

PRESENT:

Councillors R Thompson (Chairman), D Bastiman (from 8.02pm), H Bore, R Holliday, G Kendall, R Kendall, B Marley, J Smith.

ALSO IN ATTENDANCE

NYUC Cllr. Sharma. Approximately 35 members of public (all public had left by 8.29pm). Mrs J Marley (Clerk to Council).

ABSENT: Cllrs. S Foote, N Murphy, J Shepherd, C Thistleton.

119/24 NON-ATTENDANCE OF COUNCILLORS

119/24.1 Apologies **received & noted** from Cllrs. S Foote, N Murphy, J Shepherd and C Thistleton. Also **noted** that Cllr. D Bastiman was delayed.

119/24.2 **Resolved** the reasons for absence given by Cllrs. Foote (health), Murphy (unwell), Shepherd (health) and Thistleton (work) be accepted.

120/24 DECLARATIONS OF INTEREST: **Received** from Cllr. D Bastiman (other interest, agenda items 10,11 and 12 as a member of NYC Planning Committee). Cllr. G Kendall (other interest, agenda items 9.5 as allotment holder and 9.6 as treasurer for In Bloom); Cllr. R Kendall (pecuniary, agenda item 9.2 as payee), and (other interest, agenda items 9.5 as allotment holder and 9.6 as former chairman of In Bloom); Cllr. R Thompson (pecuniary, agenda item 9.6 as signatory for In Bloom).

121/24 MINUTES

121/24.1 Having been previously circulated, the minutes of the Extraordinary Meeting of Council held on 22nd July 2024 were **resolved** to be a correct record and **authorised** for signature by Cllr. Thompson.

122/24 PUBLIC FORUM (7.03pm-7.19pm, 3 minutes speaking time per person)

Matters which members of the public wished to raise in respect of items on this agenda - the following questions were asked by members of public present:- 1] agenda items 8.5 and 8.6 - suggestion all councillors resigned and stood for re-election so they are returned with the approval of the electorate; 2] agenda item 7.1 – why had this person's complaint not had a written response; 3] question re. whether a Christmas tree would be provided this year at Newlands; 4] agenda items 8.5 and 8.6 – two people asking why councillors hadn't resigned as Council served no purpose.

123/24 MATTERS RAISED IN PUBLIC FORUM:

The answers given (by Chairman unless otherwise stated) during the Public Forum itself were 1] no response given; 2] a written response would be provided; 3] the matter was in hand; 4] no response given. A written list of points on item 2] was handed to the Chairman and a written response would be provided in due course.

124/24 EXTERNAL REPORTS

124/24.1 **Police – resolved** the Scalby reports for July incidents [emailed 13/8/24 to councillors] and August incidents [circulated with agenda] be **received and noted**.

124/24.2 **NY Unitary Council** - NY Cllr. Sharma gave the result of the parish poll held on 9th August and also explained that in the Scarborough Town Council to be created there would be 5 wards, each with 3 councillors. On behalf of NY Cllr. Bastiman, the Clerk gave updates on 1] the work being done to address the flooding/drainage problems on Hackness Road and 2] a "Restricted Byway" sign recently erected at the bottom of Carr Lane which had been of concern to Scalby Cricket and Football Clubs.

125/24 UPDATES ON VARIOUS MATTERS & COUNCILLOR'S REPORTS/ITEMS

125/24.1 **Resolved** it be **noted** that two complaints from February and March 2024 had been finalised.

125/24.2 **Resolved** it be **noted** that three Freedom Of Information requests and 1 review have been completed since the Annual Meeting of Council on 8/5/24 and one new request was awaiting completion.

125/24.3 **Resolved** it be **noted** that three parishioners had exercised their rights during the Public

Inspection period for the 2023/24 accounts and two objections had been submitted to the external auditor.

- 125/24.4 **Resolved** potholes on Coldyhill Lane, blocked gully on Colescliffe Road and restricted visibility Green Lane/Colescliffe Road junction be referred as appropriate.

126/24 CORRESPONDENCE

- 126/24.1 Email of 25/7/24 *[redacted and circulated with agenda]* from Gallows Close Centre enquiring about funding. **Resolved** item be deferred to a future meeting to enable Clerk to find out if MUGA is in the parish.

- 126/24.2 **Resolved** an email dated 20/8/24 from North Yorkshire Fire Service confirming they have no concerns regarding fire safety issues at the offices be **noted**.

