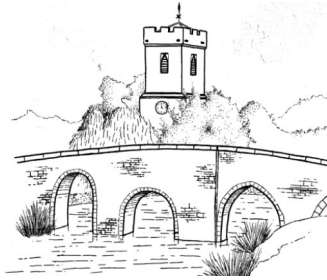


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



To all Members of the Parish Council

You are hereby summoned to attend a Meeting of the Parish Council to be held at the Parish Council Meeting Room, Bramley Way, on Monday 29TH September 2025 @ 7.30 pm to transact the following business

24th September 2025

Elisabeth Uggerløse
Clerk to the Parish Council

AGENDA

- 1. To receive** and accept apologies
- 2. To receive** any Declaration of Interest on Items on the Agenda
 - i.** All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, and reviewed in May 2025, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
 - ii.** Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
- 3. To approve** Minutes of the Parish Council held on Monday 18th August 2025
- 4. Public Forum** questions from members of the public. Please be aware that, although members of the public can raise any question, Council will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person.
(Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.

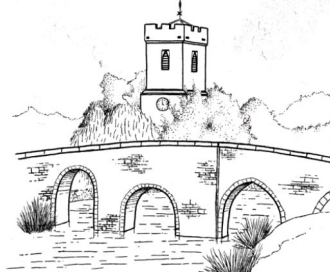
5. **To receive** report from County Councillor
6. **To receive** report from District Councillors
7. **To receive** Clerk's Report
8. **To consider** Reports from the Parish Council's Committees
 - i. **Communities Committee** Minutes and Recommendations
 - ii. **Facilities Committee** Minutes and Recommendations
 - iii. **Quarterly review** – verbal report on bank reconciliation
 - iv. **Youth WG** – verbal update
9. **To receive** Clerks report on the Annual Governance and Accountability Return
10. **To consider** the purchase of ID badges and clothing with Parish Council badge for the use of Councillors and Staff at public events.
11. **To consider** the following grant application:
 - i. **Barton Village Fund**
To contribute to purchase of tree, repair/replacement of lights and decorations and annual Carol Singing event
Cost : Estimated £400 to 500
Request £400
 - ii. **Broom Christmas Lights**
To cover erection, decoration and removal of tree and insurance
Cost £680
Request £550
12. **To consider** the following planning applications
 - i. **Hincks, 10 Crompton Avenue B50 4DG**
Single storey rear extension to form ground bedroom and bathroom
Link to application
<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/6b603fb7-6cda-c6cd-8b24-08dddf29684f?route=/Home>
 - ii. **25/02192/FUL Mr Verney Cull, 7 The Leys B50 4DN**
Proposed erection of timber framed residential outbuilding
Link to application
<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/9ed844b5-0c13-c452-ca70-08ddef6fe70d?route=/Home>
13. **To approve**
 - i. August 2025 accounts - circulated
 - ii. September 2025 payments – circulated

Due to the sensitive nature of this item, the Council may resolve to exclude the public (Public Bodies (Admissions of Meetings Act) 1960 s1(2))

14. **To consider** staff update

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 18th August 2025 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way.

PRESENT

Chairman Cllr. Williams

Cllr Hiscocks, Ho, Hopcraft, Lewis, Moore and Paterson

In attendance: Mrs E. Uggerløse, Clerk to the Parish Council

Also present District Cllr Fleming and Pemberton
4 members of the public

1. TO RECEIVE ANY APOLOGIES

Apologies received, and accepted, from Cllrs. Barry, Cullum and Haberton

2. TO RECEIVE ANY DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
None declared
- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
None requested

3. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28TH JULY 2025

Cllr Hopcraft proposed they be approved and signed as accurate
RESOLVED by Full Council that they be signed by the Chairman

Standing Orders were suspended for the Public Forum

4. PUBLIC FORUM

Standing Orders were reinstated

5. TO RECEIVE REPORT FROM COUNTY COUNCILLOR

County Cllrs was not present

6. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR

- i. **Local Government Reorganisation – Devolution** Districts consultation is taking place now until 14th September. It is important as many people as possible reply to this survey as it includes use of services, which is an important aspect.
- ii. **Government financial Support** of local authorities is changing – with higher payments for deprived councils and lower for the better off. Stratford on Avon is considered the latter so waiting to hear how this will impact.
- iii. **Community Support** District is looking at how to support the hard to reach members of the community, helping them to access the right services, the right advice and help to create resilience.
Bidford has been identified as it does have some pockets of deprivation. The idea is to work in partnership and place someone on the ground to talk to people and identify the local needs.
Virtual meetings have taken place with representative from Bidford (Clerk) as well as other identified settlements to progress this.
- iv. **Planning** Salford Road application – the applicant has until 16th October to send in revised plan
RESOLVED to note

7. RECEIVE CLERK'S REPORT

Big Meadow as resolved by Council, this is being monitored throughout the summer. The unexpected hot weather has resulted in a lot of visitors and the gate had to be closed by 1.0 pm on Sunday 3rd August due to lack of parking spaces. This created traffic chaos. For safety reasons, the parking will be extended, with logs, so that in the event of an emergency, an overspill can be made accessible.

