MINUTES OF ORDINARY MEETING OF NEWBY AND SCALBY TOWN COUNCIL

held in the Community Hub, 445b Scalby Road,
on Wednesday 13th September 2023 at 7pm.

PRESENT:

Councillor R Towse (Chairman), Cllrs. S Barnes, J Fennell, S Foote, R Holliday, J Smith, D Wiles.

ALSO IN ATTENDANCE

NYC Cllr. Sharma (7pm – 8.05pm), 2 members of public (left 7.35pm)
Mrs J Marley (Clerk to Council)

ABSENT: Cllrs. D Bastiman, B Marley, D Sutton and R Thompson.

126/23 **APOLOGIES FOR ABSENCE** **Received and accepted** from Cllrs. D Bastiman, B Marley, D Sutton and R Thompson (commitments of a work or personal nature).

127/23 **DECLARATIONS OF INTEREST:** **Received** from 1] Cllr. Barnes, agenda item 10.4 as he was a plotholder and agenda item 11.11 as he was a resident on the High Mill development; 2] Cllr. Smith, agenda item 10.3 as she was a trustee of Scalby Toilet Trust and agenda item 11.11 as she was a resident on the High Mill development.

128/23 **MINUTES**
Having been previously circulated, the minutes of the Ordinary Council Meeting held on 12th July 2023 were **approved** as a correct record and **authorised** for signature by Cllr. Towse.

129/23 **PUBLIC OPEN FORUM** Matters raised included questions about the updating of the cinder track between Scalby and Burniston and concerns in respect of the reserved matters planning application at High Mill (ZF23/01256/RM).

130/23 **MATTERS RAISED IN PUBLIC OPEN FORUM** **Agreed** 1] Clerk to approach the relevant people and try to get an answer regarding the updating of the track from Scalby to Burniston; 2] this application was on tonight's agenda and comments would be taken into account when the application was considered.

With Council's agreement agenda item 11.11 (planning application ZF23/01256/RM) was taken as the next item.

131/23 **PLANNING APPLICATION ZF23/01256/RM** This application seeks approval of reserved matters in relation to outline planning application 19/01248/OL for major housing development, to consider appearance, landscaping, scale and layout, land Off Mill Way, High Mill *[details emailed to all councillors 23/8/23].* Concerns expressed by members of the public regarding 1] the impact on infrastructure facilities/organisations (health, education etc) when those organisations were unable to get sufficient staff yet were having to provide services to an ever-increasing population; 2] when the benefits of the Section 106 money would be seen to have been achieved. **Agreed** these were not matters which the Town Council could answer or solve. Councillors expressed concerns about 1] the proposal on the Material Plan to have all windows in 'agate grey' – this was totally at odds with the existing phases of the High Mill development; 2] the need for the footbridge to be completed before any of the houses in this phase of the development were occupied and it was **agreed** these concerns be submitted to the planning authority.

At this point the members of public left the meeting.

132/23 **VACANCIES (Newby Ward)**

132/23.1 Applications for co-option to the Ordinary Vacancy created at the election by reason of insufficient nominations – none to receive.

132/23.2 Applications for co-option to the Casual Vacancy created by the resignation of D. Langmead - none to receive.

133/23 **EXTERNAL REPORTS**

133/23.1 **Police** – the Scalby report for July incidents had been emailed to councillors 8/8/23 and the Scalby report for August incidents was tabled at the meeting – both were **received and noted**.

133/23.2 **NY Unitary Council** - NY Cllr. Sharma reported 1] the hedge at Dunwell Avenue was ongoing (it was now a NYC matter to sort as they had carried out slurry sealing of the

pavement without getting the hedge cut back first – this meant any cutting back now would cause a pavement hazard; 2] the number of planning applications going to committee for a decision was considerably down

At this point Cllr. Sharma left the meeting.