- 126/24.3 An anonymous letter has been received in respect of water (believed to be from a spring) on the pavement of Hay Brow Crescent. The Chairman confirmed he had received the same letter which did have details of the writer. **Resolved** Clerk to contact Area 3 Highways then update the complainant.

- 126/24.4 Several parishioners *[details held by Clerk]* have contacted the Clerk regarding an unauthorised building in the rear garden of a property and asked that Council refers the matter to Planning Enforcement. **Resolved** Clerk to refer the matter to Planning for investigation.

- 126/24.5 **Resolved** the declaration of result of Parish Poll for Newby & Scalby held on 9th August 2024 be received.

- 126/24.6 A letter dated 21/8/24 signed by un-named parishioners had been received by the Clerk – it was **Resolved** no further action be taken on that letter. Also **noted** Clerk's report that individual letters addressed to councillors had been received at the same time and handed, unopened, to councillors present at tonight's meeting.

- 126/24.7 Correspondence received after preparation of the agenda which the Chairman of the meeting deems it necessary to consider as a matter of urgency – none.

127/24 FINANCE, REGULATORY & GENERAL MATTERS

- 127/24.1 **Resolved** the action of online authorisation/cheque signing by Cllrs. Smith and Thompson in respect of payment of the Schedule of Accounts paid for August 2024, Schedule 5 (£5,311.45) be **ratified**.

- 127/24.2 **Resolved** the Schedule of Accounts payable for September 2024, Schedule 6 (£4,259-04) be authorised for payment, Cllr. Smith & Thompson to do online authorisations.

- 127/24.3 Banking – **resolved** it be noted that following a current account tariff review by Council's bankers, from 18/9/24 the charging tariff T2 (£6 monthly fee plus 15p transaction fee) would apply.

- 127/24.4 **Resolved** 1] report by Clerk that a new lease for the office copier/printer/scanner had been negotiated at a saving of £700; 2] the Clerk be authorised to sign the lease agreement; 3] the Chairman and Clerk be authorised to sign the Direct Debit form.

- 127/24.5 Allotments – requests had been received from FONSA for council to consider 1] setting up a system to take deposits from new tenants and 2] creating a number of quarter plots *[circulated with agenda]* **Resolved** 1] no deposit system to be started (potential disadvantages outweigh the advantages); 2] while appreciating the reasoning within the report, on balance, quarter plots were not something Council wished to do.

- 127/24.6 Newby & Scalby Flower Friends Group – Clerk reported this was the successor to the now defunct In Bloom group which still has funds of over £3,000 in a building society account. Those funds needed to be transferred to somewhere which could be accessed by the new group. In order to assist negotiations with the signatories of the In Bloom account, the Clerk wished to know if Council was prepared in principle to hold and administer those funds. **Resolved** 1] in principle Council was prepared to hold and administer those funds; 2] Clerk to negotiate with all relevant parties to achieve the most practical resolution.

128/24 PLANNING APPLICATIONS & APPEALS NOTIFIED

Resolved comments on the following applications be submitted to the planning authority:-

1. ZF24/00690/HS Erect double storey side and single storey rear extension, 48 Lady Edith's Avenue, Newby – **no objections**.
2. ZF24/01049/HS Retrospective consent for erection of two storey side extension, 90 Station Road, Scalby – **no objections**.

3. ZF24/01059/RM Erect 135no. dwellings considering appearance, landscaping, layout and scale, following outline consent on 19/00444/OL, Former Technical College, Lady Edith's Drive, Newby – concerns re. capacity of watercourse beside Lady Edith's Drive & whether sufficient remedial works are to be carried out.

