

held in the Community Hub, 445b Scalby Road,
on Wednesday 13th April 2022 at 7pm.

PRESENT:

Councillor R Towse (Chairman), Cllrs. S Barnes, D Bastiman, S Foote, R Holliday, R Thompson.

ALSO IN ATTENDANCE

2 members of public, Helen King (Head of Hub & Community Services), Mrs J Marley (Clerk to Council)

ABSENT: Cllrs. D Langmead, D Sutton, Borough Cllr. Sharma.

1/22 **APOLOGIES FOR ABSENCE** The following apologies for absence were **accepted** and the reasons for absence were **approved**:- Cllr. Sutton (personal commitment), Cllr. Langmead (Covid after-effects), Borough Cllr. Sharma (health).

2/22 **DECLARATIONS OF INTEREST:** Received from Cllr Barnes (agenda item 9.2 as he was an allotment plotholder), Cllr. Bastiman (agenda items 10-12 inclusive as he was a substitute member of SBC's Planning Committee, though he reserved his right to speak to agenda item 12.2), Cllr. Towse (agenda item 12-2).

3/22 **MINUTES**

3/22.1 Having been previously circulated, the minutes of the Council Meeting held on 9th March 2022 were **approved** as a correct record and **authorised** for signature by Cllr. Towse.

3/22.2 Having been previously circulated, the minutes of the extra Ordinary meeting of Council held on 16th March 2022 were **approved** as a correct record and **authorised** for signature by Cllr. Towse.

PROCEDURAL MATTER Suspension of Standing Orders at 7.03pm to allow Public Open Forum.

4/22 **PUBLIC OPEN FORUM** Member of public spoke against the motion re. changing Council's name [agenda item 9.5].

PROCEDURAL MATTER Standing Orders were resumed at 7.05pm.

5/22 **MATTERS RAISED IN PUBLIC OPEN FORUM** Comments would be taken into account when the matter was discussed.

6/22 **EXTERNAL REPORTS**

6/22.1 **Police:-** The Newby and Scalby reports for March were **received & noted**.

6/22.2 **County Council:-** County Cllr. Bastiman reported work on creating the new pedestrian refuge (funded by NYCC, the Parish Council and a contribution from his Locality Grant) on Scalby Road near the sea cut bridge was to begin in June.

6/22.3 **Borough Council:-** No report to receive.

6/22.4 Cllr. Bastiman expressed Council's thanks to the Clerk and Head of Hub for all their hard work and efforts.

7/22 **UPDATES ON VARIOUS MATTERS & COUNCILLOR'S REPORTS**

7/22.1 Update by Chairman and Clerk on matters dealt with under delegated powers:- 1] dropped branch and dead wood in sycamore tree adjacent Victoria fountain - contractor asked to make safe and remove remaining dead wood; 2] exchange of correspondence with parishioner re. state of ginnel from Scalby Road to South Street and pavement on Station Road; 3] request by parishioner for explanation of rationale for precept increase – Chairman replied.

7/22.2 Update on devolution – Cllr. Bastiman said there was no update due to it being in the pre-election period & effectively the devolution process had now come into law. He asked (and it was agreed) that in the future any updates on this were tabled as relating to local government re-organisation.

7/22.3 A report from Helen King re. Community Hub [tabled at meeting] was **received & noted**.

7/22.4 Reports from Councillors of any highway & footpath or general matters requiring attention – 1] deep pothole on Church Hill (Clerk to refer to Highways).

8/22

8/22.1

CORRESPONDENCE

National Park Parish Member Elections – **agreed** Cllr. Thompson be nominated as this Council's candidate to represent the Coast area.

8/22.2

A letter of resignation from Cllr. Harriott was **received & noted**.

8/22.3

Correspondence received after preparation of the agenda which the Chairman of the meeting deemed it necessary to consider as a matter of urgency:–

1] **received & noted** notices (dated 6th April 2022) of uncontested elections for both wards. 4 of the 8 seats in Newby ward and all 5 of the seats in Scalby Ward had been filled. The 4 unfilled seats in Newby Ward were therefore ordinary vacancies and had to be filled by Council by 24th June.

9/22

9/22.1

FINANCE, REGULATORY & GENERAL MATTERS

Resolved the Schedule of Accounts Payable for April 2022 (Sch 1, £8,630.20) be **approved**. Cllrs. Towse and Thompson to do the online authorisations within 24 hours. Cheque signed by Cllrs. Bastiman and Thompson.

