

HARDWICK PARISH COUNCIL
(South Cambridgeshire District)

**I hereby give notice that the First and Annual Meeting of Hardwick Parish Council will be held on
Tuesday 19th May 2015 at 8pm in the Community Room at the School**

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder



Mrs Gail Stoehr, Clerk 12/05/15

AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
2. To elect a Vice-Chairman
3. Delivery by councillors of their declarations of acceptance of office
4. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees
5. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
6. Review of the terms of references for committees
7. Receipt of nominations to existing committees
8. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them
9. Review and adoption of appropriate standing orders and financial regulations
10. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities
11. Review of representation on or work with external bodies and arrangements for reporting back
12. Review of inventory of land and assets including buildings and office equipment
13. Review and confirmation of arrangements for insurance cover in respect of all insured risks
14. Review of the Council's and/or employees' memberships of other bodies
15. Establishing or reviewing the Council's complaints procedure
16. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
17. Establishing or reviewing the Council's policy for dealing with the press/media
18. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

Comments and observations from members of the public and from the County and District Councillors

19. To receive any apologies for absence
20. To receive declarations of interests from councillors on items on the agenda
21. To consider matters arising from the last meeting for info only
22. To consider any planning and tree work applications and planning correspondence received since the last meeting
23. Finance, procedure and risk assessment
 - 23.1 Finance report and to approve the payment of bills
 - 23.2 To consider any urgent works required because of risk or health and safety
 - 23.3 Play equipment inspection reports – to consider if any works are required
 - 23.4 Internal Auditor report to the Council and to appoint an Internal Auditor for FY2016
 - 23.5 Approval of the accounting statements and completion of the Annual Governance Statement FY2015
24. To consider correspondence/communications received
 - 24.1 CCC – Consultation on Local Validation list for applications for planning permission
25. Closure of meeting

Clerk report to Hardwick Parish Council 15 May 2015

All members are to sign their declaration of acceptance of office before the start of the meeting and these are to be witnessed by the Clerk.

Insurance policy and fidelity guarantee review – policy attached.

All policies etc have already been issued to members who were on the old Council. Please bring these to the meeting. A new members' pack with all the policies will be issued to any new members once ex-cllrs return their packs. New model financial regulations attached.

Planning applications will be available at the meeting.

<http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

contains details of all planning applications for Hardwick and any permissions, refusals or appeals.

Play equipment inspection and MUGA reports – RoSPA Play Safety reports attached.

Internal Auditor report to the Council and to appoint an Internal Auditor for FY2016 – attached.

Approval of the accounting statements and completion of the Annual Governance Statement FY 2015

Attached. The Council is asked to consider the approval its accounts and the Chairman to sign Section 1 of the Annual Return. The Council should consider carefully each of the statements in Section 2 and after completing all the responses the Chairman should sign section 2. The RFO will sign Section 2 before submission to Littlejohn LLP and will complete all the other information such as significant variance explanations and reserves requirements and will send to Littlejohn LLP.

CCC – Consultation on Local Validation list for applications for planning permission - Attached.

D R A F T for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11)

..... **TOWN / PARISH/ NEIGHBOURHOOD/ VILLAGE/ COMMUNITY COUNCIL**
FINANCIAL REGULATIONS [ENGLAND]

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Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

HARDWICK PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			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	157084	159067	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 (+) Annual precept	51649	51649	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	11683	7496	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	4332	3951	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	57017	54644	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	159067	159617	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	156203	157716	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 other long term investments and assets	615275	612042	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

LG SIGNATURE REQUIRED

Date

27/04/15

I confirm that these accounting statements were approved by the council on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ENTER LOCAL COUNCIL NAME HERE

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including 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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
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 the council to conduct its business or on 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 has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE

dated

DD/MM/YYYY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YYYY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YYYY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2014/15 to

ENTER LOCAL COUNCIL NAME HERE **HARDWICK PARISH** Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council'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 the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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 council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

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

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

NO PETTY CASH

Name of person who carried out the internal audit **PRINT JACQUIE WILSON**

Signature of person who carried out the internal audit **SIGNATURE [Signature]** Date **28.04.15**

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, internal audit must explain why not (add separate sheets if needed).