134/23 UPDATES ON VARIOUS MATTERS & COUNCILLOR'S REPORTS

134/23.1 **Received & noted** written report by Helen King (tabled at meeting).

134/23.2 Update by Chairman and Clerk on matters dealt with under delegated powers:– None.

134/23.3 Reports from Councillors of any highway & footpath or general matters requiring attention – 1] Cllr. Towse reported the Royal Mail letterbox at the end of Hay Brow Crescent had been removed some weeks ago (believed for painting etc) but not yet returned – **agreed** Clerk to find out when it would be returned; 2] Cllr. Barnes having problems with accessing Council's online banking – **agreed** Clerk to contact Council's bankers.

135/23 CORRESPONDENCE

135/23.1 **Received & noted** – exchange of emails between Clerk, parishioner and North Yorkshire Council which resulted in the bus timetables in the display boards near Scalby Road/Castlemount Avenue being replaced.

135/23.2 Correspondence received after preparation of the agenda which the Chairman of the meeting deemed it necessary to consider as a matter of urgency:– 1] email from parishioner requesting zebra crossing outside Newby & Scalby Primary School – **agreed** request support, Clerk to refer the matter to Highways; 2] NYMNP Parish Planning Training Event, 10/10/23 at Helmsley – **received & noted**. Any councillors wishing to attend to let the Clerk know before 22/9/23.

136/23 FINANCE, REGULATORY & GENERAL MATTERS

136/23.1 Accounts paid under amended scheme of delegation *[Minute 13/23.4 refers]* – **noted** the following have been paid following online authorisation by Cllrs. Thompson and Towse:- Schedule 5 on 10/8/23 (£3,007.78).

136/23.2 **Resolved** the Schedule of Accounts Payable for September 2023 (Sch 6, £12,842-16) *[tabled at meeting]* be **approved**. Cllrs. Sutton and Towse to do the online authorisations within 24 hours.

136/23.3 Scalby Toilets – **received** update from Chairman and **agreed** to take over the toilets by an assignment of the existing lease. Clerk to inform North Yorkshire Council so they can do the necessary legal paperwork; ideally assignment to be effective from 1/10/23.

136/23.4 Allotment plot rental and deposit charges October 2023 onwards – **received** RFO's report *(circulated with agenda)* and **agreed** recommendations therein be accepted.

136/23.5 Insurance renewal 1/10/23-30/9/24 – **agreed** to authorise premium payment of £1,344-21 on production of invoice.

136/23.6 Review of the future of the twinning arrangement *[Minute 51/23 refers and Chairman of SANTA invited to attend]*. **Noted** despite having been given six months notice of the date of the September Council meeting, the Chairman of SANTA was unable to attend tonight's meeting due to a prior commitment. **Agreed** the matter be deferred till the October Council meeting which the SANTA Chairman had said they were able to attend. Clerk to write to SANTA Chairman. Also **agreed** if the SANTA Chairman did not attend the October meeting, then a decision on twinning would be taken in their absence.

136/23.7 Co-option Policy *[circulated with agenda]* – **agreed** policy be approved and adopted.

136/23.8 Whole Council Training *[circulated with agenda]* – **received**. 1] Several councillors expressed an interest; 2] Chairman though it could be of benefit to do a session which allowed other local councils to take part. **Agreed** Clerk to contact YLCA.

137/23 PLANNING APPLICATIONS & APPEALS NOTIFIED

137/23.1 Comments submitted under Clerk's delegated powers on the following applications were **noted and confirmed**:-

1. NYM/2023/0426 Use of land for siting of one glamping pod for holiday letting purposes with associated access path at Prospect House Farm, Hay Lane, Scalby. **No objections**.

