

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Berrynarbor Parish Council

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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.			✓ NO PETTY CASH
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 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, 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (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

Name of person who carried out the internal audit

DD/MM/YY

29/06/2020

DD/MM/YY

ENTER NAME

J. SNODGRASS

EDITOR

Signature of person who carried out the internal audit

SIGNATURE

J. Snodgrass

Date

29/06/2020

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Berrynarbor Parish Council
ENTER NAME OF AUTHORITY

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 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Berrynarbor Parish Council
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	20,094	25,829	<i>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.</i>
2. (+) Precept or Rates and Levies	16,044	16,477	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	7,492	3,104	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,650	6,988	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	13,151	19,960	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	25,829	18,462	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	25,829	18,462	<i>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.</i>
9. Total fixed assets plus long term investments and assets	51,638	56,147	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

SIGNATURE REQUIRED

Date DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Berrynarbor Parish Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(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 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not 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 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

June 29, 2020

Berrynarbor Parish Council Internal Audit Report 2019/2020

Testing was carried out using sampling where appropriate and covering a range of financial, risk and governance assessed as appropriate for a council of this size and complexity. The findings are reported below:

✓ Governance and Control

All councils of whatever size are required to annually prepare and consider:

- A general and financial risk assessment covering the council's activities.
- A statement of internal control.
- Annually review any charges for services whether or not they are increased and record this in minutes.

Councils under £25,000 turnover are legally required to publish on a website information required by the Transparency Code for Smaller Authorities 2014

- Website disclosure of information is required for those whose turnover is below £25,000.

Councils should ensure compliance with the new rules regarding General Data Protection Regulations (GDPR) which came into effect in May 2018.

Councils should have in place and periodically review:

- Standing orders for the conduct of council meetings are required by law and should be periodically review and changed to reflect current legislation.
- Financial regulations for the control of its financial administration are required by law and should be periodically reviewed for either changes in legislation or internal control procedure changes.
- Any Council moving away from 2 cheque signatories by Councillors and utilising online banking, should have procedures and controls in place to establish appropriate safeguards.

It did not appear that the whole parish council Risk Assessment had been updated and no minute confirming any review. This was also raised at the last audit.

The clerk provided information regarding arrangements put in place to mitigate difficulties for the council as a result of the Covid-19 pandemic.

✓ **Precept, Budgets and Reserves**

The precept was agreed to the minute setting the precept, the principal authority tax collecting authority records. The receipt was traced and agreed to bank and cash book records. The precept was set after consideration of a budget and consideration of an appropriate level of free reserves (the General Fund) which is generally accepted should lie between 3 and 12 months' expenditure.

Satisfactory. No issues.

✓ **Other Receipt or Income**

A sample of other receipts were tested to ensure that, as appropriate:

- That grants and interest were correctly recorded in the cash book and agreed to bank statement
- Chargeable services were correctly and promptly charged to the beneficiaries of those services and that arrangements were in place to pursue late payment

Satisfactory. No issues.

✓ **Staff Cost**

Testing was carried out as appropriate to ensure that:

- Rates of pay were as approved by Council.
- Additional hours worked were approved and supported by time records.
- Employees are paid in accordance with contractual obligations and on the correct pay date.
- Employees have a written statement of principal terms and conditions.
- That PAYE and NI are operated and paid promptly.

It was not possible to confirm expense payments, which are likely to include travel expenses as well as minor expense item for which receipts were seen. It is recommended that a summary is provided to agree the total for each payment of this type.

Testing on rates of pay and a summary of totals for the year should be provided at future audits.

✓ **Payments including Bank**

A sample of payments were tested as appropriate to confirm:

- Payments are made in accordance with financial regulations
- Payments are supported by invoice, receipt, expense claim or other appropriate documentation.
- Grant payments are subject to a proof of need assessment, are required to be evidenced as spent for the approved purpose, and unless having the general power of competence are made within permitted powers.
- Cheque payments are promptly cleared.
- Where payments are made other than by cheque with 2 councillor signatories the council has considered and actioned the requirements of appendix 10 of Governance and Accountability and have documented the process followed and annually review the control of wider definition "money".