MGS was thanked for their hard work.

RESOLVED to note

8. TO CONSIDER THE REPORTS AND RECOMMENDATIONS FROM THE COUNCIL'S WORKING GROUPS

- i. **Methodist Church Lease WG** – verbal update
 - Cllr Ho was elected Chairman and gave the report
 - It was agreed to pursue the lease as there were various possible uses for it.
 - Meeting with Methodist Church arranged for 30th Sept. to discuss the lease

ii. Youth WG – verbal update

Cllr Paterson made the report

- Regrettably the group was short on numbers on the day of the meeting. There were 2 x nominees for Chairman and he was elected by 2 votes against 1
- First thing was to think about a vision for what Council envisages the youth club would be and aims and objectives, which are two things that when we go into partnership with other stakeholders, they would expect. These were issued to members and it is hoped these will be discussed at the next meeting, which is expected to take place next week.
- Need to establish numbers, age groups, which stakeholders to invite etc.

9. TO REVIEW AND APPROVE THE FOLLOWING POLICIES

- Disciplinary Policy
 - Handling Complaints Policy
 - Diversity & Equality Policy
 - Document Retention Scheme
 - Vexatious Complaints Policy
 - Scheme of Delegation to the Clerk
 - Training Policy
 - Policy for Commenting on Planning Applications
- These had been circulated and were considered “en block”
RESOLVED to approve

10. TO CONSIDER REQUEST FROM BIDFORD CHRISTMAS LIGHTS TO APPOINT A COUNCILLOR TO ATTEND THEIR COMMITTEE MEETINGS

It was proposed Cllr Hopcraft be nominated and, as he accepted, it was
RESOLVED to nominate Cllr Hopcraft

11. TO CONSIDER THE FOLLOWING GRANT APPLICATIONS

i. Bidford & District History Society

- Reprint and distribute the “Bidford History Trail” first published in 2016
- Run 2 x presentation of “5000 years in 1 hour”, free of charge, at the Crawford Hall

Cost : £550

Grant amount £290 plus free use of the Crawford Hall on 2 occasions

Publication was very successful and should be supported. However, free use of the Crawford Hall is outside the Council’s hands as it is run by the Crawford Management Committee

RESOLVED to award the £290 for the publication and seek clarification in respect of the free use of the Crawford Hall

ii. St Laurence Church – Fun Day 20 August 2025

Offering a two hour Fun Afternoon, free of charge, open to all – includes food. No worship activity

Grant amount: £70

RESOLVED to award the full amount and pay it this month

12. TO RECEIVE

Thank you for grants from Darby & Joan and Bidford Pantomime

RESOLVED to note

13. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

- i. **24/03145/FUL Motor Fuel Group Limited, Petrol Filling Station, 95 High Street, B50 4BD**

Demolition of existing sales building, car salesroom and car workshop, erection of new sales building with Food to Go and ATM, provision of an EVC hub and associated infrastructure, No. 2 jet wash bays, car parking, new in store and all other associated works.

An amendment/additional information has been received for the application, shown above

Link to Application

<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/c5ff475a-e15f-cc69-1231-08dd19ffb0de?route=/Home>

Please check for “Amended Plans” and “Superseded”

The Parish Council objected on various grounds, which can be seen online: do the amendments/changes address these grounds?

Council did not consider the amendments/revisions addressed the concerns it had raised and **RESOLVED** unanimously to maintain all its objections

- ii. **25/01586/FUL Mr S Kerry, Brookfields Farm, Stratford Road, B50 4LU**

Change of use of land to stationing of 9 static and 9 touring caravans for residential occupation, new vehicular access, associated hardstanding, bunds and post and rail fencing (part retrospective)

Link to Application

<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/044d9cf8-60b9-c86f-d48c-08ddb94fed00?route=/Home>

Concern was raised at the lack of an access plan and it was

RESOLVED by 5 votes in favour and 2 against to object awaiting clear access plans for Council’s full consideration

- iii. **25/01741/FUL Mr Richard Perry Brighter Pathways, Lovelies Grange, Steppes Piece, B50 4AT**

Proposed change of use from dwelling house (C3) to children’s care home (C2)

Link to Application

<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/9ba1331f-38d0-ccb2-3e7b-08ddc60c7f22?route=/Home>

Council agreed this was a service which fulfilled local needs and

RESOLVED by a unanimous vote, to support the application

14. TO APPROVE

- i. July 2025 accounts – circulated

Following queries had been received:

- Bob’s Bogs – the portable loos were required as the ladies’ toilet has been vandalised and repairs could not take place until after the weekend
- SPR Design – metal fixers for the loos on the Big Meadow

RESOLVED to approve

PC Mins. Aug. 25

ii. August 2025 payments – circulated

Clerk advised the following invoices should be approved:

- NALC £52.02
- Tippers 47.76
- Grant 70

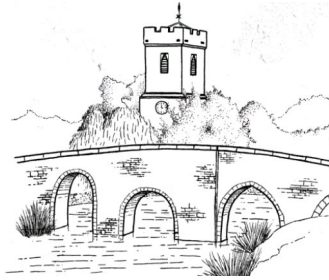
Total payment £10, 871.74

RESOLVED to approve payment

The meeting closed at approx. 8.15 pm

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8i) Minutes & Resolutions – Communities Committee