2. ZF23/00886/HS Erect extension and terrace to rear and garage to side elevation at 32 Hillcrest Avenue, Newby. **No objections**.
3. ZF23/01059/FL Demolish existing care home building, construct replacement nursing home at 73 Burniston Road, Newby. **No objections**.
4. ZF23/01154/HS Erect single storey rear extension with veranda and single storey front/side extension at 50A Scalby Avenue, Newby. **No objections**.
5. ZF23/01169/HS Erect single storey rear extension and alterations to garage roof at 20 Hay Brow Crescent, Scalby. **No objections**.
6. ZF23/01171/HS Erect two storey side extension at 2 Goldenfields, High St, Scalby. **No objections**.
7. ZF23/01201/HS Erect single storey rear extension at 4 Castle Mount Avenue, Scalby. **No objections**.
8. ZF23/01209/HS Demolish existing conservatory and erect single storey rear extension at 307 Scalby Road, Newby. **No objections**.

137/23.2 Comments were **agreed** on the following applications:-

1. ZF23/00821/HS Erect single storey rear extension and summer house in rear garden, 56 Hackness Road, Newby. **No objections**.
2. ZF23/00890/HS Erect two storey side and rear extension with porch to front, 27 Linden Road, Newby. **No objections**.
3. ZF23/01256/RM Approval of reserved matters in relation to outline planning application 19/01248/OL for major housing development, to consider appearance, landscaping, scale and layout, land Off Mill Way, High Mill *[details emailed to all councillors 23/8/23]*. **See Minute 131/23**.

137/23.3 The following appeal was **noted**:-

1. 23/3325460 Appeal against SBC refusal decision dated 9/6/23 on application 23/00403 (Proposed single storey rear extension and veranda and front extension at 50A Scalby Avenue Newby).

138/23 **PLANNING DECISIONS** - The following were **noted**:-

1. 22/02164/HS Erect rear extension, 3 Wrea Head Close, Scalby. **Granted with conditions**.
2. 23/00058/FL Erect dwelling and garage, replacement & relocation of existing garage, 77 Green Lane, Newby. **Granted with conditions**.
3. 23/00206/HS Erect rear extension, 2 Castle View, Scalby. **Granted with conditions**.
4. 23/00341/HS Erect single storey side extension, 44 North Street, Scalby. **Granted with conditions**.
5. 23/00390/HS Single storey extension to front elevation to create larger porch, convert garage into bedroom, create new driveway and access, 35 The Parkway, Newby. **Granted with conditions**.
6. 23/00440/HS Erect carport to garage at rear, 24 High Street, Scalby. **Granted with conditions**.
7. 23/00484/HS Erect single storey rear extension, 26 Mayfield Avenue, Newby. **Granted with conditions**.
8. NYM/2023/0197 Conversion of and extension to stable block to form residential annexe accommodation (revised scheme to NYM/2020/0721/FL), Foxhill Paddocks, Low Road, Throxenby. **Granted with conditions**.
9. NYM/2023/0126 Demolish pole barn and lean to agricultural building, convert agricultural outbuildings into three holiday letting units with associated parking together with landscaping works at Prospect House Farm, Hay Brow, Scalby. **Granted with conditions**.
10. NYM/2023/0152 Convert agricultural outbuildings into three holiday letting units at Prospect House Farm, Hay Brow, Scalby. **Granted with conditions**.

11. NYM/2023/0426 Use of land for siting of one glamping pod for holiday letting purposes with associated access path at Prospect House Farm, Hay Lane, Scalby. **Granted with conditions**.
12. ZF23/00603/HS Demolish garage, erect single storey side extension, 7 Harewood Avenue, Newby. **Granted with conditions**.
13. ZF23/00867/TD Instal 15metre Phase 8 monopole and associated ancillary works, junction of Scalby Road and Green Lane, Newby. **Granted with conditions**.
14. ZF23/01047/HS Erect single storey rear extension, 9 Castle Mount Avenue, Scalby. **Granted with conditions**.
15. ZF23/01169/HS Erect single storey rear extension & alteration to garage roof, 20 Hay Brown Crescent. **Granted with conditions**.
16. ZF23/01171/HS Erect two storey side extension, 2 Goldenfields, High St, Scalby. **Granted with conditions**.
17. ZF23/01209/HS Demolish existing conservatory, construct single storey rear extension, 307 Scalby Road, Newby. **Granted with conditions**.