9/22.2

Rent review by Duchy of Lancaster in respect of Hackness Road allotments – letter of 25/3/22 [*circulated with agenda*] **received**. Declaration of Interest by Cllr. Barnes (see Minute 2/22). Cllr. Towse to approach Duchy and ask for a lower revised rent.

9/22.3

A report [*circulated with agenda*] on the review of the effectiveness of internal controls was **received** and its recommendations **approved**.

9/22.4

Agreed Mr R Carey be re-appointed as the Internal auditor for financial year 2022/23.

9/22.5

Received report [*circulated with agenda*] re. proposal for Newby & Scalby to be a Town Council. Cllr. Towse moved the adoption of the following resolution "the title of this Council be changed from Newby and Scalby Parish Council to Newby and Scalby Town Council with effect from 1st May 2022 and from that date any documents reading or in the name of "Newby and Scalby Parish Council" shall be taken or read as in the name of "Newby and Scalby Town Council" and it was so **resolved**. Council also **agreed** the Clerk be authorised to carry out or get any necessary changes done to documentation and social media.

10/22PLANNING APPLICATIONS & APPEALS NOTIFIED

Comments on the following applications received & appeals notified [*circulated with agenda*] were **agreed**:-

1. 22/00177/HS Erect two storey side extension, 2 Cowslip Close, Scalby. **No objections** providing land drainage findings were OK.
2. 22/00574/HS Erect double garage, 2 Moor Lane, Newby. **No objections**.
3. NYM/2022/0192 Convert store to living accommodation, construct shed, Raincliffe Barn, Low Road, Throxenby. **No objections**.

11/22PLANNING DECISIONS - The following were **noted**:-

1. 21/02858/HS Erect single storey side and rear extension, 3 West Avenue, Scalby. **Granted with conditions**.
2. 21/02947/FL Replace timber windows with upvc, Flat 5, Scalby Hall, Hall Park Close, Scalby. **Granted with conditions**.
3. 22/00229/HS Erect front porch, 10 Southlands Grove, Newby. **Granted with conditions**

12/22PLANNING MATTERS RECEIVED AFTER 5/4/22 –

Comments on the following applications received & appeals notified [*circulated with agenda*] were **agreed**:-

1. 22/00288/FL Erect 6no. floodlights, Scarborough RUFC, Silver Royd, 569 Scalby Road, Scalby. **No objections**.
2. 22/00616/HS Erect single storey rear extension and front porch. Install stone cladding to front and rear with render to sides, 20 Hay Brow Crescent, Scalby. Declaration of Interest by Cllr. Towse (see Minute 2/22) who was out of the room (8.08-8.18pm) for this item. Cllr. Thompson as Vice Chairman took the chair for this item. Cllr. Bastiman spoke to this item as per Minute 2/22. Councillors considered the proposed cladding and render would result in a property utterly out of keeping with the other properties on that side of the street.

Similarly the front porch. Also concerns the rear extension may constitute an overdevelopment of the site. **Object.**

3. 22/00258/HS Create self-contained annexe, 12 High Mill Drive. **No objections** but request condition on any consent so as to ensure 1] property cannot be sold off separately, 2] no holiday use, 3] only occupied by members of the extended family of occupiers of main house.

13/22 **REPORTS FROM OUTSIDE BODIES** None.

14/22 **EXCLUSION OF PRESS AND PUBLIC**

At 8.20pm it was **resolved** that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the next item of business on the grounds it related to legal/commercially sensitive/contractual matters.

At this point (8.20pm) members of public left the meeting.

15/22 **VARIOUS ITEMS**

15/22.1

Clerk reported on problems with leaking bay window roofs at 445 and also gave details of quotes obtained to repair same and re-roof at the rear of 445 (funds were contained with the 22/23 budget). **Agreed** as all the prices were broadly similar, answers to questions on guarantee of workmanship and materials and responsibility for scaffolding between roof contract and painting contract be used to choose preferred contractor. Acceptable price from painter to be obtained. Subject to acceptable responses and in consultation with Chairman and Vice Chairman, Clerk authorised to instruct contractors.

There being no further business, the Chairman declared the meeting closed at 8.47pm.