129/24**PLANNING DECISIONS – Resolved the following be noted:-**

1. NYM/2024/0455 Non-material amendment to NYM/2022/0476m to allow additional rooflights to facilitate additional bedroom accommodation at Beacon Farm, Beacon Brow Road, Scalby. **Granted.**
2. 22/01592/HS Single storey extension and raised decking to rear at 36 Scalby Avenue, Newby. **Finally Disposed Of.**
3. ZF24/00441/HS Install replacement windows and juliet balcony to rear, 4 Wynbrook Court, North Street, Scalby. **Granted with conditions.**
4. ZF24/00453/HS Erect two storey side extension, 5 Greylands Park Drive, Newby. **Granted with conditions.**
5. ZF24/00477/HS Erect 1½ storey side extension with rear dormer and single storey rear extension, 2 Norwich Close, Scalby. **Granted with conditions.**
6. ZF24/00495FL Widen existing vehicular access, 445b Scalby Road, Scalby. **Withdrawn.**
7. ZF24/00561/HS Erect single storey rear extension and porch to side, 2 Fieldstead Crescent, Newby. **Granted with conditions.**
8. ZF24/00634/HS Demolish single storey side projection, chimney, outbuilding and garage, erect single storey side extension and shed. 4 East Park Road, Scalby. **Granted with conditions.**
9. ZF24/00680/HS Erect single storey workshop, Cross Lane Hospital, Cross Lane, Newby. **Granted with conditions.**
10. ZF24/00901/HS Erect two storey side extension (amended design to 16/01277/HS, 349 Scalby Road, Newby. **Granted with conditions.**

130/24**PLANNING MATTERS RECEIVED AFTER 5/9/24**

Resolved comments on the following application received *[previously notified to councillors]* were **agreed:-**

1. ZF24/01292/HS Erect single storey rear extension, 3 Throxenby Grove, Newby – **no objections.**

131/24**REPORTS FROM OUTSIDE BODIES & EVENTS ATTENDED** – none to receive.**132/24****EXCLUSION OF PRESS AND PUBLIC**

At 8.29pm 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 items of business on the grounds they related to personnel/staffing, financial or legal matters.

133/24**CONFIDENTIAL BUSINESS**

All documents were tabled at the meeting

133/24.1

Resolved email of 21/8/24 from solicitor be noted and matters not to be advanced.

133/24.2

Resolved an update on the grievance and redundancy process be **noted.**

133/24.3

Resolved an update on legal matters be **noted.**

133/24.4

Resolved 1] the recommendation of the Staffing Working Group be accepted and the job of Clerk and RFO be split into two posts; 2] YLCA be asked to carry out job assessments for each post (to include recommendations on salary and hours); 3] to recruit person(s) to cover role of keyholder and cleaner; 4] update on the grievance and redundancy process be **noted.**

There being no further business to be transacted, the Chairman declared the meeting closed at 9.10pm.

Cllr. Richard Thompson, Chairman

Dated:



Scalby and Hackness group Parish Council Report
October 2024 meetings (September incidents)

The crime figures for these reports are now taken from January to December each year, rather than from 1st April to 31st March.

Total crime figures for Scalby & Hackness from January to September every year for the previous three years and for 2024.

Scalby & Hackness Group	2021	2022	2023	2024	Grand Total
Arson & Criminal Damage	10	13	8	12	43
Burglary	7	4	7	5	23
Drug Offences	3	1	2	4	10
Fraud	20	5	10	9	44
Misc Crimes Against Society	2	0	1	1	4
Possession Of Weapons	1	0	1	0	2
Public Order Offences	19	9	8	13	49
Robbery	0	0	1	1	2
Sexual Offences	3	4	5	5	17
Theft	9	9	4	10	32
Vehicle Offences	3	3	5	11	22
Violence Against The Person	45	46	48	50	189
Grand Total	122	94	100	121	437

Total crime figures for 2024 for the whole area covered by Filey NPT (Filey & Eastfield Police Stations) for the previous three years from January to September every year. See below map for area.