139/23 **PLANNING MATTERS RECEIVED AFTER 5/9/23** – None.

140/23 **REPORTS FROM OUTSIDE BODIES** – None.

141/23 **EXCLUSION OF PRESS AND PUBLIC** Not required as no confidential items to consider.

142/23 **CONFIDENTIAL ITEMS** None to consider.

There being no further business, the Chairman declared the meeting closed at 8.48pm.

R. Towse, Chairman
Dated: 11th October 2023

Police Report

Hackness, Scalby and Staintondale & Ravenscar Parish Councils Report October 2023

Scalby, Hackness and Staintondale/Ravenscar Figures:

Breakdown data based on 01/04/2023 to 30/09/2023
versus same period in previous two years

Group	Crime Type	2021-22	2022-23	2023-24	Diff 2024 from 2023
Victim Based	Arson & Criminal Damage	7	10	7	**-3**
	Burglary	4	4	6	**+2**
	Sexual Offences	0	6	0	**-6**
	Fraud	6	3	4	**+1**
	Theft	6	5	2	**-3**
	Vehicle Offences	0	3	3	**0**
	Violence against the person	41	22	25	**+3**
	Total victim-based crimes	**64**	**53**	**47**	**-6**
Crimes Against Society	Drugs offences	2	0	0	**0**
	Misc Crimes Against Society	1	0	0	**0**
	Possession Of Weapons	1	0	1	**+1**
	Public Order Offences	16	7	7	**0**
	Total crimes against society	**20**	**7**	**8**	**+1**
	Total	**84**	**60**	**55**	**-5**

September 2023

There were 55 incidents reported in your area during September.

08/09/2023 17:04 – Officers were called to a disturbance at The Scalby Manor Pub. One male was arrested on suspicion of causing criminal damage to a window and committing an offence under the public order act. He was later charged with both offences.

10/09/2023 03:00 – A stolen motor bike failed to stop for Officers on patrol on High Street in Cloughton. The bike had been stolen the previous night from a property in Whitby. Three people wearing balaclavas were on the bike when it made off with the last siting of it mobile being on Throxenby Lane. It was located abandoned shortly after in St Catherine's Hospice Car Park. The bike was forensically recovered and the incidents remain under investigation.

16/09/2023 07:59 – A vehicle window was smashed overnight at a property on Elderflower Road in Scalby. This matter is currently under investigation.

27/09/2023 20:27 – A report was recieved of people possibly stealing wood from the building site on Field Lane. Officers attended and searched the whole area but no one was located.

29/09/2023 14:20 – Further problems with youths have been reported from Burniston and Cloughton Village Hall. The local neighbourhood team have been made aware resulting in increased patrols in the area.

30/09/2023 17:32 – A car travelling on the A171 in Cloughton struck the rear of a parked vehicle, no injuries were reported. The involved parties exchanged details at the scene so there was no requirement for Police attendance.

During September we dealt with 894 incidents across the area as a whole, a breakdown of these follows (not inclusive of all incidents): -