**HARDWICK PARISH COUNCIL CASH BOOK RECONCILIATION
FY 2015**

Reconciliation from cash book

balance b/f	£156,202.84
receipts	65492.29
payments (inc o/s at bank)	-63978.93
<u>balance c/f</u>	<u>157716.20</u>

O/S	-331.45
CURRENT AC	40,334.66
DEPOSIT AC	546.44
CCB AC	89,166.55
BOND	28,000.00
<u>C/F</u>	<u>157716.20</u>

B/F Bank & cash 156202.84

Payments 63978.93

Receipts	65492.29
	<u>221695.13</u>

C/F	157716.20
	<u>221695.13</u>

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**HARDWICK PARISH COUNCIL
BALANCES AT 31 MARCH 2015**

INCOME & EXPENDITURE ACCOUNTS

2013/14		2014/2015
	Assets	
45192.28	Lloyds Current	40334.66
546.44	Lloyds Deposit	546.44
88630.27	Cams & Counties 60 Day	89166.55
28000.00	Bond	28000.00
-6166.15	Outstanding at bank	-331.45
156202.84		157716.20
	Debtors	
2707.58	HMRC (VAT)	6671.24
2826.65	Other	400.00
5534.23	Payments in advance	7071.24
161737.07	Total Assets	164787.44
-2670.01	Creditors	-5170.83
0.00	Income in advance	0.00
159067.06	Total Assets less Liabilities	159616.61
0.00	Long term liabilities	0.00
0.00	Provision for doubtful debts	0.00
159067.06	Net Assets	159616.61
157083.64	Balance at 1 April 2012 B/F	159067.06
63332.94	ADD: Total Income	59145.12
-61349.52	DEDUCT: Total Expenditure	-58595.57
159067.06		159616.61

I&E Reserves

S106 Taylor Woodrow (Cahills Corner Improvme	29148.07
Cahills Corner Improvements	19193.71
S106 Lark Rise	1383.76
P3 Scheme	900.00
Scout Hut	21000.00
PARC fund	200.52
Cricket Club Loan	-1600.00
General Fund	89390.55
Balance C/f	159616.61

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Income & Expenditure Account for year ending 31 March 2015

2013/2014		2014/2015
	Income	
51649.00	PRECEPT	51649.00
2561.55	ADVERTISING	-33.15
699.00	RECREATION GROUND	6125.00
1075.63	INTEREST	886.32
-371.46	SPECIAL PROJECTS/ GRANTS/INSURANCE	0.00
2963.60	GENERAL ADMIN	410.35
1088.20	MISC RESERVES	107.60
3667.42	S106	0.00
<u>63332.94</u>	Total Income	<u>59145.12</u>
	 Expenditure	
4332.12	SALARIES	3951.11
3314.00	ADVERTISING	6924.00
5476.25	GENERAL ADMIN	4578.41
11970.79	ADMIN SUPPORT	11049.96
27682.51	ASSETS & LAND MAINT	24597.57
6083.56	SPECIAL PROJECTS	5724.61
2490.29	S137	1769.91
<u>61349.52</u>	Total Expenditure	<u>58595.57</u>
<u>1983.42</u>	Excess (Deficit) of Income over Expenditure for the year	<u>549.55</u>

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Hardwick Assets Register FY2015