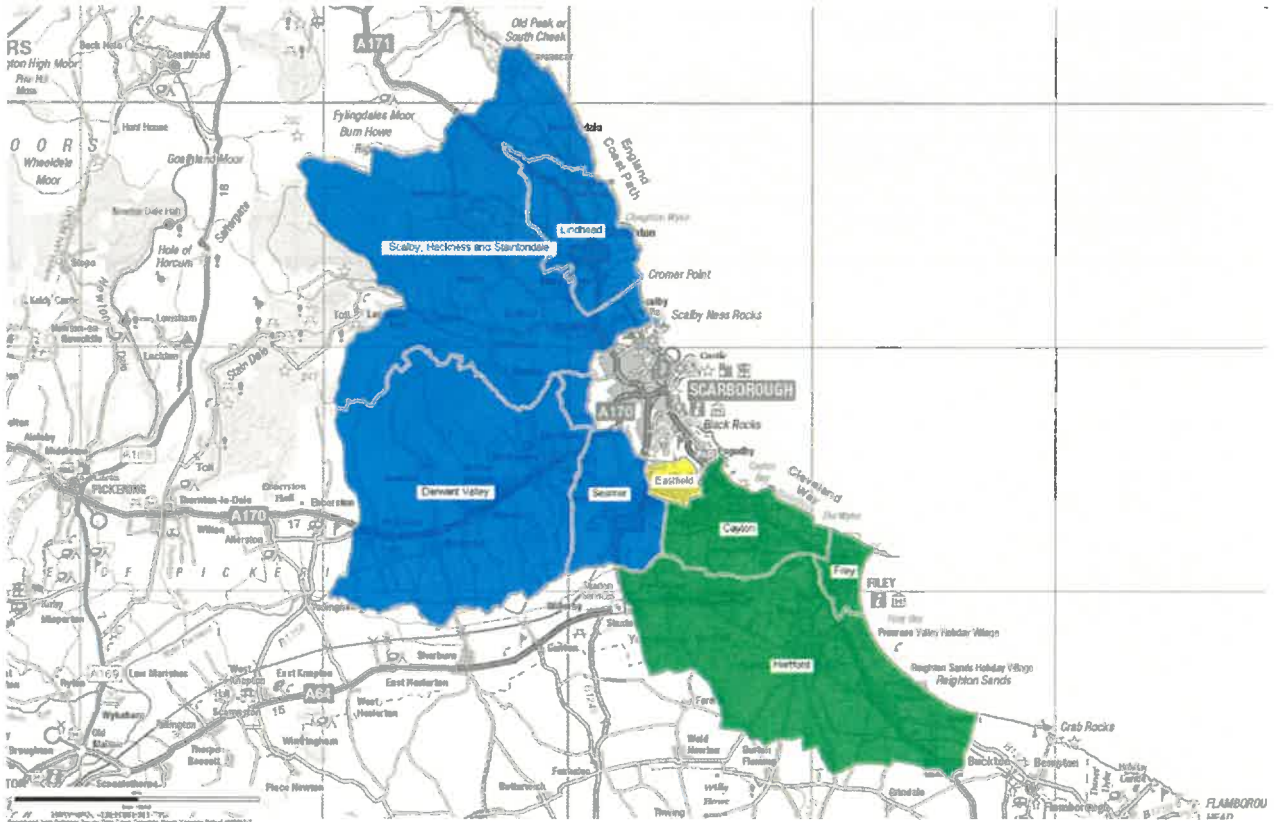
	2021	2022	2023	2024	Grand Total
Arson & Criminal Damage	188	227	211	187	813
Burglary	54	38	35	46	173
Drug Offences	60	32	37	47	176
Fraud	173	102	91	89	455
Misc Crimes Against Society	31	27	35	41	134
Possession Of Weapons	16	11	10	17	54
Public Order Offences	181	202	130	117	630
Robbery	2	1	2	2	7
Sexual Offences	75	79	91	102	347
Theft	176	173	184	189	722
Vehicle Offences	26	27	31	61	145
Violence Against The Person	715	895	796	810	3216
Grand Total	1697	1814	1653	1708	6872

If you wish to look at further details relating to the crime figures, please visit

[Home | Police.uk \(www.police.uk\)](#) and search for your relevant area.

Which areas are covered from Filey and Eastfield Police Stations?

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



There were 53 incidents reported in your area during September. Incidents of note are as follows: -

07/09/2024 11:12 – Multiple vans containing off-road bikes and quad bikes were reported to be riding in an anti-social manner in Langdale Forest. Officers attended but could not locate the bikes.

13/09/2024 23:13 – A two vehicle RTC was reported from High Street in Burniston. One driver was arrested after failing a roadside drugs test, he was further arrested for criminal damage relating to matters which occurred at the Police Station. He was later released under investigation for further enquiries to take place.

17/09/2024 15:56 – Between 14/09 and 17/09, a mountain bike valued at £350 was stolen from outside The Oak Wheel in Burniston. The bike was secure with a padlock and chain, these were also removed.

