofwatertonswall.com/> for further information.



Future Events Working for Walton Scarecrow Festival will take place weekend of 18th/19th September. Remember to add the date to your diary and start getting creative. This is a great opportunity to get the whole family involved over the summer holidays.

GROUNDS MAINTENANCE QUOTE 2022-2023

SERVICE LEVEL AGREEMENT DETAILS			
Premise Name	WALTON PARISH COUNCIL		Account No: 10003411
Premises Address:	WALTON VILLAGE HALL, SCHOOL STREET, WALTON WF2 6PA		
Contact Name:			
Contact Details:	Telephone:	07414 257 902	Email: waltonparishcouncil@gmail.com
Position:	PARISH CLERK		
Contract Term:	01/04/2022– 31/03/2023		

Service	Description	Total Price
GRASS CUTTING	TRACTOR & SMALL EQUIPMENT	£1635.88
		£1,635.33

Street Scene Contact Information				
Contact Name	Job Title	Telephone	Mobile	E-mail
Sarah-Jane Davies	Business Development Officer		07867461786	businessdevelopmentofficers@wakefield.gov.uk
Wendy Allen	Business Development Officer		07825079124	businessdevelopmentofficers@wakefield.gov.uk
Customer Services	General Enquiries	0345 8 506 506		customerservices@wakefield.gov.uk

MARCH 2022 BANK RECONCILIATION

ITEM 13

March 2022	CURRENT A/C	BUS. PREM. A/C	SAVINGS	DEPOSIT	TOTAL
					BALANCES
Balances from Bank Statements end Feb	1301.34	45836.27	50114.77	887.74	98140.12
Less unpresented cheques (end Feb)					
Balances as per the Accounts end Feb	1301.34	45836.27	50114.77	887.74	98140.12
Add Receipts for month	3976.68	1.28	19.16	0.04	3997.16
Less Payments for month	3576.21				3576.21
Balances as per the Accounts end Mar	1701.81	45837.55	50133.93	887.78	98561.07
TOTAL	1701.81	45837.55	50133.93	887.78	98561.07

PAYMENTS

[illegible]

RECEIPTS

[illegible]

WALTON PARISH COUNCIL

PLANNING APPLICATIONS VALIDATED AND DECIDED

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
APPLICATIONS VALIDATED				
22/00821/FUL	14.04.22	Overtown Court 2 The Balk, Walton, WF2 6JX	INSTALLATION OF 28 SOLAR PV PANELS ON THE ROOF	Awaiting decision
20/01369/SUB01	13.04.22	New Inn, 144 Shay Lane, Walton, WF2 6LA	Discharge of condition 6 (Soft Landscaping and Tree Planting) from approved application 20/01369/FUL	Awaiting decision
APPLICATIONS DECIDED				
LICENSING APPLICATIONS				