	Location	FY 2014	FY2015
RED ELEPHANT ROCKER	EGREMONT ROAD PLAY AREA	339.26	339.26
BLUE MOTORBIKE ROCKE	EGREMONT ROAD PLAY AREA	339.26	339.26
SEE-SAW	EGREMONT ROAD PLAY AREA	674.60	674.60
LORRY CLIMBING FRAME	EGREMONT ROAD PLAY AREA	2706.27	2706.27
SLIDE	EGREMONT ROAD PLAY AREA	2706.27	2706.27
SWINGS	EGREMONT ROAD PLAY AREA	2706.27	2706.27
BENCH	EGREMONT ROAD PLAY AREA	700.00	700.00
BENCH	EGREMONT ROAD PLAY AREA	700.00	700.00
YELLOW BIN	EGREMONT ROAD PLAY AREA	250.00	250.00
IGLOO CLIMBING FRAME	EGREMONT ROAD PLAY AREA	2900.00	2900.00
WOODEN FENCE	EGREMONT ROAD PLAY AREA	4902.80	4902.80
NO DOGS SIGN	EGREMONT ROAD PLAY AREA	100.00	100.00
PC CONTACT SIGN	EGREMONT ROAD PLAY AREA	100.00	100.00
All weather pitch	EGREMONT RD AT REAR OF PAVILION	20000.00	20000.00
PAVILION	EGREMONT RD	420000.00	420000.00
PAVILION CONTENTS	EGREMONT RD	2182.91	2182.91
RAILINGS	IN FRONT OF PAVILION / CAR PARK	9000.00	9000.00
BIN	REC AT REAR OF PAVILION	400.00	400.00
CCTV CAMERAS	REC AT REAR OF PAVILION		
CCTV SIGN	PAVILION CAR PARK RAILINGS	400.00	400.00
BIN	REC IN FRONT OF PAVILION	450.00	450.00
BENCH	REC IN FRONT OF PAVILION	300.00	300.00
BENCH	REC IN FRONT OF PAVILION	300.00	300.00
BIN	REC IN FRONT OF PAVILION	450.00	450.00
BOOT CLEANER/SCRAPER	REC IN FRONT OF PAVILION	150.00	150.00
CCTV CAMERAS	IN FRONT OF PAVILION / NEAR MAIN DOOR	-	-
CCTV SIGN	ON CCTV POLE NEAR PAVILION MAIN DOOR	150.00	150.00
BIN	IN FRONT OF PAVILION / NEAR MAIN DOOR	450.00	450.00
CCTV (ANTI-VANDAL)	NEXT TO PAVILION MAIN DOOR	-	-
DOG BIN	REC LIMES RD SIDE / NE CORNER	170.00	170.00
NO GOLF SIGN	REC LIMES RD SIDE / NE CORNER	100.00	100.00
BIN	REC LIMES RD SIDE / N MIDDLE	450.00	450.00
BENCH	REC LIMES RD SIDE / N MIDDLE	300.00	300.00
NO GOLF SIGN	REC LIMES RD SIDE / N MIDDLE	100.00	100.00
BIN	REC LIMES RD SIDE / NW CORNER	450.00	450.00
BENCH	REC LIMES RD SIDE / NW CORNER	300.00	300.00
DOG BIN	REC LIMES RD SIDE / NW CORNER	170.00	170.00
CCTV SIGN	ON RAILINGS NEAR EGREMONT RD LAYBY	150.00	150.00
NO GOLF SIGN	NEAR EGREMONT RD LAYBY	100.00	100.00
NO VEHICLES SIGN	NEAR EGREMONT RD LAYBY	200.00	200.00
DOG BIN	NEAR EGREMONT RD LAYBY	170.00	170.00
BIN	NEAR EGREMONT RD LAYBY	250.00	250.00
DOG FOULING SIGN	REC SW CORNER	50.00	50.00
DOG BIN	REC SW CORNER	170.00	170.00