August 24 Speedwatch Summary

Local Police Volunteers have been back carrying out speed watch during August. Please see below table for their locations during the last month. **No local patrols possible during September.**

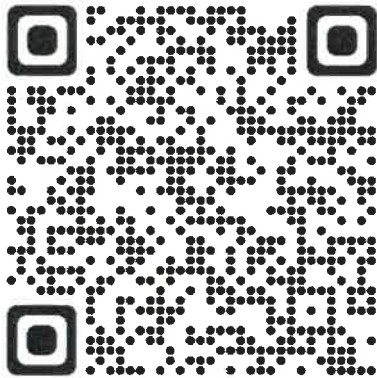
08/08/24	Malton Rd, Hunmanby	202 vehicles	4 offences
13/08/24	Castlegate East Ayton	90 vehicles	0 offences
13/08/24	Seamer	202 vehicles	1 offence
19/08/24	Malton Road, Hunmanby	200 vehicles	10 offences
28/08/24	Reighton	45 vehicles	2 offences
28/08/24	Folkton	100 vehicles	4 offences

When and how to call us

Contact NYP Information

Please scan this QR code to access information about how and when to contact North Yorkshire Police. When to phone 999 or 101 etc...

Or click this link - [Contact us | North Yorkshire Police](#)



How to contact your local team

PC 672 Manson

Jamie.Manson@northyorkshire.police.uk

07741175623

PCSO 5208 Ria Lockey –07741174576 -

ria.lockey@northyorkshire.police.uk

PCSO 6780 Anna Wilkinson – 07741174524 -

anna.wilkinson@northyorkshire.police.uk

Useful Contact Numbers

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

NYC Highways	0300 131 2 131
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 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>

Would you like a member of Police staff or 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.

Subject: Drilling rig site for exploration of suitability of underground gas extraction

From: Richard Parsons <cllr.rich@clough-ton-parishcouncil.org.uk>

Date: 06/09/2024, 13:06

To: clerk@newbyandscalby-tc.gov.uk, "Mrs J. Marley, Clerk to Cloughton Parish Council"
<clerk@newbyandscalby-tc.gov.uk>

Good morning Jools,

Would you bring to the attention of your Council, the proposal by Europa Gas and oil, to put in place an exploration drilling rig within the Parish of Burniston.

Essentially North Yorkshire Council planning dept., received an application for a screening opinion as to whether or not an environmental impact assessment would be required for temporary planning permission for the construction and operation of a drilling rig for the exploration of subsurface hydrocarbons, testing well and retention of equipment on land east of The Mill Yard, Burniston Mill, Coastal Road.

The answer from NYC was that an EIA was required.

BPC held an extraordinary meeting, open to the public, to discuss this issue and to write to NYC with the views of the public.

The meeting was packed with members of the public and the overwhelming view was that an EIA had to be done.

The concerns included the site location, very close to residential properties, the proximity to the National Park, the environmental effects, the potential effect upon the nearby cliffs. There were many other individual views.

Europa started to write to the residents of Burniston yesterday. The letter included an invite to a drop in session at Burniston and Cloughton Village Hall on Thursday 26th Sept between 1pm and 6pm.

The letter makes it clear that planning permission is being pursued, with an application expected by late November 2024.

The proposal that NYC had to decide upon, showed underground exploration pipes, well within the boundaries of Newby and Scalby Town Council area.

The original proposal, that was amended, shows pipes well within the Cloughton Parish area.

Would you be kind enough to bring this email to the attention of your Councillors please.

If anyone wishes to chat with either myself or any of the Burniston Parish Councillors, contact can be made via our Clerk.

Many thanks, Richard

Subject: Re: FONSA request for quarter plots and year in advance scheme

From: "Jools Marley, Clerk to Council" <clerk@newbyandscalby-tc.gov.uk>

Date: 03/10/2024, 11:54

Dear [REDACTED]

Thank you for your email and letter, which I have received and shared with all councillors. I would like to address your statement regarding the dismissal of the proposals, it appears to present a perspective that does not fully represent the discussion at the meeting, however your letter will be presented at the next available Council meeting for consideration.

In the meantime, please allow me to remind you that the decision was reached by the Council as a collective after thoroughly reviewing the issues at hand.

Jools Marley (Mrs) CiLCA
Clerk to the Council

Newby & Scalby Town Council
445b Scalby Road,
SCARBOROUGH
YO12 6UA

01723 354018 (answerphone when unavailable)

Office generally open Mon-Fri 8am-12noon.

Please note messages sent after 12noon may not get a response until the next working day.

