

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
 Website: www.capel-le-fernepc.kentparishes.gov.uk
 Email: maureen.leppard@btinternet.com




39 Victoria Road, Capel-le-Ferne,
 Folkestone, Kent. CT18 7LT
 Tel: 01303 259564
 Mobile: 07813704142

A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 17th MAY 2016, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence
2	To DECLARE any personal interests in items on Agenda
3	To APPOINT Chairman and COMPLETE Declaration of Acceptance of Office
4	To APPOINT Vice-Chairman and COMPLETE Declaration of Acceptance of Office
5	To APPOINT Delegates, Committees and Working Parties: a) <i>Neighbourhood Watch Delegate</i> b) <i>Play Equipment Delegate</i> c) <i>Village Hall Management Delegate</i> d) <i>Highways Delegate</i> e) <i>Public Rights of Way Delegate</i> f) <i>Planning Committee</i> g) <i>Events Working Party</i> h) <i>Other</i>
6	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
7	To APPROVE Minutes of the meeting held on 19 th April 2016 (draft attached)
8	To DISCUSS matters arising from minutes not covered elsewhere on agenda a) <i>Bus Shelter outside Battle of Britain Memorial Trust (Cllr: Pilcher)</i> b) <i>Flower Box refurbishments (Cllrs: Norris and Pilcher)</i> c) <i>Bulb planting along Lancaster Avenue to commemorate HM Queen 90th Birthday (Cllr: Stone)</i> d) <i>Capel Street traffic calming & 20mph speed limit</i> e) <i>Resilience Plan – Preparing for Emergencies (Cllr: Stone)</i> f) <i>Neighbourhood Plan future procedure (Cllrs: Pilcher and Stone)</i> g) <i>Other</i>
9	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda a) <i>Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)</i> b) <i>Play Equipment Status (Cllr: Pilcher)</i> c) <i>Village Hall Management Committee (Report attached - Cllr: Stone)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way (Cllr: Hale)</i> f) <i>Annual Playing Field Event 23rd July 2016 Update (Report attached - Events Working Party)</i> g) <i>Training/Workshops/Seminars</i> h) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> i) <i>Other</i>
10	To RECEIVE and DISCUSS Correspondence
11	To RECEIVE Insurance Quotations and APPROVE Insurance Cover for 2016-2017 (attached)
12	To APPROVE 2015-2016 Year End Accounts (attached)
13	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
14	To RECEIVE and DISCUSS Planning Applications a) <i>Proposed Development Land South of New Dover Road (B2011)</i> b) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> c) <i>Quinn Estates - Land North of New Dover Road (B2011)</i> d) <i>Other</i>
15	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 17</i>
16	To CONFIRM date of next meeting - (Tuesday, 21 st June 2016)
17	To RECEIVE and DISCUSS confidential items

LIST OF ITEMS - (UNRESOLVED)

1. Traffic management prioritised projects;
 - a) Capel Street traffic calming & 20mph speed limit - (*Waiting Kent County Council feasibility*)
 - b) Speeding B2011 (*Speedwatch Scheme Deferred due to lack of volunteers*)
 - c) A20 Traffic Assessment Phase - (*Waiting Highways England 6 months decision*)
2. ER252 Bridleway surface to school rear gate for scooters etc. - (*Deferred to a later date*)
3. Stagecoach Bus Service Routes and Shelters - (*Cllr: Scales*)
4. Planning: Satmar - (*Waiting DDC Enforcement Officer input*)
5. Replace some existing junior play equipment - (*Cllr: Norris and Cllr: Pilcher*)
6. Footpaths South and North New Dover Road - (*Waiting Kent Highways*)


 Signed (Parish Clerk). 10 May 2016

Agenda Item 7

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th APRIL 2016

Present: Cllrs; Greening, Hale, Leppard, Norris, Pilcher, Shaw, Stone and Tutt, together with District Councillor Frederick Scales and Community Warden Andrew Hawkins.