R. Towse, Chairman

Dated: 11th May 2022

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PARISH OF NEWBY AND SCALBY

Minutes of the **ANNUAL PARISH ASSEMBLY**
held in the Community Hub, Council Offices, 445b Scalby Road on
WEDNESDAY, 13th APRIL 2022
commencing at 6.45m.

Present & able to vote as on electoral roll for parish:

Cllr. R Towse (Chairman of Newby & Scalby Parish Council),
S Barnes (from 6.55pm), D. Bastiman, H Bore, S Foote, A Hand, R Holliday,
H King, M Richards, RI Thompson.

In attendance but unable to vote as not on electoral roll for parish:

Mrs J Marley (Clerk to the Parish Council) to take minutes.

The meeting was called to order at 6.45pm.

1/22 ELECTION OF CHAIRMAN OF MEETING

Not necessary as the Chairman of the Parish Council was present.

2/22 APOLOGIES: Parish Councillors Langmead and Sutton.

3/22 MINUTES OF THE MEETING HELD ON 5th May 2021

The Minutes of the Annual Assembly held on 5th May 2021, having been confirmed as accurate at a Parish Council meeting held on 8th September 2021, Minute 47/21-2 refers, were approved for signature.

4/22 REPORT FROM CHAIRMAN OF THE PARISH COUNCIL FOR 2021/2022

As Chairman of Newby and Scalby Parish Council it is my privilege to present this report to the Annual Parish Assembly for Newby & Scalby.

We commenced 21/22 year with a continuance of on and off Covid 19 restrictions, our June, July meetings did not take place due to rules applying to indoor meeting, a provisional meeting for August was also cancelled. We returned to face to face meetings in September.

The Council Office and Wellbeing Hub were open for business from 6th September 2021, the hub welcoming U3A as its first customer. Since then its use and services offered has increased (see report by Helen King, Head of Hub and Community Support Services). Our presence and profile in the community and on social media has greatly increased as a result of the work of the wellbeing hub.

Following the government consultation on reorganisation it was announced in July 2021 that the current county, district and borough councils would be replaced by a new single council for North Yorkshire in April 2023 with City of York Council remaining as it is. The new unitary council will be known as North Yorkshire Council. This will allow for services and assets that have been previously dealt with by district or county councils to be devolved to community groups and town and parish councils where they want to.

Newby and Scalby Parish Council will explore this opportunity where we feel we can provide a more tailored services to our communities.

During the last year Councillors scrutinised 51 planning applications which, regardless of the pandemic, is on par with previous years.

My thanks go to Councillor Thompson for his support as Vice Chairman and to my fellow Councillors for their commitment, diligence and support over the last 12 months, without which little would have been achieved.

PARISH OF NEWBY AND SCALBY

I thank our Borough and County Councillors for their continued support but am disappointed at the lack of support from Scarborough Borough Council.

I am grateful to Helen King, Head of Hub and Community Support Services for her work in the community through the wellbeing hub and the funds raised to support parishioners.

Finally I thank our Clerk Jools Marley for her management and scrutiny of Council business as well as obtaining funds to support council. Additionally I appreciate her work in supporting me during a lengthy period of working with delegated powers due to Covid 19 restrictions.

5/22 REPORTS FROM GROUPS OR ORGANISATIONS WITHIN THE PARISH

5/22.1 St. Laurence's Church. Rev. Hand reported on the massive impact the Covid 19 pandemic had had on everything. Regardless of faith it had been shown how neighbourliness, kindness and partnerships had worked to help the community as a whole. As restrictions eased and people went out more it became clear that many were still cautious about where they went and what they did. The church was now open every day in order to provide a quiet place for people to go. It was hoped to continue (and expand where possible) partnership working with other groups and agencies.

5/22.2 Helen King – Head of Support Services for Community and Hub.

My employment commenced with Newby and Scalby Parish Council back in March 2021 and after six months of hard work, we finally opened the doors to our new Parish Community Hub on 6 September 2021.

In the past 7 months, the Hub has gone from strength to strength. We have been fortunate in securing funding from National Lottery, Sirius Minerals, North Yorkshire County Council, No Limits Foundation and Nisa/Proudfoots to all of whom we give our sincere thanks.

This funding has enabled us to provide services such as day to day support to help combat loneliness, bereavement support, social groups, Walk and Talk, craft sessions and numerous one to one chats with people suffering with panic and anxiety especially following Covid -19 and lockdowns.