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NO GOLF SIGN	REC SW CORNER / ABOVE DOG BIN	100.00	100.00
CCTV RECORDER	PAVILION OFFICE	3151.28	3151.28
CCTV MONITOR	PAVILION OFFICE (inc above)		
SAFE	PAVILION OFFICE	500.00	500.00
CCTV (all outdoor cameras)	NEAR SKATE PARK	3151.28	3151.28
BENCH	SKATE PARK		
HALF PIPE	SKATE PARK	13937.33	13937.33
BIN	REAR OF HALF PIPE	450.00	450.00
SKATE SIGN	REAR OF HALF PIPE	500.00	500.00
NO RAMPS SIGN	REAR OF HALF PIPE	50.00	50.00
SIGN	NEAR QUARTER PIPE	50.00	50.00
QUARTER PIPE	SKATE PARK	10300.00	10300.00
RAMP	SKATE PARK	10300.00	10300.00
FUN BOX	SKATE PARK	13937.33	13937.33
LIGHTS	ON REC OVERLOOKING SKATE PARK		
LIGHTS	REAR OF HALF PIPE		
LIGHT	NEAR QUARTER PIPE		
SKATE SIGN	ON QUARTER PIPE	100.00	100.00
SWINGS	WORCESTER AVE PLAY AREA	2787.46	
SWINGS	WORCESTER AVE PLAY AREA		2283.66
CLIMBING BARS	WORCESTER AVE PLAY AREA	2090.58	2090.58
BIN	WORCESTER AVE PLAY AREA	450.00	450.00
NO DOGS SIGN	WORCESTER AVE PLAY AREA	100.00	100.00
PC CONTACT SIGN	WORCESTER AVE PLAY AREA	100.00	100.00
NO BALL GAMES SIGN	ELLISON LANE POS	100.00	100.00
PUMP	ELLISON LANE POS	1000.00	1000.00
PUBLIC NOTICE BOARD	ELLISON LANE POS	500.00	500.00
BIN	GRENADIER WALK PLAY AREA		
BENCH	GRENADIER WALK PLAY AREA	300.00	300.00
BIN	GRENADIER WALK PLAY AREA	450.00	450.00
PC CONTACT SIGN	GRENADIER WALK PLAY AREA	100.00	100.00
NO BALL GAMES SIGN	GRENADIER WALK PLAY AREA	150.00	150.00
NO DOGS SIGN	GRENADIER WALK PLAY AREA	50.00	50.00
SEE-SAW	GRENADIER WALK PLAY AREA	1045.28	1045.28
SWING	GRENADIER WALK PLAY AREA	4181.19	4181.19
BIN	GRENADIER WALK PLAY AREA	150.00	150.00
BIKE RACK	GRENADIER WALK PLAY AREA		
PUBLIC NOTICE BOARD	ELISON LN / LIMES RD JUNCTION	300.00	300.00
DOG BIN	CAMBRIDGE RD NEAR SCHOOL	170.00	170.00
BIN	CAMBRIDGE RD NEAR SCHOOL	300.00	300.00
BENCH	CAMBRIDGE RD NEAR SCHOOL	300.00	300.00
PUBLIC NOTICE BOARD	CAMBRIDGE RD NR SHOP	300.00	300.00
VILLAGE MAP	CAMBRIDGE RD NR SHOP	400.00	400.00
PC NOTICE BOARD	CAMBRIDGE RD NR SHOP	500.00	500.00