Minutes of the Communities Committee Meeting held on Wednesday 16th July 2025
@ 10.30 pm at Bidford Community Library

PRESENT Cllrs Barry, Cullum, Haberton, Ho and Lewis

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council
Miss Hilary Wren, Admin. Assistant to the Parish Council

Also present No members of the public present

1. TO ELECT A CHAIRMAN OF THE COMMUNITIES COMMITTEE

There were 3 x nominations made in the following order

- i. Cllr Ho
- ii. Cllr Barry
- iii. Cllr Cullum

A vote was taken in order and as Cllr Ho received 3 votes in favour she was elected Chairman.

2. TO RECEIVE AND ACCEPT APOLOGIES

None

3. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
None declared

Item 8i) Communities Comm Resolutions July 2025

1. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.

None received

4. PUBLIC FORUM

No members of the public present

5. TO CONSIDER AN UPDATE FROM CLLR HO REGARDING THE MEMORIAL STONE PLANTERS

Stonemason had advised the stone was now ready and he would like a site visit before starting work.

A long standing member of the annual remembrance Sunday Parade had recently died, and it was proposed that a plaque be added to the planter. This was found not to be appropriate as the War Memorial is dedicated to the fallen. An alternative site to be sought and considered at the next meeting of this Committee

RESOLVED to recommend an alternative to be considered at the next meeting
Discussed who would meet with the stonemason the finalise design

RESOLVED Cllr Barry, Ho and Lewis would attend

There followed a discussion regarding the current planters by the War Memorial and sites they could be moved to.

Proposals included:

- i. Replacing the wooden boxes on the High street (west). These were originally organised by Visit Bidford. Also, it should be borne in mind that the land by the Fish & Chip shop and hairdressers is not in public ownership.
- ii. Honeybourne Road – by the old British Legion and by the Anglo Saxon Car Park to brighten the entrance into the High Street

Proposed that a Working Group be set up to discuss planters in general. This is item 10

RESOLVED by Full Council to note the Committee's resolutions

6. TO CONSIDER THE POSSIBILITY OF HANGING BASKETS IN THE VILLAGE

After some discussion, when it was clarified that the proposal is to consider the possibility of hanging baskets somewhere in the village, not necessarily in the High Street it was

RESOLVED by 4 votes in favour and 1 against to add this to the proposed Planters WG

RESOLVED by Full Council to note the Committee's resolutions

Item 8i) Communities Comm Resolutions July 2025

7. TO CONSIDER THE PURCHASE OF MORE GAZEBOS AND TABLES FOR THE MARKET

Miss Wren advised that the market is growing and the need is for 5 more gazebos and tables, at a cost of £3,000.

Some tables are “sagging” - are they being replaced? The reply was not, these were additional tables. The “sagging” tables could be used for those stalls that only have displays and it was suggested they are clearly marked with a big “D” to ensure they are used for display only

RESOLVED to recommend approval of £3,000 by Full Council, for the purchase of 5 gazebos and tables

There followed a discussion regarding road closures for next year and the potential need for more and better crash barriers. Miss Wren advised she was having a meeting regarding this and also attending the NABMA Conference in September where she could discuss with other market organisers and report back.

RESOLVED by Full Council by a unanimous vote, to approve the purchase of 5 x gazebos and tables

8. TO CONSIDER SETTING UP A WORKING GROUP TO MANAGE THE NEW YEAR'S FIREWORK DISPLAY

this has been discussed with Bidford Juniors FC who are more than happy to manage this on the day.

This had been considered by Full Council and it had been agreed it would take the responsibility of managing the event.

It was proposed that a nominated Councillor, representing the Parish Council, works with Bidford Juniors FC.

RESOLVED by 4 votes in favour and 1 against, to recommend that one Councillor be nominated by Full Council as its representative and liaise with Bidford Juniors FC.

RESOLVED by Full Council to approve the recommendation of having a nominated Councillor to represent the Council and work with Bidford FC. The nominated Councillor being Cllr Moore

9. TO RECEIVE AN UPDATE FROM MISS HILARY WREN REGARDING THE INSTALLATION OF BRASS PLAQUES IN THE SCHOOL GROUNDS

All being agreed by School and Parish Council

2 x quotes have been received: £185 and for £250

Suggestion is to place them “flush” on the footpath so that it is in keeping with what is there and not a trip hazard. Will be done during school holidays and in time for VJ Day

RESOLVED to note and proceed

RESOLVED by Full Council to note the Committee’s resolutions

10. TO CONSIDER WHICH WORKING GROUPS TO BE ORGANISED

After some discussion regarding names to cover the planters and hanging baskets, it was proposed to call it “Bidford in Bloom”

RESOLVED to organise a “Bidford in Bloom” WG

It was proposed a “Youth WG”

RESOLVED to organise a “Youth WG”