One of the most unusual achievements in our group activities is that of Menopause Meet – a group researched and organised long before any of the media reports by people including Davina McCall. I am very proud to say that our group of 12 ladies started their 10-session programme on the 8th of March and we have now held 4 sessions. The bond built between these ladies in such a short time truly shows the need to bring together ladies who feel isolated, unsupported, and unable to access any clinical or psychological services. We are very lucky to have the support of Miss Verma the Gynaecology Consultant from York NHS Trust. (I have left copies of the programme on the side as we plan to run another 10 week course later in the year).

We are in the process of planning future events including Jubilee June and Carols in the Courtyard all of which will be publicised on our website and facebook.

5/22.3 Mark Richards, Chairman of Friends of Newby and Scalby Allotments (FONSA)

COVID

The last two years have been difficult for all of the community. The Friends of Newby and Scalby were not spared the loss of valued members because of COVID, and we remember them with fondness. The allotments did provide a small and valuable haven amongst the rigours of lockdowns and many of our members have commented on how being allowed to tend their allotments helped them to get through difficult times.

Because of restrictions we held a virtual AGM in 2020 but were able to hold an outdoor AGM in 2021 which we combined with a BBQ, our only social event of the last two years.

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FONSA Committee

Following the recently held AGM FONSA has a committee of three ladies and five gentlemen allotmenters. This has been a busy and productive year on the Newby and Scalby Allotments. We currently have no vacant plots and a waiting list of 10. Most plots are clean, tidy and well maintained with very few letters to improve having to be sent out over the last two years and I would say that the standard of care has improved during the period of the pandemic. We have recently welcomed Coastal Sight and Sound members to our community. One of their members has taken on a plot on behalf of the organisation and they have all been working hard to adapt it to be more friendly for those with little or no vision or hearing as well, as those with limited mobility. Many of our community are older people who find narrow pathways a challenge, so we hope to begin work widening and straightening pathways on the plots over the next year with the support of the Council.

Social and Fund Raising events

Our normal calendar of events has not been possible during the pandemic; however, I'm pleased to say that we will be selling allotment produce at the Scalby Fair in June to raise funds.

5/22.4 Janet E Shepherd, Chairperson, Scalby Toilet Trust

We have had a busy 3 years, unfortunately we had to close for over a year due to covid but we reopened on 1st July 2021. The closure hit us very hard financially as we still had outgoing expenses but no income coming in.

In 2020 we had to have the drain replaced due to it collapsing and we were closed for a couple of weeks. This also hit our finances very hard. In 2021 we had a complete redecoration and a new window in the ladies and we would like to thank the Parish Council and Councillor Bastiman for their help in paying for the decoration for us.

This year we have had the paths re-laid, again Councillor Bastiman helped us pay for them to be done. In June the Parish Council helped us with a £2,500 Welcome Back funding which we used to install hand sanitisers, Covid notices, deep clean the toilets before we reopened, a metal cleaning cupboard and it helped pay for the cleaning of the toilets for part of the year. Nick Thomas also gave us a generous donation as last year we did not produce a calendar due to Covid and Nick always sponsored the calendars for us.

Unfortunately, we had to have the cherry tree removed as it had a fungal infection, this was taken down by the Borough Council for us and they did an excellent job. We have replaced it with a crab-apple tree in remembrance of Tom Cathcart, John Stott and Ian Anderson, who were all members of the committee who unfortunately died in quick succession of each other.

In November last year we became a registered charity (Charitable Incorporated Organisation Reg number 1196645), we were joined by new trustees, so have just printed a flyer to distribute around the houses in the village. A lot of people are still under the impression that we are run by the council and therefore they don't put any money in the donation box. One morning one of our committee members sat outside for an hour, 8 people went in and only 40p was put in the donation box!

We would however, like to thank the Parish Council and Councillor Bastiman for their continuing support, but it is an uphill task for the trustees to raise enough money to keep the toilets open with costs rising all the time.

5/22.5 Newby and Scalby Library

Like most organisations and individuals looking back over the past two years, there will be a mixture of emotions about how things have gone and what the future looks like.

At the end of 2019, the library was in great shape and the lottery win to fund our new garden had been put to good use. Works were afoot and as we reopened after the Christmas break in 2020, we looked forward to the year ahead and how we could use our new facility. Covid-19 hadn't been heard of.