BUS SHELTER	ST NEOTS RD NEAR DSA	3000.00	3000.00
DOG BIN	ST NEOTS ROAD OUTSIDE NUMBER 77	170.00	170.00
BIN	ST NEOTS RD / CAMBRIDGE RD JUNCTION	300.00	300.00
BENCH	ST NEOTS RD / CAMBRIDGE RD JUNCTION	500.00	500.00
BUS SHELTER	ST NEOTS RD / CAMBRIDGE RD JUNCTION	7000.00	
BUS SHELTER	ST NEOTS RD / CAMBRIDGE RD JUNCTION		4221.00
DOG BIN	O/S ASHCROFT VETS	170.00	170.00
DOG BIN	ST NEOTS RD NEAR WORCESTER AVE PATH	170.00	170.00
BUS SHELTER	ST NEOTS ROAD NR CSC/PETPACKS	2397.99	2397.99
BIN	NEXT TO CSC/PETPACKS BUS SHELTER	300.00	300.00
VILLAGE MAP	ST NEOTS RD WEST	400.00	400.00
BUS SHELTER	ST NEOTS RD WEST	2397.99	2397.99
CYCLE RACKS	NEXT TO ST NEOTS RD WEST BUS SHELTER	440.00	440.00
Main Street			
Public Notice Board	Main Street junction with Portway Rd	300.00	300.00
Bus Shelter	Main Street junction with Portway Rd	3000.00	3000.00
Bench	Main Street In front of Church	700.00	700.00
Bin	Main Street In front of Church	450.00	450.00
Village Sign	Main Street In front of Church	3000.00	3000.00
Millenium Sign	Main Street In front of Church	400.00	400.00
PUMP	Main Street In front of Church	1000.00	1000.00
DITCH GRILL	DITCH	200.00	200.00
DOG BIN	Main Street In front of Church	170.00	170.00
Church Play Area			
BENCH	CHURCH PLAY AREA	300.00	300.00
NO KITE SIGN	CHURCH PLAY AREA	70.00	70.00
BIN	CHURCH PLAY AREA	450.00	450.00
COW ROCKER	CHURCH PLAY AREA	1109.00	1109.00
TRACTOR ROCKER	CHURCH PLAY AREA	1109.00	1109.00
SPINNING BOWL	CHURCH PLAY AREA	1500.00	1500.00
EMBANKMENT SLIDE	CHURCH PLAY AREA	1672.46	1672.46
SPINNER 4 SEAT	CHURCH PLAY AREA	1379.00	1379.00
BUTTERFLY ROCKER	CHURCH PLAY AREA	1109.00	1109.00
TUNNEL	CHURCH PLAY AREA		
SWINGS	CHURCH PLAY AREA	4181.19	4181.19
BENCH	CHURCH PLAY AREA	711.00	711.00
BENCH	CHURCH PLAY AREA	711.00	711.00
CHILDREN PLAYING SIGN	CHURCH PLAY AREA		50.00
NO BALL GAMES SIGN	LAXTON AVE POS	150.00	150.00
SALT SPREADER X2		106.06	106.06
MISC SURFACING		5411.85	5411.85
SAFETY SURFACING	ALL AREAS	20000.00	20000.00
TOTAL		615274.90	612042.10

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	Approved Budget 2015	Amount to Date	Percentage of Budget Spent	Amount Remaining	Approved Budget 2016	Notes 2015	Notes 2016
Payments							
Hardwick Happenings Magazine	5,000.00	5,681.00	114%	-881.00	6,000.00	Includes contract for advertising admin and honorarium fixed price until October 2014, there may be an increase this year as the LTA expires	HH advertising undertaken by a volunteer year 2 of 3
Insurance	3,000.00	1,763.30	59%	1,236.70	1,800.00	Diver fixed point on scale, clerk at top of scale LG2 Clerk requests additional hours please for project work such as developments, lease etc.	Assuming litter picker appointed and no Clerk's overtime required year 2 of 3
Salaries, pension & PAYE	4,100.00	3,951.11	96%	148.89	4,100.00	3 year fixed contract year 1 of 3	
Admin support	11,700.00	11,049.96	94%	650.04	11,700.00		
Ground maintenance, grasscutting & trees	15,200.00	13,426.42	88%	1,773.58	15,200.00	new contracts for grounds maintenance 3 years Year 1 of 3	year 2 of 3
Admin (Affiliation fees, Gen. supplies)	1,905.00	2,601.18	137%	-696.18	2,600.00	Affiliated to CAPALC in FY2015 E741 extra	LCAS stopped will stay only with CAPALC
Repairs & Assets maintenance	5,300.00	4,432.92	84%	867.08	5,300.00	Includes LGS Services Legionella checking	
Street lights	1,200.00	£1,436.24	120%	-236.24	1,450.00	SCDC responsible for streetlight maintenance PC only energy costs payable to CCC	SCDC responsible for streetlight maintenance PC only energy costs payable to CCC
Audit & acct	450.00	431.68	96%	18.32	450.00	fixed costs based on expenditure levels (if large projects audit will cost more) JA will be est. £130 ea approx £300	
S137 donations	2,000.00	1,769.91	88%	230.09	2,000.00	Can be moved to special projects if required.	
Special projects	10,544.00	4,501.55	43%	6,042.45	10,110.00	Includes ccc lines notice, transport consultant, new bus shelter. Any work to parish paths not covered by money/grants from CCC	£6000 towards a replacement bus shelter in St Neots Rd in
Agency services (P3)		0.00		0.00			
Unallocated/Contingency							
Total payments	£60,399.00	£51,045.27	85%	9,353.73	£60,710.00		
Receipts							
Income pitches	750.00	£1,825.00	243%	-1,075.00	750.00	3x£250. To be reviewed is this to be the same in FY2014?	
Hardwick Happenings	4,000.00	1,843.50	46%	£2,156.50	4,000.00	FY15 Includes £250 os HFC from FY2014	
Bank interest	500.00	886.32	177%	-£386.32	800.00	Long term deposit account opened in FY2014	
Assets maintenance		10.35		-10.35	11.00	wayleave	
Precept	51,649.00	51,649.00	100%	£0.00	51,649.00		
SCDC grant		0.00		£0.00			
Special Projects							
Pavilion rent	3,500.00	5,250.00			3,500.00	Includes rent between Sept 13 & March 14	
Misc							
Total receipts	£60,399.00	£61,464.17	102%	-£1,065.17	£60,710.00		baseline budget = £38950
Reserves							
S106 Taylor Woodrow (Cahills Corner Improvements)	B/F 30806.29	Receipts	Payments 1658.22	C/F 29148.07			
Cahills Corner Improvements	19193.71			19193.71			
S106 Lark Rise	3867.42			1363.76			
Bus Shelter Grant	1000.00			0.00			
P3 Scheme	900.00			900.00			
Scout Hut	18000.00			21000.00			
PARC fund	850.52			200.52			
Crickit Club Loan	-2000.00			-2000.00			
Crickit Club eurobin	0.00	£107.60	107.60	0.00			
Transport Consultant	0.00			346.39			
CCC Yellow lines installation	0.00			1223.06			
General Fund	83784.50	£107.60	£5,049.48	86320.69			
Total	£156,202.84	£107.60	£5,049.48	£157,716.20			
Receipts		£61,571.77					
Payments			£56,094.75				