The procedure in place for the parish council's payments made electronically requires two councillors to sign the invoice not initial it. The correct process should be used to authorise the payments.

The payment and cashed dates in the receipts and payments records show some anomalies which appear to be incorrect. The clerk should identify the problem and ensure these dates are correct in future.

When the parish council gives grants, accounts should be reviewed to confirm "need", this discussion and decision made should be minuted.

✓ **Insurance**

Insurance cover was reviewed as appropriate to confirm

- Adequate Fidelity Guarantee cover in place
- Range of cover in place has been reviewed at renewal and this has been recorded in the council minutes
- By sample test that assets other than land that appear on the Fixed Asset Register are insured or if not that there has been a decision not to cover them (for example because the excess is greater than the asset value insured).

Satisfactory cover, however, as mentioned at the last audit, the parish council pay an additional fee of £50 for using an insurance broker. Consideration should be given to obtaining insurance direct from the insurance provider.

✓ **Fixed Assets**

Tests were carried to confirm as appropriate

- fixed asset register is up to date
- additions have been correctly identified and a system exists for the identification of fixed assets
- that the disposal by scrapping, selling or part exchange of assets has been approved by council
- that where an insurance value has been used as the cost of an asset was unknown that the value is not increased as the insured value increases

The asset register should be reviewed in line with the Practitioners Guide, to include basis of valuation, acquisition date, disposals, whereabouts of deeds or licences etc.

It is understood that it is a requirement of the Parish Paths Partnership (P3) that a separate balance is noted in the accounts. This was identified at the last audit.

Copies of the completed Annual Governance and Accountability Return (AGAR) forms must be provided for internal audit once they have been completed and signed.

Please refer to the audit checklist and request clarification if necessary.

***Kind regards
Julie***



Options Appraisal Report Berrynarbor

Aims and Purpose of Report

This Options Appraisal has been prepared for the consideration of Berrynarbor Parish Council and is to be read in conjunction with the Housing Needs Survey Report which was produced by Devon Rural Housing Partnership on behalf of Berrynarbor Parish Council in April 2020.

This appraisal aims to provide the Parish Council with information and advice on options for future action following the housing needs survey and to explain the next steps in the affordable housing process.

Affordable Housing Need

The housing need survey identified the need for 2 affordable homes in Berrynarbor parish over the next 5 years. Both of the households in need would require affordable housing for rent, and none can afford any form of affordable home ownership.

The low level of need identified may make it difficult to attract a development partner. DRHP had planned an affordable housing drop-in event to coincide with the survey, but this had to be cancelled because of the coronavirus crisis. It is intended to rearrange this event after the lockdown is over, and it may well identify further households in need. At that stage the survey report and this Options Appraisal will be reviewed.

Local Plan and Planning Policies

Berrynarbor is identified as a Village in policy ST07 of the Local Plan, and has no development boundary. Sections in "Bold" below are copied from the Local Plan.

Policy DM23: Residential Development in defined Settlements without development boundaries

(1) Residential development in Local Centres and Villages without development boundaries will be supported on allocated sites and where:

(a) the site is located within the principal built form of the settlement and is not protected for any other use; or

(b) the site is well related to the main built form of the settlement and provides an affordable housing focused development in accordance with Policy ST19.

(2) Subject to the above qualification development proposals should:

- (a) not harm the settlement's rural character, setting, form or the surrounding countryside;**
- (b) be proportionate to the settlement's size, form and level of facilities available in the Local Centre or Village; and**
- (c) conserve the special landscape character and qualities of areas designated for their local, national or international importance including the setting of Exmoor National Park.**

There are no policies for Allocated housing sites in the parish.