Full Council agreed the recommendations and membership **RESOLVED by Full Council** as follows

i. **Bidford in Bloom WG**

Cllrs Haberton and Paterson

ii. **Youth WG**

Cllrs Barry, Ho, Lewis, Moor and Paterson

11. TO NOTE THE FOLLOWING

i. **Tree Planting** – to be considered by the Planning Committee under its Local Nature Recovery Strategy (LNRS)

ii. **Methodist Church** – to be considered by Full Council

RESOLVED by Full Council to note

12. TO AGREE FREQUENCY OF THIS COMMITTEE MEETING

It was proposed that they be held quarterly

Counter proposal of bi monthly

A second Counter proposal of monthly

First vote was for monthly which received 2 votes in favour

Second vote was for bi monthly which received 3 votes

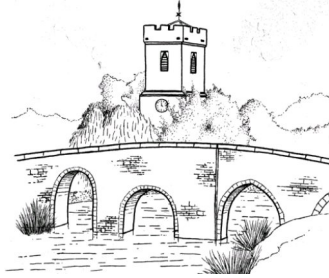
RESOLVED to recommend bi monthly meeting.

Date of next meeting set for 17th September 2025 @ 10.30 in the library

RESOLVED by Full Council to note

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8ii) Facilities Committee Report & Resolutions

Minutes of the Facilities Committee Meeting held on Monday 21st July 2025 @ 5.00 pm at the Parish Council Meeting Room.

PRESENT Cllrs Hiscocks, Hopcraft,, Moore and Paterson.
Also present, Cllr Williams, Chairman of the council

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council

Also present 5 members of the public

1. TO ELECT A CHAIRMAN OF THE FACILITIES COMMITTEE

There were 2 x nominations made in the following order

- i. Cllr Hopcraft
- ii. Cllr Hiscocks

A vote was taken in order and there were 2 x votes in favour of each. It was proposed that each nominator should explain their reason for proposing their candidate. Following this, Cllr Hopcraft agreed to withdraw.

RESOLVED by a unanimous decision to nominate Cllr Hiscocks w

2. TO RECEIVE AND ACCEPT APOLOGIES

None

3. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

Item 8ii) Facilities Comm Resolutions July 2025

None declared

- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.

None received

Standing Orders were suspended

4. PUBLIC FORUM

Standing Orders reinstated

5. TO CONSIDER WHICH WORKING GROUPS TO BE ORGANISED

Chairman proposed the following Working Groups (WG)

- i. Play equipment (all play areas)
- ii. Cricket and Football clubs (Big Meadow/Pavilion)
- iii. Bowling & Tennis clubs (Crawford Memorial Hall & Social Clubs)

Following a short discussion during which members were reminded that any member of the Council (as the Chairman) could be part of a WG as well interested residents and experts it was

RESOLVED to initially recommend the following WGs

- i. Play equipment (all play areas)
- ii. Cricket and Football clubs (Big Meadow/Pavilion)
- iii. Bowling & Tennis clubs (Crawford Memorial Hall & Social Clubs)

Full council agreed the recommendation of Working Groups and membership

RESOLVED by Full Council as follows:

- i. **Play equipment (all play areas)**
Cllrs Barry, Haberton, Hopcraft and Moore
- ii. **Cricket and Football Clubs**
Cllrs Hiscocks, Ho, Hopcraft, Lewis and Moore
Members of the 2 clubs to be invited as well
- iii. **Bowling and Tennis Clubs**
Cllrs Lewis, Paterson and Williams

6. TO CONSIDER THE IMPROVEMENTS TO THE SPORTS PAVILION – site visit is recommended

It was noted that both representatives of the cricket and football clubs, which use and manage the pavilion, had raised concerns about its current viability: shortage of changing rooms and poor hospitality arrangements.

Some Councillors had already visited the site, together with a local architect and there were 2 proposals: rebuild or build an outer case on stilts.

It was agreed that, as it is being recommended that a WG be set up to cover

Item 8ii) Facilities Comm Resolutions July 2025

Cricket and football club concerns, this should be passed on to said WG for further consideration

RESOLVED to recommend the proposed Cricket and Football clubs WG consider this

RESOLVED by Full Council to approve the recommendation

7. TO CONSIDER EXTENDING THE PARKING AREA ON THE BIG MEADOW

The Chairman explained that this was in response to an influx of vehicles on the weekend of 5/6 July, when cars were double parked in some areas and others had to be turned away.

One proposal was to extend the current parking facility further west whilst another was to move the current post and rope further south to allow for more parking in that area. Some concerns were raised for both proposals: the line of trees is beautiful and very peaceful; extending the area by the post and rope could result in parked vehicles being blocked and unable to leave.

It was agreed to have a site visit on Saturday and make a verbal recommendation at council meeting of 28th July

Site visit had taken place and the recommendation was to leave the number of parking spaces unchanged, but to replace the current post and rope with logs.

RESOLVED by Full Council to approve the replacement of the current post and rope by logs

8. TO CONSIDER CURRENT SITUATION OF THE BIG MEADOW (monitoring)

There were still sporadic incidents of BBQs. However, these were extinguished when approached. It was noted that it was impossible to ensure no BBQs were lit.