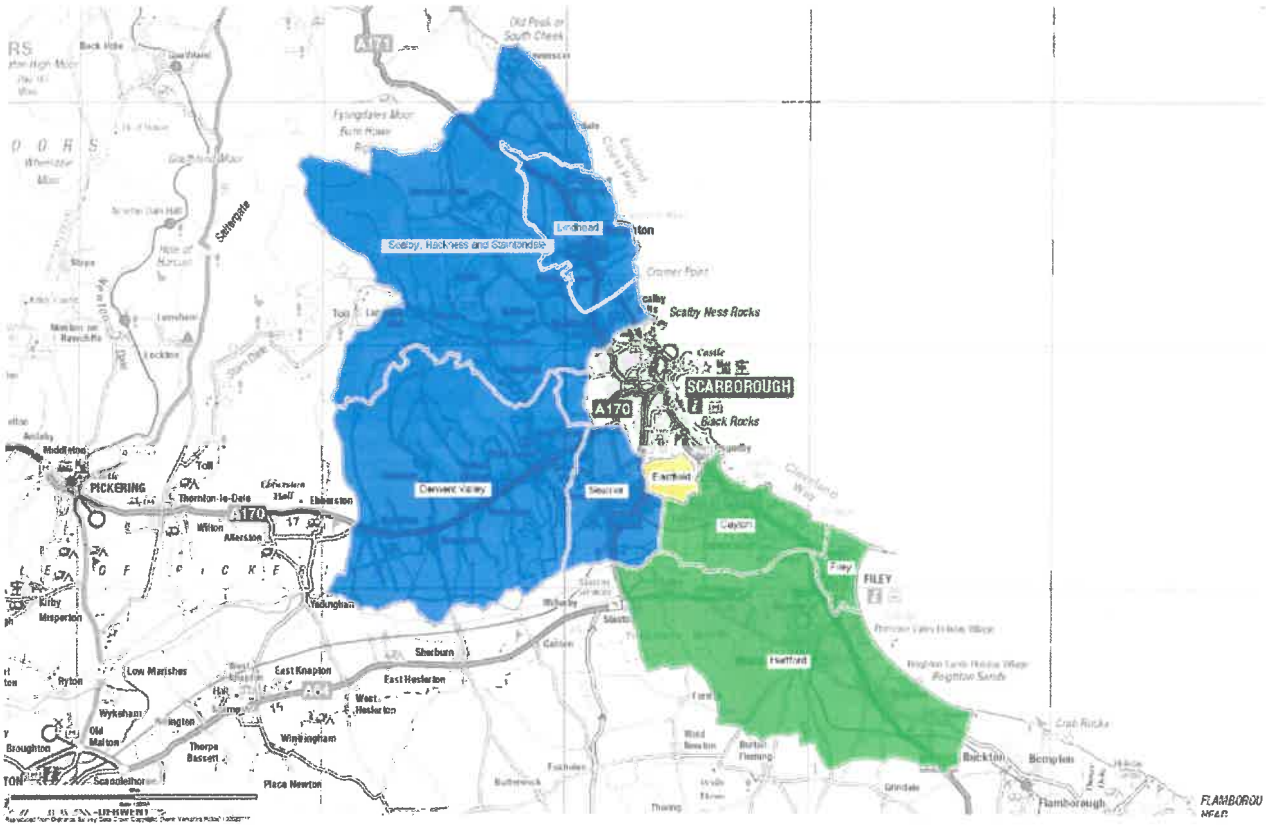
- 4 injury or fatal RTCs.
- 15 damage only RTCs.
- 37 road related offences, drink/drug driving, no insurance/license/dangerous driving/speeding etc...
- 79 reports of suspicious circumstances.
- 11 missing persons.
- 1 firearms/weapons incidents.
- 6 hoax calls.
- 122 domestic incidents/violence.
- 116 concern for safety incidents.
- 3 civil disputes.
- 7 animal incidents
- 26 highway disruptions
- 91 violence crimes.
- 14 sexual offences.
- 21 thefts.
- 0 stolen motor vehicle.
- 7 fraud or forgery.
- 1 drug offence.
- 13 criminal damages.
- 2 dwelling or commercial burglaries.
- 3 auto crimes.
- 61 anti-social behaviour reports.

In addition to the crime stats, we also have access to data to show how many total incidents and crimes your local Officers have attended. The below figures are for all Parishes/Towns covered by Filey and Eastfield Police Station and includes ALL incidents and crimes.