Policy BER

- (a) provision of a minimum of 12 dwellings to meet the range of needs in the community. The supply of housing will be delivered through extant planning permissions and new sites, although no additional site allocations are proposed;**

The importance of affordable housing for local people is recognised, and the Local Plan goes on to say:-

12.383 Berrynarbor has no defined development boundary, so the extent of the Developed Coast (ST09: Coast and Estuary Strategy) will be defined by the main built up area of the village. Proposals that are well related to the existing village, appropriate to the scale of the locality will be considered against the general policies of the Local Plan.

12.386 Residential development proposals which accord with the relevant policies of the Local Plan, may be supported even though located within the Undeveloped Coast in the Coastal and Estuary Zone. Opportunities to secure additional housing to meet local needs will continue to be explored.

The identified need could be met by using a small site within the built form of the settlement, as described in Policy DM23 above, or one which is "well related" to the main settlement and in other ways complies with the general policies of the Local Plan. The latter is likely to be regarded as an Exception site in accordance with Policy ST19. Some open market housing may be permitted where this brings forward affordable. With a relatively low housing need of two rented homes being identified, having a small number of open market homes to provide cross-subsidy may be a practical way of bringing such a site forward.

Policy ST19: Affordable Housing on Exception Sites

Proposals to deliver permanent affordable housing at Local Centres, Villages and Rural Settlements will be supported, subject to the following:

- (a) the site is well related to or adjoining the defined development boundary; or where the settlement is not subject to a development boundary, the site is well related to the extent of the contiguous built form;**
- (b) the development is proportionate to the scale and nature of the existing settlement;**

(c) there is an identified local need for affordable housing sufficient to justify the extent and nature of the proposed development;

(d) the housing need could not reasonably be satisfied without the exceptional release of land;

(e) arrangements are in place to ensure that the affordable housing, remains available to the local community in perpetuity;

(f) where it can be robustly demonstrated that an element of market housing is required to enable delivery of significant additional affordable housing, it will be supported provided that:

(i) the element of market housing is the minimum amount required to enable the delivery of the proposed affordable housing; and

(ii) the mix of open market dwellings, in terms of type and size, complies with the requirements of Policy ST17;

(g) environmental and heritage assets are not subject to significant harm, are conserved or enhanced, with particular respect to the setting and special qualities of nationally important landscapes, biodiversity and heritage designations and the undeveloped coast; and

(h) the use of planning conditions, obligations or other legally defensible limitations to:

(i) restrict occupation to households identified as being in need of affordable housing; and

(ii) give priority of occupation to households with a local connection.

Development Options

Development options will depend on the site which is selected.

- a. Development proposals could be brought forward, part of which provides the affordable housing. Such an approach is likely to be led by private developers.
- b. On a small development site where the main aim is to deliver the affordable housing, the traditional approach would be for the Parish Council to work with a Housing Association (otherwise known as a Registered Provider). The Planning policies would require “a positive approach to beneficial development well related to the village that addresses local need”. Simple open market development on its own is unlikely to be seen as beneficial or addressing local need. The proportions of open market and affordable housing to be provided would need to be agreed in discussion with the Planning Officer, but may be evidenced by a viability assessment provided by the developer and tested by the District Valuer or similar. A Housing Association is usually a not-for-profit organisation which exists to develop and manage affordable

housing. There are a number of Housing Associations that operate in the North Devon area who are members of the DRHP. Such a scheme may also be of interest to smaller private developers, some of whom have a strong commitment to delivering affordable homes for local people.

- c. The Parish Council could consider leading the development itself or could promote the formation of a Community Land Trust (CLT) in the parish with the aim of providing affordable housing on a site of their choosing. A CLT is a form of community led housing, where affordable homes are developed and managed by local people for the benefit of their community into the long term. It is possible for a CLT to develop small mixed housing schemes where the open market housing cross subsidises the affordable housing, but it may well be easier for the CLT to involve a housing association or private developer.