Disclaimer This email (and any files attached) may contain confidential or privileged information and is intended for the addressee(s) only. If you are not the intended recipient, please be aware that any disclosure, copying distribution or any action taken is prohibited and may be unlawful. You should delete it from your system. Any opinions expressed are those of the author of the email, and do not necessarily reflect those of Newby & Scalby Town Council. PLEASE THINK BEFORE YOU PRINT

On 03/10/2024 08:40, [REDACTED] wrote:

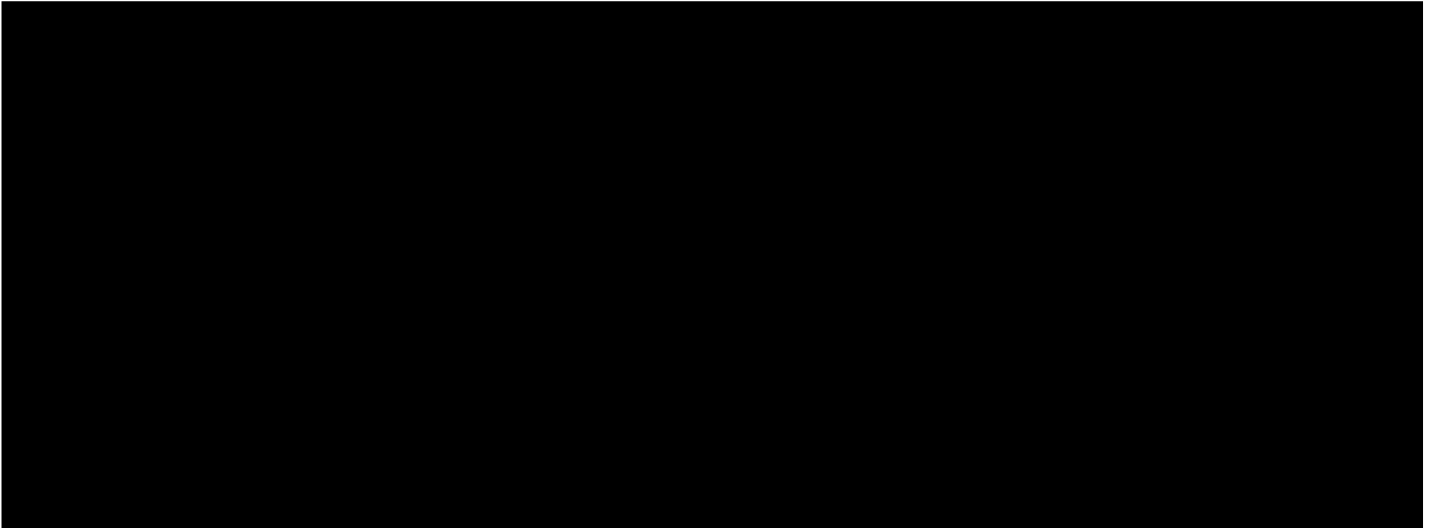
To the Clerk and Councillors of Newby and Scalby Town Council

Please find attached a letter in response to our paper concerning the possible use of smaller plots and a rent in advance scheme.

Subject: FONSA request for quarter plots and year in advance scheme

From: [REDACTED]

Date: 03/10/2024, 08:40



To the Clerk and Councillors of Newby and Scalby Town Council

Please find attached a letter in response to our paper concerning the possible use of smaller plots and a rent in advance scheme.

Regards

[REDACTED] (Chair FONSA)

Attachments:

Fonsa response to town council .pdf

65.0 kB

We were disappointed that our proposals were not discussed in any detail by the Town Council at their meeting on the 11th of September 2024, and that they were dismissed on the basis that the Clerk was unwilling to take on any additional administrative work, and that two councillors who are also plot holders were dismissive of the suggestions.

The rejection of FONSA's suggested initiatives does not address the underlying issues:

- There is a lack of demand for full size plots from the local community
- Existing plot holders are struggling to maintain full and half plots
- There are an increasing number of plots becoming derelict and they will be difficult to re-let without restoration work
- There is an increasing demand for small 'starter' plots from the local community, reflecting changing lifestyles and horticultural fashions such as 'no dig'.

The Town Council is responsible for letting and monitoring the plots but has delegated these tasks to FONSA since February 2009

If the Town Council is unwilling to allow FONSA to adapt to the changing demands for plots in the local community FONSA will have to consider handing back these tasks to the council.