Were wardens necessary over the holiday period? It was proposed that the Security Company be asked to quote for daily attendance during the holiday period and weekends thereafter and attendance time be 11.00 – 21.00

Costs to be advised at the Council meeting of 28th July, if available

2 companies had been approached and both came back with the same hourly cost. The cost to cover daily attendance for August and weekends in September was considered too high, so it was

RESOLVED by Full Council to approve the cost of security guards on site August weekends and Bank Holiday and the Clerk to have delegated powers to monitor the situation in September and request attendance if and when required.

9. TO CONSIDER UPDATING PLAY EQUIPMENT

It was noted that a WG had already been proposed to cover this issue

RESOLVED by Full Council to note

10. TO CONSIDER THE POSSIBILITY OF THE PARKING TIME IN THE VILLAGE CENTRE CANBE INCREASED FROM 60 TO 120 MINUTES

This had been requested by a business.

RESOLVED to recommend that Full Council approve this request, adding Church Street, by the dentists to the request.

Council noted that there were currently no restrictions on Church Street.

However, noting the issues raised by residents of Church Street, it was

RESOLVED by Full Council to postpone the decision until further investigation had taken place.

11. TO AGREE FREQUENCY OF THIS COMMITTEE MEETINGS

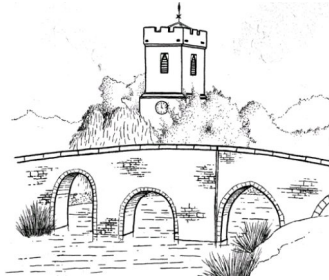
The Chairman proposed they should take place monthly.

RESOLVED unanimously, monthly meetings

RESOLVED by Full Council to note

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8i) COMMUNITIES COMMITTEE

Minutes of the Communities Committee Meeting held on Wednesday 17th September 2025 @ 10.30 pm at Bidford Community Library

PRESENT Cllrs Cullum, Ho (Chair) and Lewis

Apologies Cllrs Barry, Haberton

In attendance Mrs Gina Miller, Deputy Clerk to the Parish Council
Miss Hilary Wren, Admin. Assistant to the Parish Council

Also present No members of the public present

1. TO RECEIVE AND ACCEPT APOLOGIES

Cllrs Barry and Haberton sent apologies, which were **accepted**.

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
Councillor Cullen declared an interest in the Market, due to booking stalls for the B50 craft group.
- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
None received

3. PUBLIC FORUM

No members of the public present.

4. Memorial Stone Planters

Cllr Ho confirm that the stone planters have been done and were in place for the VJ Day celebrations. She thanked Grant for his excellent workmanship and Limebridge contractors for their assistance in getting these in place and planted up in time for the VJ Day celebrations.

As part of this project the two original planters that were at the war memorial were moved to the edge of the Anglo Saxon car park on a temporary basis. It was **unanimously agreed** that these look really good in their new position and that, with agreement from Full Council, the office should approach Stratford District Council for permission to keep these in place.

5. Bidford in Bloom

It was **unanimously agreed** that the office should set up a first meeting of the Bidford in Bloom working group, to ensure protocol is followed in choosing a Chair and inviting stakeholders

6. Gazebo's and Tables for the Market

It was **confirmed** that these have been purchased and we await delivery. This item is now completed.

7. New Years Firework Display.

It was confirmed that a Working Group has been set up to organise the New Years Firework Display. This consists of Cllr Moore for the Parish Council and representatives of the Bidford Juniors FC who are more than happy to manage this on the day.

8. Brass Plaques

It was **confirmed** that the Brass Plaques have been installed in the school grounds and this item is now completed.

9. The Market Working Group

As we are not quorate to vote on the Market, it was **agreed** to hold an extraordinary Communities Committee Meeting on Friday 26.9.25 at 10:30am in the Library to discuss this item.

10. Christmas Tree Festival

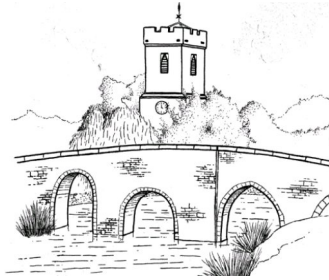
It was **agreed** that the Parish Council would like a tree at the festival, and that Cllr Lewis will take the lead on this project.

Item 8i) Communities Comm Minutes

11. The next meeting of the Communities Committee was scheduled for Wednesday 19th November at 10:30am in the Library.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 8i) COMMUNITIES COMMITTEE – 2

Minutes of the Communities Committee Extraordinary Meeting held on Friday 26th September 2025 @ 10.30 pm at the meeting room at the Fire Station.

PRESENT Cllrs Cullum, Haberton, Ho (Chair) and Lewis

Apologies Cllr Barry

In attendance Mrs Gina Miller, Deputy Clerk to the Parish Council
Miss Hilary Wren, Admin. Assistant to the Parish Council

Also present No members of the public present

1. TO RECEIVE AND ACCEPT APOLOGIES

Cllr Barry sent apologies, which were **accepted**.

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
Councillor Cullen declared a non-pecuniary interest in the Market.

- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.

Communities Committee Extraordinary Meeting 26th September 2025

Dispensations will be granted as appropriate.
None received.

3. PUBLIC FORUM

No members of the public present.