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Of course, by March all that had changed and the library shut its doors on Friday, 20 March 2020 and remained closed for four long months. In that time our valuable Home Library service also had to stop though our volunteers checked on customers by phone to make sure they were alright.

From July 2020 we operated a restricted service but normal opening did not return until September. This was, of course, short-lived. Another lockdown came in November, and apart from a very subdued two week pre-Christmas opening, that's how it remained until mid-April 2021 when we returned to our limited service.

Throughout this period, the darkness was brightened by the good humoured tolerance and support of both volunteers and customers. Everyone co-operated with, and adapted to, the measures needed to keep everyone safe. We were also very grateful for the very practical support from the staff at NYCC and financial support from the Co-op, Proudfoot's 'Making a Difference Locally' scheme and the Business Support Grant. This support enabled us to maintain the financial wellbeing of the library and make some vital improvements to the building.

It wasn't until August 2021 that we were able to use our garden for events. Throughout that time it had bloomed unseen apart from the small team of volunteer gardeners. But things are beginning to change....

The good news is that we returned to full opening hours in September and after an interim period of additional caution, all our groups are back, including one or two new ones. There are weekly story and playtimes for Under Fives, Scrabble and Mah Jong for the grown-ups as well as book groups and a Crafty Articles group. Other special events are organised regularly and posted on Facebook and our website.

We look forward to welcoming everyone back to the library. Please call in, check our website (www.newbyandscalbylibrary.co.uk), our facebook page or twitter for further information.

6/22 ELECTORS QUESTIONS/COMMENTS – Nothing raised.

There being no further matters the Chairman declared the meeting closed at 6.58 pm

Chairman of the Parish Assembly
A DATE IN APRIL OR MAY 2023



Annual Report & Accounts
Year Ended 31 March 2022

NEWBY AND SCALBY PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2022

RECEIPTS

(Previous) Year Ended 31 Mar 2021		(Current) Year Ended 31 Mar 2022	NOTES
£		£	
2,909.76	Allotment rents	2,891.57	
443.02	General interest received	118.17	1
57.18	Interest taken into revenue	.24	2
5,312.78	Model agreement – SBC	5,349.96	
54,100.00	Parish precept	64,400.00	3
7,685.96	Grants & donations (Council)	3,000.00	4
0.00	Grants & donations (Hub)	21,088.00	5
1,000.00	Loan repayments	1,000.00	6
0.00	Hub income (room hire etc)	1933.75	7
99.30	Other Council income inc. refunds	519.27	8
3,579.98	VAT reclaimed	8,213.07	9
600,000.00	PWLB loan	0.00	
1,730.14	Rent from property (net)	9,343.23	10
<u>676,918.12</u>	TOTAL	<u>117,857.26</u>	

¹ In line with expectations (decrease due to reduced interest rates nationally).

² In line with expectations (decrease due to reduced interest rates nationally)

³ Increase to assist with funding loan repayments (first repayment falls in year of account instead of 2020/21).

⁴ Grants from Better Spaces allocations given by SBC to ward councillors towards purchase of land adjacent 445b.

⁵ Grants specifically for hub and its projects

⁶ Loan repayment by Scalby Sports Association.

⁷ Hire of hub for events (7 months from Sept 2021)

⁸ Sale of goods £158.19, compensation from utilities £200, council tax refund £137.36, bank charges £23.72.

⁹ In line with expectations.

¹⁰ Rent for 445 Scalby Road.

PAYMENTS

(Previous) Year Ended 31 Mar 2021 £		(Current) Year Ended 31 Mar 2022 £	NOTES
2,626.23	Allotments	2,299.04	
300.00	Audit fees	1,440.00	1
1,165.00	Courses, subs & training	1,191.00	
950.00	Contingency	0.00	2
573.02	General expenditure	333.00	3
1,250.08	Insurance	2,119.90	4
5,041.25	Model agreement	4,763.69	
2,820.88	Office, newsletter & software support	4,631.41	5
0.00	Councillor's expenses	32.40	6
269.99	Website	179.99	7
22,150.05	Staffing (inc. HMRC adjustment of £125.02)	40,157.55	8
5,103.00	Legal & professional fees	3,450.00	9
0.00	PWLB loan repayments	28,230.49	
0.00	Discretionary grants	390.00	10
2,537.00	Premises, hall hire & equipment	903.93	11
1,223.00	Parish caretaker/civic pride	661.16	12
7,669.00	Vehicle Activated Speed signs	175.00	13
100.00	Special payments – GPC, (previously S.137)	0.00	
1,200.00	Special payments – section 96 (verges)	450.00	14
1,739.29	Covid-19 support/hub consultation	0.00	15
599,000.00	Purchase of 445/445b Scalby Road	0.00	
12,971.18	445 costs	3,298.04	16
15,937.38	445b costs	46,535.33	17
0.00	Community engagement/hub specific costs	2,339.74	18
0.00	Charitable donations	587.50	19
0.00	JJ Burchell bequest	2.06	20
4,045.99	VAT	10,263.73	21
<u>688,672.34</u>	TOTAL	<u>154,299.96</u>	