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	reduced by £650 for the payment made for youth in FY2014
	loan term repaid in £200 every six months
	Committed £500 to BPC for traffic consultant, £153.61 paid from special projects in FY15
	Committed £1600, £376.94 paid from special projects in FY15
	Reserves should be between 1.5 to 2 times annual expenditure
	0.00
	0.00

My ref: LVL2015
Your ref:
Date: 15 April 2015
Contact: Helen Wass
Direct dial: 01223 715522
E Mail: Helen.Wass@cambridgeshire.gov.uk



Economy, Transport & Environment
Executive Director, Graham Hughes

To applicants, agents, consultees and other parties involved in submitting, assessing or otherwise interested in planning applications made to and determined by Cambridgeshire County Council

Box SH1315
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Dear Sir/Madam

Proposed 3rd revision of the Local Validation List for applications for planning permission

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should be submitted in support of a planning application to enable the planning authority to validate and register it and consultees and other interested parties understand and assess the proposal.

Our original 2008 local validation list was comprehensively reviewed in 2010 and subject to minor updates in April 2012 to reflect the introduction of the National Planning Policy Framework. It was reviewed again in 2013. We have recently reconsidered the list and the accompanying guidance documents and are proposing limited changes to them. We would like the views of all participants in the planning process; applicants and their agents, statutory consultees, parish councils and individual members of the public. The consultation period will run for 6 weeks from 15 April until 27 May 2015.

The documents on which we are seeking views are the Local Validation List dated June 2013, the accompanying document *Guidance for applicants and their agents on the Local Validation List* (June 2013) and other supporting documents which can be accessed via the County Council's website at:

http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/234/planning/3

The short report on the following pages sets out how we propose to change the Local Validation List and the supporting guidance documents. Comments on the proposed revisions should be sent to: County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to planningdc@cambridgeshire.gov.uk by **27 May 2015**.

Yours faithfully

A handwritten signature in black ink that reads "Helen Wass".

Helen Wass
Principal Planning Officer (Development Management)