4. The Minutes of the Communities Committee held on Wednesday 16th July 2025 were **unanimously approved.**

5. The Village Market

A report was circulated before the meeting regarding the many advices we have received regarding road closures and safety measures needed for the Market (attached). This includes Vehicle Mitigation measures and the possible relocation of the market. After some discussion the following was agreed:

- i. It was **unanimously agreed** that the Market should continue in 2026 , from February to December, in the High Street.
 - ii. It was **unanimously agreed** that the Parish Council Surgery should continue to take place at the market – and Full Council should give consideration to whether the times of the Council Surgery could be increased to the full 4 hours of the Market (9am – 1pm)
 - iii. It was **agreed** by 3 votes to 1, that we should allow shared stall space, but that all bookings should go directly through The Market Manager.
 - iv. The following Fees for the stalls for 2026 were discussed and agreed:
Individual bookings £25 (currently £22) **agreed 3 votes to 1**
Block book 6 markets £130 (currently £115) **unanimously agreed**
Block book 11 markets £200 (currently £180) **unanimously agreed**
 - v. The Market Supervisor's contract for 2026 was discussed and it was **unanimously agreed** that the contract should be offered to the current contractor being below the threshold for putting it out for tender.
 - vi. Road Closure Barriers were discussed, and following the advice received it was **unanimously agreed** that we should look at vehicles blocking the road. Further investigation will take place regarding liability and insurance and will be reported at the next communities committee meeting.
6. It was **unanimously agreed** that a plaque, commemorating Ian Warmington ('Fred') who led the Royal British Legion Parades in Bidford on Avon for many years, should be purchased and attached to the benches by the memorial; costs not to exceed £100

Communities Committee Extraordinary Meeting 26th September 2025

ANTI TERRORIST MEASURES FOR VILLAGE EVENTS

When asking for road closures, you have to complete a Risk Assessment and Event Management Plan. Following a number of Vehicle 'hits' on events held on roads, the level of anti-terrorist precautions now required are extremely high.

In respect of the Village Market or other High Street events, we would need hostile vehicle mitigation equipment (road barriers), to close the roads.

I have taken advice from a number of organisations, as recommended by the Tactical Planning Unit, (when trying to obtain road closure authority) to give you the best possible information for future events.

Veroslava (Vera) England, Counter Terrorism Security Advisor, Counter Terrorism Policing WMCTU advises:

1. Reconsider the location of the markets - I would strongly suggest that the market is held away from the public highway. If there is an option for a closed site, like a field, park or a car park, it would be much easier (and cost effective) to protect the public from vehicles. (2)
2. If the event is held on the public highway, then physical vehicle barriers (Hostile Vehicle Mitigation) are essential in order to protect the public from a hostile vehicle or even from a driver that has lost control of their vehicle.
 - i. The options for temporary security vehicle barriers are listed in the National Protective Security Authority catalogue, available here: [CSE Products | NPSA](#)
 - ii. Hostile Vehicle Mitigation measures (HVM) are the integrated deployment of security processes, procedures and physical obstructions to counter vehicle borne threats. We recommend the completion of the ACT E-learning course as a way of improving the security awareness of all involved in events. You can access the free e-learning here: [ACT Awareness e-Learning | ProtectUK](#)
 - iii. Andrew Green from Stratford District Council is involved in the planning of the Stratford Christmas Market, and road closures. and has a lot of experience in vehicle barriers andrew.green@stratford-dc.gov.uk. (1)

(1) Andrew Green SDC

Andrew has done extensive research into Vehicle Mitigation Barriers. He does not recommend that we buy our own, as there are huge implications with using these in terms of responsibility and Liability. His advice is:

Tactical Planning Unit (Police) can only advise on the steps to be taken to ensure safety, they cannot decline a road closure application.

The road closure team in SDC will take into consideration their advice, but will then proportionate it to the perceived risk.

In his opinion, for the size event we are considering, vehicles parked across the road, would be sufficient deterrent. However, it should be pointed out that these vehicles would not be insured in the event someone did drive into them (either deliberately or accidentally) – question would the Parish Council indemnify the owners?

He thinks Vehicle Mitigation Barriers (at a cost of £30k to buy) or installing 'pop up' road barriers, would be 'over the top' safety barriers for an event of this size.

He suggested Traffix who provide vehicles and staff to close the roads, would be a possibility, but the cost may be prohibitive (to be researched further).

FYI Shakespeare Security are providing security for St Nicholas Night, including parking cars across the road closures, at a cost of £20 per hour for one person and vehicle, We would need at least two (TBC) from 6:30am – 2pm, a minimum cost of £300 per market.

(2) Other possible venues

Whilst moving the Market out of the High Street would be a shame, it is an option worth considering fully.