¹ Higher external audit fee due to increased income as result of PWLB loan.

² No contingency expenditure in 2021/22.

³ Xmas lights prizes £135, bank charges/multipay fees £108, sundries £90.

⁴ Increased fee due to now insuring 445 as well as 445b and council business

⁵ In line with expectations.

⁶ Mileage now that meetings are no longer virtual.

⁷ Reduction as no re-design this year, just hosting and support.

⁸ Additional staff employed to run community support

⁹ Community engagement/hub strategy £2,700 for part year, £750 accountancy advice associated with building works and VAT.

¹⁰ Scarborough Gymnastics Club European championships kit.

¹¹ No office rent or meeting room expenditure

¹² Reduced expenditure due to Covid-19.

¹³ VAS signs fully grant funded in 20/21, additional part 21/22.

¹⁴ Rural verge cutting (less cuts done).

¹⁵ One off costs for Initial Covid lockdown assistance, newsletter and consultation.

¹⁶ Repair/maintenance/improvements to house and environs £2,568, rates & utilities during vacant periods £730.

¹⁷ Utilities/rates £2,438.94, office furniture/equipment/asset purchase £3,032.39; conversion/fitting out costs to create office and hub £33,974.53; repairs/maintenance of 445b & environs in general £6,555.18; post re-direction and Christmas trees/decoration inside/outside £534.29

¹⁸ Asset purchase (furniture £540, white goods £424.99; misc. £829.10) catering £65.69; general £479.96.

¹⁹ Scalby Toilet Trust £487.50; British Legion £100.00.

²⁰ Recorded delivery postage on gilt redemption & purchase.

²¹ In line with expectations.

BANK RECONCILIATION

(Previous) Year Ended 31 Mar 2021	SUMMARY	(Current) Year Ended 31 Mar 2022
£88,514.32	Balance brought forward 1 April	£76,760.10
<u>£676,918.12</u>	ADD total receipts	<u>£117,857.26</u>
£765,432.44		£194,617.36
<u>£688,672.34</u>	LESS total payments	<u>£154,299.96</u>
£76,760.10		£40,317.40
<u>£0.00</u>	Transfers between banks	<u>£0.00</u>
<u>£76,760.10</u>	Balance carried forward	<u>£40,317.40</u>

These cumulative funds are represented by:

£2,445.36	Nat West Reserve a/c	£2,445.60
£0.00	Nat West Current a/c	£0.00
£67,840.06	Unity Reserve (IA)	£17,211.55
£458.28	Unity Current (T1)	£5,719.03
£0.00	Unity Hub Grants (IA) (opened July 21)	£9,066.29
<u>£0.00</u>	LESS unrepresented cheques at year end	<u>£0.00</u>
<u>£70,743.70</u>		<u>£34,442.47</u>
£0.00	ADD Fixed term reserves	£0.00
£6,017.40	ADD Instant access reserves	£6,017.40
<u>(£1.00)</u>	Prior year adjustment	<u>(£142.47)</u>
<u>£76,760.10</u>	TOTAL	<u>£40,317.40</u>

The above statement represents fairly the financial position of the authority as at 31 March 2022 and reflects its receipts and payments during the year.

Approved by Council: _____

Signed _____

Chairman

Signed _____

J Marley (CiLCA)
Responsible Financial Officer

NOTES TO THE STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2022

1 ASSETS

At 31st March 2021 the assets held include play equipment at Linden Road playground, allotment items, Christmas lights, civic items, office equipment & furniture, white goods, catering equipment, plaswood seats, fixtures and fittings. Full details are contained in the Asset Register. In accordance with the conventions of Parish Council accounting, assets (excluding 445/445b Scalby Road) are valued at purchase cost and there is no depreciation element. The property 445/445b is valued on an insurance rebuild ex VAT basis. The total value of the assets held at the end of this financial year amounted to £849,565.