FONSA estimates that the tasks that they perform on behalf of the council amount to around 80 person hours per year. This is considerably more than any additional administrative work that would be created by the collection of rent for a few additional plots.

Regarding the specific concerns raised by the councilor/plot holders at the meeting.

- That quarter plots have been tried before and did not work.

When FONSA asked for details of when this had been tried, the answer was 'a long time ago.' Times change. Local community demand for growing spaces is different now to 20 or 30 years ago.

- There would be additional footfall on site and the paths cannot cope without improvements.

One reason for the current problems is that plot holders do not have time to visit as often as they did in the past, so footfall is reducing. This trend is likely to continue even if there are a few more holders of smaller plots.

In summary, FONSA are not able to maintain support for the status quo and require the Council to agree to some form of change that will enable FONSA to discharge their delegated responsibilities on behalf of the Council and maintain the amenity value of the allotment site for the local community.

NOTICE OF INTERIM REVIEW OF POLLING DISTRICTS AND POLLING PLACES



In accordance with [Section 18C\(1\)](#) of the Representation of the People Act 1983, North Yorkshire Council gives notice that it is conducting an interim review of limited number of polling districts and polling places for Parliamentary and Local Government Elections.

Details of the current arrangements and the (Acting) Returning Officer's recommendations for change can be viewed on the Council's website at

www.northyorks.gov.uk/PollingPlacesReview and at North Yorkshire Council offices:

- 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ
- Mercury House, Station Road, Richmond, DL10 4JX
- Civic Centre, St Luke's Avenue, Harrogate, HG1 2AE
- Civic Centre, Stone Cross, Rotary Way, Northallerton, DL6 2UU
- Ryedale House, Old Malton Road, Malton, YO17 7HH
- Civic Centre, Doncaster Road, Selby, YO8 9FT
- Town Hall, St Nicholas St, Scarborough YO11 2HG

Any registered elector may make representations on the current and proposed arrangements. We welcome comments and suggestions from anyone who has expertise in access for people with any type of disability.

Where possible, people making representations should suggest alternative places that may be used as polling places.

Representations and comments should be made in writing, by not later than **Thursday 31 October 2024**, either via:

email	Elections@northyorks.gov.uk
post	Electoral Registration Officer, Electoral Services, North Yorkshire Council, Stone Cross, Rotary Way, Northallerton DL6 2UU