The Crawford Hall Car Park – not available due to Saturday morning bookings in the hall

Anglo Saxon Car Park – SDC have declined use of this

Wards Lane Car Park – very open with multi vehicle access points

Big Meadow Winter Car Park – traffic passing through

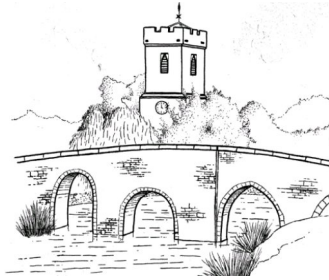
The Catholic Church Car Park – Quinney's lane runs alongside the car park with no barrier

The School – I have spoken to Andrew (Head) and he is prepared for us to use the front of the school, car park as it is a shared space and he wants to support community. NB Football. The Library would be open bringing footfall, but the librarians would need access via the '2nd gates' to park – supervised by the on-site supervisor.

Warwickshire CC own the land – Eli is in discussion with them, as to whether they would allow the market to take place on the 'school site'.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 8ii) FACILITIES COMMITTEE

Minutes of the Facilities Committee Meeting held on Monday 22nd September 2025
@ 5.00 pm at the Parish Council Meeting Room.

PRESENT Cllrs Hiscocks – Chairman
Hopcraft, Moore and Paterson.

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council

Also present 1 member of the public

1. TO RECEIVE AND ACCEPT APOLOGIES

None

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

None declared

1. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.

Dispensations will be granted as appropriate.

None received

Standing Order were suspended

3. PUBLIC FORUM

Standing Orders reinstated

- 4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21ST JULY 2025**
Cllr Paterson proposed they be accepted as accurate and signed by the Chairman
RESOLVED to accept the Minutes which were signed by the Chairman
- 5. TO RECEIVE UPDATE FROM THE SPORTS PAVILION WG**
Chairman gave verbal report. WG had met and it has been agreed that stakeholders and Cllrs should visit nearby Football and Cricket Clubs to obtain information as to how best to progress our local clubs.
Next meeting will be arranged once this information was collated
RESOLVED to note
- 6. TO RECONSIDER REQUEST FROM BUSINESS TO LOOK INTO THE POSSIBILITY OF THE PARKING TIME IN THE VILLAGE CENTRE CAN BE EXTENDED FROM 60 TO 120 MINUTES**
As resolved by Full Council at its August meeting. It should be noted only the area in the village centre is being considered.
After a short discussion when it was agreed there had been no support from other businesses, it was unanimously
RESOLVED to recommend the period remain at 60 minutes
- 7. TO CONSIDER COST OF REPAIR TO THE FOOTBALL PITCHES AT DUGDALE SPORTSFIELD AND THE BIG MEADOW: THEY HAVE SUFFERED FROM THIS YEAR'S DROUGHT AND ARE UNPLAYABLE. TO SCARIFY, CLEAR OF WEEDS AND RESEED BOTH AREAS WILL COST UP TO £6,000**
Quotes were received on the morning of the meeting and had been circulated.
Cost for Dugdale £3,000
Cost to Big Meadow - £2,950
It was clarified that the Parish Council owns the land at Dugdale and leases the Big Meadow and it, therefore, has a duty of care, to ensure the pitches are playable.
RESOLVED to recommend approval at Full Council

8. TO CONSIDER REQUEST FROM RESIDENT TO REQUEST A SPEED REDUCTION ON THE WIXFORD ROAD (END OF WATERLOO ROAD TO WIXFORD)

The current speed is 60 mph: the maximum reduction is to 50 mph and the cost will be £8 – 10,000, to be funded by the Parish Council or from the County Councillor allocated funds

This road does not have a pavement and there are other, safer ways of accessing Broom from Bidford, and vice versa, such as, Victoria Road and Damson Way and then the footpath to Jackson Meadow.

After a short discussion it was unanimously

RESOLVED not to recommend this to Full Council as the reduction from 60mph to 50mph is too small at a cost of £8-10k

9. TO CONSIDER REPORT REGARDING SPEEDING CONSIDERS IN THE VILLAGE - INCLUDES

- i. Background
- ii. Items to note
- iii. Items to consider
- iv. Items to approve

The Clerk advised that the WCC Officer referred to in the Report (Minor Works) is no longer working at WCC and suggested it may be a good idea to use him as a Consultant, subject to agreeable terms, to help Council audit speed in the village and propose adequate measure to reduce this.

RESOLVED to enquire as to the cost of Consultant and, if acceptable, recommend Council contract him to help plan speed reduction in Bidford

10. TO CONSIDER CARRYING OUT A SPEED SURVEY OF BIDFORD HIGH STREET WITH A VIEW TO REDUCING THE SPEED TO 20MPH

3 sites have been identified

- i. No 94 (Bidford Computers)
- ii. No 17 – Pharmacy
- iii. No 12 – Old Beans

Cost £720 for 2 x weeks

It was agreed that a speed survey was not required for the west end of the High Street.

RESOLVED to recommend speed survey for the east side of the High Street at a cost of £480

11. TO CONSIDER AND APPROVE THE ALLOTMENT DOCUMENTS, CIRCULATED, AND TO NOMINATE THE CLERK AS DELEGATED REPRESENTATIVE OF THE

Item 8ii) Facilities Comm Mins. Sept. 2025

PARISH COUNCIL, AS RECOMMENDED BY THE NATIONAL ALLOTMENT ASSOCIATION

RESOLVED to recommend approval of documents (Constitution, Management and Tenants Agreements) and appoint the Clerk as the delegated representative of the Parish Council

12. TO RECEIVE VERBAL UPDATE ON BIG MEADOW

Full review to take place at the October meeting, to be able to assess the full season.