The difficulty in Berrynarbor is the scale of need identified. Housing associations are generally keen to develop schemes of five or more affordable homes, and are unlikely to be interested in a scheme of 2. A development which provides affordable housing by cross-subsidy from additional open market homes may be viable. Smaller private developers have demonstrated larger schemes as viable with a mix of 50% open market, 50% affordable. DRHP is aware of proposals as outlined in a. above being discussed with NDC Planning, which if brought forward could meet the identified housing need.

Community Land Trusts (CLTs)

There are two main types of CLT.

- The CLT works in partnership with a Housing Association. The CLT owns the land, with a long-term lease to the Housing Association which takes the responsibility for funding, for the development process and for the long-term maintenance and management of the homes, while the CLT works to inform the wider community about the issues and has input into site selection, design and allocations policies. The level of community involvement required for this option is significant but technical and professional help is provided by the Housing Association, the Rural Housing Enabler, and Wessex CLT Project. There are a number of local examples which can be visited. The CLT would receive a modest ground rent.
- The CLT takes control of the whole process. This includes raising funds, managing the predevelopment and development process and undertaking the long-term management and maintenance of the homes. The level of community involvement in this option is high and individuals with experience in this field who are prepared to work on the CLT would be an advantage. Examples of this model are High Bickington CLT and Holsworthy CLT. The CLT would own the affordable homes, with the

development loan financed from rental income. An advantage of this approach is that the CLT owns an asset against which it will be able to borrow for subsequent development.

The advantage of both CLT options is that the community can be fully involved from the start of the process and can have more control over the preferred site, the number, size and tenure of homes as well as the design of the scheme, and the allocations policy. The freehold of the land would also be owned by the CLT which protects them as a community asset in perpetuity. Experience shows that this approach tends to make the wider community more accepting of the process and far less likely to object to a development. There is also the possibility of attracting funding from Homes England which has funds available for community led housing. This money can be used to pay for feasibility studies, consultants, architects and other professionals, through to full planning application. Separate funds are available towards the building of the homes themselves.

The disadvantages of this option are that it involves a high level of input initially from the Parish Council and then by the CLT to get a scheme up and running. The success of any CLT scheme depends on the commitment of the people involved and a strong, enthusiastic leader or members is necessary to take the scheme forward.

Next Steps

The first step is for the Parish Council to decide if it is supportive of a small rural housing development in the parish. If so they need to decide on their preferred development model from those identified above. Should the Parish Council opt for a CLT approach, then it would need to call a public meeting to promote this approach and to recruit a Steering Group to oversee the formation of the CLT, identify preferred sites, and choose whether to proceed as a stand-alone CLT or to work with a housing association partner. Wessex CLT Project may be available to provide ongoing support and guidance to the Steering Group, and to the CLT once it is formed.

Conclusion

There are various options to be considered if Berrynarbor Parish Council wants to support a development of affordable homes for local people. All have their advantages and disadvantages and it is recommended that the Parish Council considers these options closely. The skills and experience of local people, local enthusiasm for affordable housing and the level of control over a housing development that is desired are all factors that will influence the final decision.

Organisation: Berrynarbor Parish Council		Reference: COVID-19
Activity: Play Areas	Site: Manor Hall Play Area	
People at Risk: Members of the Public		
Contact Person: Victoria Woodhouse Job Title: Parish Clerk Date: 7 th July 2020		Review Date: Every four weeks

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
COVID-19	Transmission of virus	H	<p>Signage explaining rules of use.</p> <p>One access point which has good visibility and enables social distancing to be maintained.</p> <p>1 x litter bin provided in play area.</p>	M	<p>Signage promoting Government Guidance, social distancing and other necessary precautions for members of the public to take prior to and after using the equipment to be provided prior to opening.</p> <p>Stickers for entrance points to remind public of social distancing.</p> <p>Check frequency of emptying is adequate. Sign to ask public to dispose of litter in bin provided or to take litter home.</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<p>3 x Wooden benches and a picnic bench in the play area.</p> <p>Pieces of equipment are more than 2m from each other.</p> <p>Swing set with 1 x junior seat and 1 x toddler seat, roundabout and jungle trail allow for multiple use.</p> <p>There is high visibility of the equipment, area and entrance points which will enable people to maintain social distancing and no pinch points identified.</p> <p>The Play Equipment is not cleaned.</p>		<p>Stickers to encourage use by one household only. Signage to encourage social distancing.</p> <p>Signage to state these items can only be used by one household at a time.</p> <p>Consider implementing a one-way system around the play area.</p> <p>Make members of the public aware through signage that the equipment is not cleaned and provide advice on the use of antibacterial wipes and hand-sanitizer.</p>