Time period	Total incidents
01/04/2023 – 30/09/2023	5410 – Average 902 per month
01/04/2022– 30/09/2022	5428 – Average 905 per month

01/04/2021 – 30/09/2021	5349 – Average 892 per month - **(main covid lockdowns)**
01/04/2020 – 30/09/2020	5559 – Average 927 per month
01/04/2019 – 30/09/2019	5649 – Average 942 per month

Areas in blue and yellow – covered from Eastfield Police station. Areas in green – covered from Filey Police Station.



Would you like a member of Police staff of volunteer to attend your event?

Filey SNT & or Police Volunteers would like to attend some of the local events in your area to provide information on topics such as Fraud, Crime Prevention, rural safety etc. This would not be a formal presentation and we can tailor the information to each particular event.

If you are aware of any meetings taking place which you think suitable, please let us know Dates and Place and Times and we will endeavour to get to some of them. Please email matthew.hazelwood@northyorkshire.police.uk if you would like more information or to book the volunteers.

Other News

Please note that in addition to the traditional 999 or 101 we can be contacted on our email address is snafiley@northyorkshire.pnn.police.uk. Please do not report incidents to this email, but if you would like to speak to a member of our team for advice then please use it. Incidents can also be reported direct on www.northyorkshire.police.uk

If an incident of Anti-Social Behaviour occurs which you would like Police to deal with then please report this as soon as possible after the event to allow Officers the best chance to deal with the culprits. Please do not wait until next time you happen to bump into an Officer or Parish Councillor. It allows us to make connections with other incidents and deal with individuals for patterns of behaviour rather than incidents in isolation. It does not matter if no suspects have been seen or cannot be identified; we may have this reported on another nearby incident and be able to link them.

If you wish to look at crime statistics, along with stop-searches, news & events and other information for your area, then please visit www.police.uk. This website has been updated and has new sections with more detailed statistics relating to your area. There is a multitude of information on this website. You can also search for general Police advice on this website - https://www.askthe.police.uk/content/default.mth

North Yorkshire Community Messenger

This is a free email alert service from North Yorkshire Police. Our local teams use the system to let you know what's happening in your area.

- You can sign up to receive alerts about events, crime appeals, safety advice and much more.
- The alerts can be tailored to where you live and work.
- You can unsubscribe at any time.

When you sign up, you'll be able to select the type of alerts you'd like to receive, including:

- various watch schemes for business owners
- a monthly fraud round-up newsletter.

Sign up here - https://www.northyorkshirecommunitymessaging.co.uk/#signup-section

Community Speedwatch

Two Police volunteers are now trained in Community Speedwatch and have been attending specified locations in our Policing area with a speed gun. The volunteers are directed to these areas which have been assessed as meeting the requirements for this targeted activity. Locations attended in September and the results from these are as follows: -

Location	Number of vehicles	Number of offences
Muston	50	0 - none
Reighton – old A165	50	2
Hunmanby	480	20

Community Safety Advice – October 2023

Let's follow on from where we left off in the September report where the topic cybercrime; this month's topic is bogus callers and distraction burglars.

Who are Bogus Callers?

Bogus callers are people who come to your home and pretend to be something they are not – it's that simple .... Or is it? If you had a visit from a chap (or lady) who looked like they were in uniform of either Emergency Services and/or utility workmen, you would easily think that you are safe ... they are Emergency Services, right? Well maybe not!

Always check the ID of anyone "official" you do not know who comes to your door, especially if they are giving you information you are not aware of. If they are genuine, they will not mind staying on your doorstep while you call the company, they are saying they are from; but the important thing is **do not open the door to let them in**! Leave them on the doorstep while you carry out checks – and don't use any numbers they may give you, get it from the phone book, or better still, keep a list of "handy numbers" by your home phone, for such occurrences. Check their ID card to ensure if it genuine by getting them to put it up against the locked door or window. The best way to keep yourself safe, is to set up security passwords with your utility companies; that way they will give you a password, so you know they are genuine.