Numbers of vehicles using the Big Meadow should be available from Smart Parking. Clerk will be able to supply income (car park fees) and expenditure (Security)

Clerk has requested WCC to advise if it is possible to have electronic signage by the roundabout indicating of the Big Meadow car park is full to avoid traffic chaos

RESOLVED to note

Meeting ended at approx. 5.35 pm

Smaller Authority Name: Bidford on Avon Parish Council _____

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025
Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) Bidford on Avon Parish Council _____ for the year ended 31 March 2025 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Bidford on Avon Parish Council _____ on application to
 - (a) (Name of Clerk)
Mrs Elisabeth Uggerloese _____
 - (b) (Address of Clerk)
Bramley Way _____
Bidford on Avon _____
B50 4QG _____

 - (c) (Telephone/email, and hours and arrangements to view)
07718628925/info@bidfordonavon-pc.gov.uk _____

- 3 Copies will be provided to any person on payment of £_____ for each copy of the Annual Return

Announcement made by (Name of Clerk)

Mrs E. Uggerloese _____

Date of Announcement

18th September 2025 _____

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BIDFORD ON AVON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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
			✓

***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:

23/06/2025

and recorded as minute reference:

EPC mins 23.06.25 item 4 ii)

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

Chair

R. Williams

Clerk

S. Green

www.bidfordonavon-pc.gov.uk

Section 2 – Accounting Statements 2024/25 for

BIDFORD EN AVON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	878 634	981 105	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	306 379	309 583	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	145 047	176 569	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	(65 947)	(73 825)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(283 008)	(334 259)	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	981 105	1069173	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	988 546	1094013	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	1458088	1482948	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	0	0	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)			N/A	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

E. K. [Signature]

Date

23/06/2025

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

23/06/2025

as recorded in minute reference:

EPG Mins 23.06.25 (Item 4.iii)

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

R. Williams [Signature]

Annual Internal Audit Report 2024/25

BIDFORD ON AVON PARISH COUNCIL

www.bidfordonavon-pc.gov.uk SITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR this 'not covered')	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Yes	No	Not applicable
		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24.06.2025 18.06.2025 26.06.2025

Name of person who carried out the internal audit

E. HUGHES E. JONES AUDITOR

Signature of person who carried out the internal audit

 E. HUGHES

Date

27.06.2025

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

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

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Bidford-On-Avon Parish Council**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *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.

It was noted by the clerk that the council have not been reviewing and verifying bank reconciliation regularly during the year as required by Paragraph 1.10 of JPAG Practitioners' Guide 2024. Therefore, since this is a breach of proper practices, we would have expected assertion 1 on the Annual Governance Statement to have been answered 'no'.

The council has answered 'yes' to assertion 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2024/25. Therefore, it relates to the Notice announcing the public right to review the 2023/24 return which was published during 2024/25. As noted in the Auditor Report last year, this notice was not correctly advertised therefore this assertion should have been answered 'no'.

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

The inspection period for the exercise of electors' rights was set for 31 working days which is more than the mandatory 30 working days as set out in the Accounts and Audit Regulations 2015, Paragraph 14(1). Although this is considered to be a minor technical breach, given more than the standard amount of time was provided for, in future the council should ensure it provides the precise public inspection period. We would anticipate the council taking this into account when it completes assertion 4 on its 2025/26 Annual Governance and Accountability Return.

The Internal Auditor has provided a 'yes' response at control objective K on their report. This suggests that the council correctly claimed exemption from audit in the previous (2023/24) year. As the council was not exempt and did not claim exemption, the answer to this control objective should have been 'not covered'.

It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of Section 2 of the Annual Governance and Accountability Return. Regulations 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. To be able to demonstrate this, best practice is that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that.

We identified during our initial review of the Annual Governance and Accountability Return that 9 of the prior year column (2023/24) on Section 2 - Accounting Statements has been restated. This was in order to a correct typographical error. However, the column has not been marked as 'Restated' to bring it to the attention of the reader.

The Internal Auditor has signed off the Annual Internal Audit Report 2024/25 after the Section 1 Governance Statement 2024/25 was approved. As the completed 2024/25 report was not available for review and consideration with the form, it is presumed that the Assertions in Section 1: Annual Governance Statement refer to the previous year's internal audit report and /or to other checks performed by the council.

Last year the External Audit Report noted that the Notice of Public Rights was announced before the Annual Governance and Accountability Return was approved. Therefore, we expected a 'No' response to control objective M on the Annual Internal Audit Report.

The bank reconciliation originally provided on the initial submission did not equal Box 8 of Section 2 as per Paragraph 2.24 of JPAG Practitioners' Guide 2024. A revised bank reconciliation has been submitted which includes a bank account that was missed on the original reconciliation. This reconciliation agrees to Box 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure going forwards that the bank reconciliation submitted reconciles to the Box 8 figure per Section 2.

3 External auditor certificate 2024/25

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 2025.

External Auditor Name



External Auditor Signature

Date

07/09/2025