Organisation: Berrynarbor Parish Council		Reference: COVID-19
Activity: Public Toilets	Site: Berrynarbor Public Toilets, Castle Hill	
People at Risk: Staff & Members of the Public		
Contact Person: Victoria Woodhouse Job Title: Parish Clerk Date: 7 th July 2020	Review Date: Every four weeks	

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
COVID-19	Transmission and spreading of virus	H	<p>A contractor is appointed to clean the public toilets on behalf of the Parish Council.</p> <p>On arrival, all cubicles to be aired (door wedged open for a few minutes prior to opening) this will allow any infected aerosols in the air to dissipate prior to staff entering.</p> <p>Toilet area, touch points and walls to be sprayed with disinfectant.</p> <p>Area cleaned/wiped/moped with disinfection/bleach/biocidal chemical.</p> <p>Staff/contractor to wear masks or visor, disposable apron or suit and gloves, to be safely disposed of after each clean.</p>	M	<p>Review and increase cleaning regime in line with usage.</p> <p>Signage to be displayed to highlight to users the cleaning regime.</p> <p>Consider cleaning touch points more regularly.</p> <p>Issue PPE to contractor in line with Government Guidelines.</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			Staff/contractor have been advised to wash their hands regularly with soap and water.		<p>Signage to be provided at the entrance to the toilets to remind people to socially distance when using the facility.</p> <p>Posters on how to wash your hands to be erected.</p> <p>Consider installing hand sanitizer at the entrance to the toilets.</p> <p>Consider closing off some sinks and/or hand dryers to aid with social distancing.</p>

Organisation: Berrynarbor Parish Council		Reference: COVID-19
Activity: Play Areas	Site: Recreation Field Play Equipment	
People at Risk: Members of the Public		
Contact Person: Victoria Woodhouse Job Title: Parish Clerk Date: 7 th July 2020		Review Date: Every four weeks

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
COVID-19	Transmission of virus	H	<p>Signage explaining rules of use.</p> <p>One access point which has good visibility and enables social distancing to be maintained.</p> <p>1 x litter bin provided in play area.</p>	M	<p>Signage promoting Government Guidance, social distancing and other necessary precautions for members of the public to take prior to and after using the equipment to be provided prior to opening.</p> <p>Stickers for entrance points to remind public of social distancing.</p> <p>Check frequency of emptying is adequate. Sign to ask public to dispose of litter in bin provided or to take litter home.</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<p>3 x Wooden benches in the play area.</p> <p>Pieces of equipment are more than 2m from each other.</p> <p>Climbing frame and jungle trail allow for multiple use.</p> <p>There is high visibility of the equipment, area and entrance point which will enable people to maintain social distancing and no pinch points identified.</p> <p>The Play Equipment is not cleaned.</p>		<p>Stickers to encourage use by one household only. Signage to encourage social distancing.</p> <p>Signage to state these items can only be used by one household at a time.</p> <p>Consider implementing a one-way system around the ply area.</p> <p>Make members of the public aware through signage that the equipment is not cleaned and provide advice on the use of antibacterial wipes and hand-sanitizer.</p>

Berrynarbor village in Bloom

Dear Victoria and Parish councillors

Berrynarbor village in bloom would like to apply for a grant for the year starting February 2020 to February 2021.

We had a very successful year last year 2019/20. The judges awarded us a GOLD again.