2 LOANS MADE AND LOANS RECEIVED

The Parish Council has one outstanding loan made [Minutes 126/18.2 and 11/19.3 refer]. By an agreement dated 18th February 2019 the sum of £10,000 was loaned to Scalby Sports Association for a term of 10 years. Funds were transferred to the Association's bank account on 27/3/19. Scheduled repayments are twice yearly on 1st January and 1st July. At 31st March 2022 the amount outstanding on this loan is £7,000.

One loan received (to purchase 445 and 445b Scalby Road) exists [Minute 79/20.4 refers]. On 7th December 2020 the sum of £600,000 was borrowed via the Public Works Loan Board (PWLb) for a term of 24 years and 11 months (maturity date 1st November 2045) at a fixed interest rate of 1.59%. Repayments are made twice yearly on the 1st May and 1st November. In the year of account repayments of £28,230-49 were made and the outstanding balance as at 31/3/22 was £580,282-71.

3 LEASES

At the end of the year the Parish Council had the benefit of the following leases: -

Lessor	Purpose	Annual Payment	Year of Expiry
Siemens	Print/Scan/Copy	£1,396+VAT	2026

4 DEBTS OUTSTANDING

At the year end there were no outstanding invoices due to the Council.

5 TENANCIES

During the year the following tenancies were held:

Council as Tenant			
Landlord	Property	Rent P.A.	Repairing/Non repairing
Duchy of Lancaster	Land for Allotments	£840+VAT	Maintain hedges, cut grass and maintain good soil quality.

Council as Landlord			
Tenant	Property	Rent P.A.	Repairing/Non repairing
De Lange	445 Scalby Road	£15,000 gross	Non-repairing on part of tenant.

6 GENERAL POWER OF COMPETENCE/SPECIAL PAYMENTS

As at 31st March 2022 Newby & Scalby Parish Council meets the two criteria for eligibility to use the General Power of Competence (GPC) as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012. The GPC is a power of first resort and gives an eligible council the power to do anything that individuals generally may do as long as they don't break other laws.

A council which has resolved to adopt the GPC can no longer use s137 of the 1972 Local Government Act as a power for taking action for the benefit of the area or its community.

At its meeting on 3rd June 2020 Council resolved that from the 4th June 2020 until the next relevant Annual Meeting of the Council, and having met the conditions of eligibility as defined in the Localism Act 2011 and The Parish Councils (General Power of Competence) (Prescribed Conditions) Order, Newby & Scalby Parish Council adopted the General Power of Competence. [Minute 56/20.4 refers]

Payments which would have previously been made under S137 and are now made under the GPC are shown below.

Item	Nature of payment	Power	Amount
Royal British Legion	Donation	GPC	£100.00
Total			£100.00

7 AGENCY WORK

During the year the Parish Council undertook the following agency work on behalf of other Authorities:

Principal Authority	Nature of Work	£ Amount
Scarborough Borough Council	Upkeep & maintenance of parks, playing fields, open spaces & shelters	£1,719.68
Scarborough Borough Council	Contribution to closed churchyard upkeep costs	£3,044.11
Total		£4,763.79

8**RESERVES**

Council's reserves are earmarked as follows:-

Year Ending 31 March 2021		Year Ending 31 March 2022
£5,000.00	Community & Infrastructure Reserve (held within Unity IA a/c)	£5,000.00
£6,017.40	General Reserve (held in NS&I a/c)	£6,017.40
£5,000.00	Allotments (held within Unity IA a/c)	£5,000.00
£1,993.02	Carr Lane Playing Field (held within NatWest a/c)	£1,895.55
£452.34	Burchell Bequest (held within NatWest a/c)	£550.05
£4,000.00	Decorative Lighting (held within Unity IA a/c)	£4,000.00
£3,000.00	Election Fees (held within Unity IA a/c)	£3,000.00
£25,000.00	Premises/Buildings (held within Unity IA a/c)	£0.00
£25,840.06	General Reserve (held within Unity IA a/c)	£211.55
£76,302.82		£25,674.55

9**ADVERTISING AND PUBLICITY**

There were no costs for advertising or publicity incurred in the year of account.