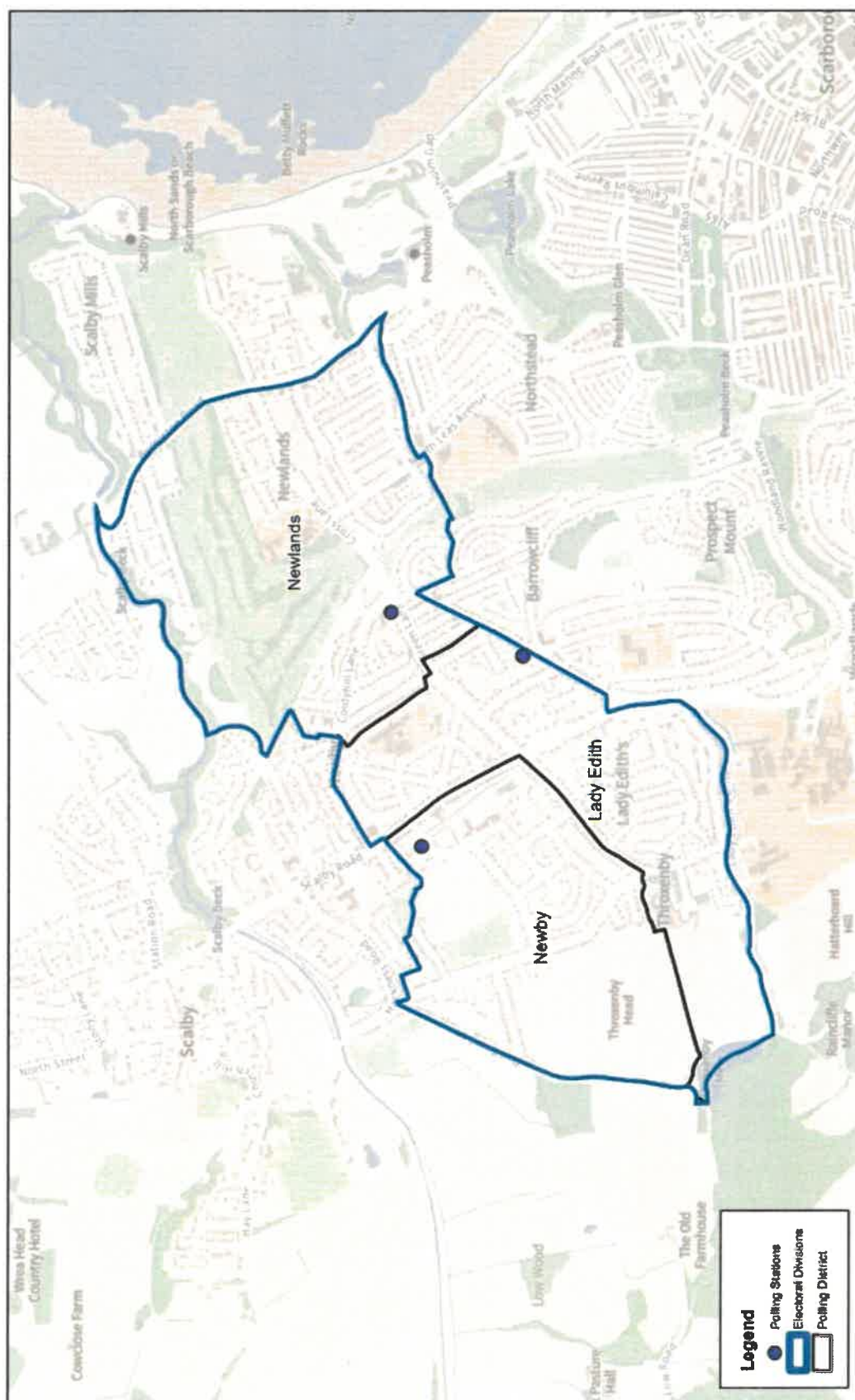
Richard Flinton
Electoral Registration Officer and (Acting) Returning Officer
North Yorkshire Council
County Hall
Racecourse Lane
Northallerton
DL7 8AD

Dated: Thursday 10 October 2024

OFFICIAL

Division Name				Newby						
Parliamentary Constituency				Scarborough and Whitby						
Proposed Polling District 1 Dec 2024	Proposed Polling District Name 1 Dec 2024	Polling District at 1 Feb 2024	Polling District Name at 1 Feb 2024	Parish (if any) at 1 Apr 2025	Polling Place	Disabled access	No of electors	No of Postal voters	Voting in person	(Acting) Returning Officer Recommendation
SWHA	Newlands	SWHA	Newlands	Newby & Scalby Town (Newby Ward)	St Mark's Community Hall	Yes	1986	346	1640	Merge with SWHD. No change to polling station.
		SWHD	St Marks	Newby & Scalby Town (Newby Ward)	St Mark's Community Hall	Yes	9	1	8	Merge with SWHA. No change to polling station.
SWHB	Lady Edith	SWHB	Lady Edith	Newby & Scalby Town (Newby Ward)	Wreyfield Methodist Church Hall	Yes	1666	366	1300	No change to polling station.
SWHC	Newby	SWHC	Newby	Newby & Scalby Town (Newby Ward)	Gatesgarth Amenity Room	Yes	1286	180	1106	No change to polling station

It is proposed that the polling district SWHA (Newlands) and SWHD (St Marks) are merged as they are to become part of the same parish ward and are already using the same polling station. The arrangements for SWHB (Lady Edith) and SWHC (Newby) are considered to be satisfactory for electors and no changes to polling places are proposed.



**NORTH
YORKSHIRE
COUNCIL**

Electoral Division Name: Newby

ASM 27/09/2024

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Section 3 – External Auditor's Report and Certificate 2023/24

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 2024; 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 2023/24

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.

Please see below

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

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2023/24 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion

3 External auditor certificate 2023/24

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 2024.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

19/09/2024

INTERNAL AUDIT REPORT

2024/25 FINANCIAL YEAR

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

AUDIT CARRIED OUT ON 12th September 2024

1 **PETTY CASH** (Schedule 6 of 2024/25 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 12.1 [REDACTED]
Internal Auditor

Date: 12th September 2024