This year because of the corona virus all competitions were cancelled. However this has not stopped the group from planting up the tubs, and hanging out the hanging baskets around the village. We had already put in our orders for plants and we do it for the love of our village not just to win the competition.

We did have problems though as [Grow@Jigsaw](#) who supply our plants were unable at the last moment to fulfil our order because of social distancing (they work with handicapped and socially disadvantaged people). We had to put in a last minute order to St John's garden centre and although the plants were of a good quality, cost us more.

We managed all the planting out while socially distancing and even manage a cuppa and slice of cake 2 metres apart in the village square.

Wild flower planting in the small dog walking field has been completed. The seed and plug plants arrived in Lock down and at the beginning of 8 weeks of dry sunny weather. The plug plants were tiny so we potted them up (300 plugs) and waited. We have only planted approximately a quarter of the small field, an area to the left and right of the lower half of the field on either side of the new path. The seed has also been sown which comprises annual and perennial wild flowers. We waited until the dry spell of weather ended or the seed would have been expensive bird food! To fund this project we had a donation of £227.00 from a generous villager and it was matched by a grant from North Devon District Council. I have spoken to Chris Townsend and asked him not to mow this area until autumn. We now await the results in hopeful anticipation. We do not intend to do anything in the large dog walking field.

Every year we raise over £1000.00 by holding fund raising events .usually with a summer 'Open garden' or 'Tea on the lawn' afternoon and a quiz and supper evening in February. This year we just managed to run the quiz night before we all went into lock down but we feel it is too early to try having a summer event as so many of our group are over 70. Luckily we carried over a healthy sum from last year but the cost of plants and compost gets more expensive every year and we would very much appreciate any help you can give us.

Yours sincerely

BERRYNARBOR IN BLOOM

INCOME AND EXPENDITURE STATEMENT FOR 2019 - 2020

1st March 2019 – 11th FEBRUARY 2020

INCOME		EXPENDITURE	
Balance B/F	3202.79		
Quiz Evening Feb 2020	1115.50	Plants – Bulbs – Compost etc	607.98
Parish Council	500.00	Affiliation to RHS Plus Insurance 01/02/2020 to 31/01/2021	110.00
Tea and Sing	403.57	Streamway Baskets	438.00
Tea On The Lawn	646.41	Litter Pickers	12.99
Other Donations	294.50	Jigsaw Plants	584.00
		Tea On The Lawn.	60.41
		Litter pick and planting costs	24.60
		Tea and Sing	106.37
INCOME TOTAL	2959.98	Storm in the Tea Cup	100.00
TOTAL BALANCE PLUS INCOME	6162.77	Chris Townsend	183.75
EXPENDITURE	2681.23	Oak Planters	119.98
		Planter Construction	91.31
BALANCE AS AT FEBRUARY 2020	3481.54	South West In Bloom	20.00
Represented by:		Quiz Feb 2020	221.84
Balance at Bank	3345.64		
Float Held By Wendy	135.90		
Cash in Hand	0.00		
TOTAL	3481.54	EXPENDITURE TOTAL	2681.23

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Victoria Woodhouse

From:
Sent:
To:
Cc:
Subject:

<>

Apologies,

This was meant for Joe & Victoria as I was not aware of Victoria's return.

Kind Regards,

on.gov.uk>; clerk@berrynarborparishcouncil.org.uk

Dear Joe & Kate,

At the Council, we often become aware of funding opportunities, which could benefit local communities who are eligible for S106 Funding.

In order for the Council to take advantage of these funding opportunities, we need to be made aware of Open Space priorities within communities.

Therefore, we are seeking your assistance in identifying priorities within your communities.

Our records identify the following priorities for the area of Berrynarbor Parish:

- Replacement of football nets
- Provision of new community building – Evidence & justification required in light of funding refurbishment to village hall

I would be grateful if you could please advise me of your community priorities and confirm whether or not the priorities, listed above, are still relevant by completing the attached s106 open space funding expression of interest form, per priority.

Please send your updated community priorities through at any time to communities@northdevon.gov.uk

Kind Regards,