10**CONTINGENT LIABILITIES**

None.

11**PENSIONS**

Pursuant to pension auto-enrolment legislation, a pension scheme was set up in April 2016. The provider is the People's Pension and all staff are enrolled in this scheme. Contributions are 5% by employees and 4% by the council. In the year of account, employee's contributions totalled £1,469.63 and employer's contributions totalled £1,175.71.

12**MANAGED TRUSTS**

The Parish Council is the Trustee for the J J Burchell Bequest in connection with the upkeep & maintenance of the playing field at Carr Lane, Scalby. The Trust is registered with the Charity Commissioners. Its sole source of income is from Treasury Gilts. The 8% Treasury Stock Gilts had matured during the year of account and the redemption proceeds of £1,884.88 had been re-invested in 4¼% 2046 Treasury Gilts. In the year of account, the balance of the accrued dividends held amounted to £550.05

INTERNAL AUDIT REPORT

2021/22 FINANCIAL YEAR

January-March CASH BOOK & BANK STATEMENT FOR SCHEDULES 10-12 AND January to March ACCOUNTS, SCHEDULES 10-12 AND 21/22 YEAR END RECORDS

AUDIT CARRIED OUT ON 22nd April 2022

1 PETTY CASH (Schedules 1-2 of 2022/23 financial year, physical count as on day of audit).

- ☒ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

- ☒ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☒ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

- ☒ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

- ☒ The Inland Revenue electronic record has been completed correctly and the figures accord with the schedule of payments and the payslip booklet.
- ☐ The Inland Revenue electronic record has not been completed correctly and the figures do not accord with the schedule of payments and the payslip booklet. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed R.A. Conway
Internal Auditor

Date: 22/4/22

8

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Internal Auditor

Date: 22/4/22

Annual Internal Audit Report 2021/22

NEWBY & SCALBY TOWN COUNCIL (formerly Newby & Scalby Parish Council)

<https://newbyandscalby-tc.gov.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. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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

22/04/2022

Name of person who carried out the internal audit

R. A. Carey

Signature of person who carried out the internal audit

R. A. Carey

Date

22/04/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

<https://newbyandscalby-tc.gov.uk/>

Section 2 – Accounting Statements 2021/22 for

NEWBY & SCALBY TOWN COUNCIL (formerly Newby & Scalby Parish Council)

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	88,363	76,459	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	54,100	64,400	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	622,667	53,357	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	22,272	40,150	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	28,230	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	666,399	85,616	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	76,459	40,220	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	76,459	40,220	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	829,978	849,565	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	600,000	580,283	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

Date

15/04/2022

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

as recorded in minute reference:

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

REPORT

TO: All Councillors

DATE: 4th May 2022

SUBJECT: Re-Adoption of the General Power of Competence

Background

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it is a 'power of first resort' and gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

Newby & Scalby Parish Council adopted the General Power of Competence at its meeting on 3rd June 2020. A new resolution confirming eligibility and adoption must be made at every annual meeting following an ordinary election. In this case the result of the uncontested vacancies in the May elections were announced on 6th April 2022.

Eligibility

The criteria are:

1. The number of elected Councillors must equal or exceed two-thirds and
2. The Clerk must be qualified.

9 out of 13 councillors were elected (69%) and the Clerk to Council holds the Certificate In Local Council Administration (CiLCA), therefore the Town Council meets the eligibility criteria.

Restrictions:

- the Council remains subject to existing statutory duties – e.g. Allotments Act.
- if another authority has a statutory duty, it remains their duty to provide the service e.g. Education.
- The Council is still subject to a range of other legislation e.g. Health & Safety.
- S.137 can no longer be used.

Advantages

Greater flexibility especially where community involvement or support is involved.

Activities - examples of some of the things that eligible councils have done:-

- run a community shop or post office (but must abide by the relevant rules).
- invest in a local business to support the local economy, however, it must follow Government investment guidance.
- set up a company or co-operative to trade but must comply with company law.

Way Forward

It is recommended that the members consider this report and pass the following resolution:

"Newby & Scalby Town Council resolves that from the 11th May 2022 until the next relevant Annual Meeting of the Council, and having met the conditions of eligibility as defined in the Localism Act 2011 and The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, it adopts the General Power of Competence".



Jools Marley (CiLCA)

Clerk to Council