Someone coming to your home may even try to sell you wares that you do not want. Your door is your first line of defence – **if unsure, do NOT open the door, do NOT let them in.**

Could be someone offering to carry out work at your property as we have looked at earlier. **Same rule applies; do NOT let them in;** either send them away immediately, or if you feel you can take a mental description, and as soon as you have sent them on their way, contact the Police (if appropriate) or the County Council (Trading Standards) and give them the description of persons and/or vehicles.

For security, fit good window and door locks to protect your home. Even consider CCTV or a door camera so that you can monitor visitors to your home.

NEVER let anyone drive you to a cashpoint to withdraw money who isn't part of your security bubble. #KeepYourselfSafe #KeepOthersSafe.

Distraction Burglars

This is where they gain access to your home with what may sound a feasible reason; there are usually more than one – one to distract you, the other to commit burglary and get your personal belongings. They use the excuse of doing a survey that might save you money ... yeh, right!! Sadly though, they do often use our own greed against us, as stated before we all want something for nowt, don't we!

So follow this advice and it should keep you safe and sound in your home .....

- **LOCK** - Keep your front and back doors locked even when you are at home.
- **STOP** - Before you answer, stop and think whether you are expecting anyone. Check you have locked the back door and taken the key out. Look through a spy hole or window to see who the caller is.
- **CHAIN** - If you decide to open the door, put the chain or door bar on first, if you have one. Keep the chain or bar on while you are talking to the caller. With PVC doors, it can be difficult and costly to fit a door chain, consider fitting a Secure Ring instead.
- **FIRE SAFETY** - Only put on your door chain as you answer the door, don't keep it on all the time as this could delay your exit in case of fire.
- **CHECK** - Look at their clothing. Some official callers will have a uniform bearing their organisation name or logo. Even if the caller has a pre-arranged appointment with you, check their identification card carefully. Close the door while you do this. If you are still unsure, call the company concerned to verify their representative's identity. If you're still not sure ask the caller to come back later when someone is with you.

If you wish to become a member of the Derwent & Hertford Rural WhatsApp Group to keep yourself and your area safe, please contact PCSOs Lockey or Wilkinson or PC Bilton on 101.

Until next time ..... Stay Safe out there!
Mrs Trish Colling

NYP News NEWS Partner News

Community SpeedWatch

If you wish to make a complaint about speeding, please email – communityspeedwatch@northyorkshire.police.uk and they will get in touch to discuss what options are available. This can range from enforcement from speed vans to members of the Community being trained in the use of a speed gun!

Community Messaging is "Live"

If you wish to receive community news via messaging, please visit the North Yorkshire Police website – Community Messaging and sign up or speak with a member of the Safer Neighbourhood Team

Crimestoppers

If you have any information you would like to pass on in confidence, please contact Crimestoppers on **0800 555 111**

Property Marking

Consider marking your expensive property – such as laptops, iPads, game consoles and TVs. Your local Neighbourhood Team will be happy to assist with this.

Also, register your new property at www.immobilise.com

Local News

Here is where you will see local news posted – could be a forthcoming fete, Show or roadshow. Contact Matthew.Hazelwood@northyorkshire.police.uk to "advertise" your event here !!

For any complaints regarding 101 or other issues, please go to the North Yorkshire Police Website, click – Contact us at the top of the page, then 'complain to us box'

Or go straight to it by this link - https://northyorkshire.police.uk/contact/complain-to-us/

Contact NYP

Your Local Team

Beat Manager
PC 595 Graham Bilton –
graham.bilton@northyorkshire.police.uk

PCSOs
PCSO 5208 Ria Lockey –
ria.lockey@northyorkshire.police.uk
07741174576

PCSO 6780 Anna Wilkinson –
anna.wilkinson@northyorkshire.police.uk
07741174524

Useful Contact Numbers

NYC Highways	0300 131 2131
NYC Dog Warden	0300 131 2 131
NYC Noise Complaint	0300 131 2 131
NYC Food Safety Report	0300 131 2 131
NYC Community Safety	0300 131 2 131
NHS	111
Action Fraud	0300 123 2040

North Yorkshire Council Services can be reported online at www.northyorks.gov.uk

INTERNAL AUDIT REPORT

2023/24 FINANCIAL YEAR

April-June CASH BOOK & BANK STATEMENT FOR SCHEDULES 1-3 AND April to June ACCOUNTS, SCHEDULES 1-3

AUDIT CARRIED OUT ON 18th September 2023

1 **PETTY CASH** (Schedules 1-3 of 2023/24 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.

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

7 COMMENTS/EXPLANATIONS:

Signed R.A. Cory Date: 18/9/2023

Internal Auditor

CONTROL ACCOUNT FOR PETTY CASH SCHEDULES 5-7 2023/2024

INCOME

DATE	SOURCE	AMOUNT
12/07/2023	b/fwd	25.80
17/07/2023	cash to imprest	124.20
	(A) TOTAL	£150.00
	(C) FLOAT BALANCE (A) - (B)	£138.96

EXPENDITURE

DATE	DESCRIPTION	AMOUNT	VAT	NET	VAT NO.
30/08/2023	Warm Spaces catering (grant funde	£11.04	£0.00	£11.04	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
	(B) TOTAL	£11.04	£0.00	£11.04	
	(D) REPLENISH AMOUNT (A) - (C)	£11.04			

FLOAT COUNT

DENOMN.	NUMBER	VALUE
£20	0	£0.00
£10	5	£50.00
£5	14	£70.00
£2	0	£0.00
£1	3	£3.00
£0.50	15	£7.50
£0.20	28	£5.60
£0.10	14	£1.40
£0.05	16	£0.80
£0.02	25	£0.50
£0.01	16	£0.16
		£138.96
		£0.00

DATE COUNTED

MUST BALANCE TO (C)

DISCREPANCY

ACCOUNTS DATA

	GROSS	VAT
POSTAGE		
STATIONERY		
CIVIC PRIDE		
EQUIPMENT		
PARKING		
445/445b		
MISC		
ALLOTMENTS		
HUB ENT'MT	£11.04	£0.00
SEATS		
AUDIT		
	£11.04	£0.00
	discrepancy	discrepancy
	£0.00	£0.00

17.50%	GROSS TO NET TIMES BY	.851	VAT CONVERTER	AMT	15%	17.50%	20%
	GROSS TO VAT TIMES BY	.149	TAKE VAT OFF	£34.00	£29.57	£28.94	28.33
				net of vat	£4.43	£5.06	£5.67

OCT agenda

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

NEWBY & SCALBY TOWN 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 2023, that:

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

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

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

10/05/2023

and recorded as minute reference:

85/23.4-2]

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

Chairman

Clerk

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

Section 2 – Accounting Statements 2022/23 for

NEWBY & SCALBY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*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	76,459	40,220	*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	64,400	91,710	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	53,357	83,109	*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	40,150	57,087	*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	28,230	29,179	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	85,616	76,827	*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	40,220	51,946	*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	40,220	51,946	*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	849,565	850,262	*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	580,283	560,251	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)	✓			*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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

J. Marley

Date 11/04/2023

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

10/05/2023

as recorded in minute reference:

85/23-4-3

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

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of **Newby and Scalby Parish Council – NY0408**

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 2023; 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 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 06/09/2023

NEWBY & SCALBY TOWN COUNCIL

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Newby & Scalby Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Newby & Scalby Town Council on application to:	
(a) Mrs J Marley, Clerk to Council, Council Office, 445b Scalby Road, Scarborough, YO12 6UA	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) Monday to Friday, 0830 to 12noon (Bank Holidays excepted)	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ 1-00 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) J Marley, Clerk to Council	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 7th September 2023	(e) Insert the date of placing of the notice