1. **APOLOGIES - None**

2. **DECLARATION OF PERSONAL INTERESTS - None.**

3. **PUBLIC ADDRESS TO COUNCILLORS and FEEDBACK FROM COUNCILLOR SURGERY**
Surgery Feedback

Several comments were received on parts of the village, especially Cauldham Lane and Satmar area showing signs of inconsiderate discarding of Litter. Councillors made the decision to hold a litter picking event, on Saturday, 21st May @ 2pm. *Action: Clerk to arrange kits from DDC (gloves, tabards, pickers and sacks). Request Community Warden to enquire and consider using Community Payback for future.*

4. **MINUTES OF THE MEETING HELD ON 15th MARCH 2016**

The Minutes of the meeting held on 15th March were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Cllr: Greening, seconded by Cllr: Norris.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

a) **Bus shelter at the Battle of Britain site.**

Quotation received from Capel Groundworks to reposition shelter, less than suppliers Shelter Store cost. Replacement of roof, Cllr: Pilcher had contacted manufacturer, a Polish company, to look at construction details on-line.

Shelter stored confirmed they would replace free of charge if incorrectly fitted. Cllr: Pilcher considered that one of the metal bars was the wrong way round and not enough straps had been installed to roof for securing.

It was agreed to go back to Shelter Store and have them fit a new roof before repositioning shelter. A date and time to be arranged so someone can be in attendance. *Action: Cllr: Pilcher to make contact and arrangements as necessary.*

b) **Flower Box Refurbishment**

White gates and boxes in need of painting. *Action: Cllrs: Norris and Pilcher to carry out work.*

c) **Bulb Planting**

Cllr: Stone had ordered 1,000 Daffodil bulbs for planting in September along the Lancaster Avenue side of the Jubilee Playing Field (round trees) to commemorate HM Queen's 90th Birthday.

Action: Cllr: Stone to arrange planting in September, with volunteers and school children.

d) **Capel Street traffic calming & 20mph speed limit**

Public Consultation ended. *Action: Cllr: Scales to make enquiries with Cllr: Lymer on next stage.*

e) **Resilience Planning – Preparing for Emergencies**

Cllr: Stone had compiled a questionnaire on requesting data in case of major emergency. *Action: To be inserted into Grapevine newsletter.*

f) Neighbourhood Plan future procedure

It was decided to initially enquire of residents, as to any skills that can be offered to compile a Plan.

Action: Clerk to insert article in Grapevine Newsletter.

g) Councillor Vacancy

One application was received to fill the Vacancy on the Parish Council from Mr Gordon Holliday. Mr Holliday gave the members a background knowledge of himself and answered some questions. *Action: Cllr Pilcher thanked Mr Holliday and indicated his appointment would be considered at the end of the meeting under agenda item 12.*

6. **DELEGATES REPORTS**

a) Neighbourhood Watch

Cllr: Shaw thanked everyone for posting the leaflets for the Community Information Day and to everyone who attended. It proved to be a good event and successful in items and information handed out. Community Warden would be compiling a new list of street co-ordinators, by approaching residents to rejuvenate the scheme.

Community Warden reported the following:

- i. Parking problems dealt with in Capel Street and Lancaster Avenue, together with parking on pavement.
- ii. Scooter stolen from playing field being checked on CCTV. Spoken to child and crime number obtained from Police.
- iii. Two fly-tipping incidents reported and removed; Old Dover Road and Cauldham Lane. Both being builders' rubbish.
- iv. Patrolling on B2011 in Hi-viz jacket had taken place in an endeavour to slow down traffic.
- v. Suspicious white van in Elizabeth Drive found in Hawkinge and was now subject of an intelligence report.
- vi. No further cold callers reported.
- vii. Speed Watch – Attending demonstration on new camera equipment, at DDC Offices, 11am, on 21st May. Reported River Council willing to share. *Action: Cllr: Tutt agreed to attend.*

b) Play equipment

New chains on swings and fixings to swings now completed.

c) Village Hall Management Committee

Report enclosed with agenda. Plans for front extension now sent in for permission.

d) Highways

- i. Drainage issues causing flooding in various locations (as follows), with water running from fields due to blocked ditches; Broken pipe in Cauldham Lane adjacent to pond; Layby by St Mary's Church, Lane (Manor House Lane) up to St Mary's Church and Satmar Lane adjacent to Great Satmar Farm. *Action: Clerk to report to Kent Highways for ditches, grips and drains to be cleared of silt and mud.*
- ii. Pedestrian dropped kerb points on New Dover Road being update to meet new regulations. Resurfacing of North side still not done. *Action: Clerk to make enquiries of Kent Highways.*
- iii. Grass verge parking still causing concerns.
- iv. Builders rubbish left near garages, rear of 8-10 Cauldham Close properties. *Action: Fly-tipping report to be forwarded to DDC.*
- v. Clerk reported two items logged with Kent Highways of confusing signage at Channel Tunnel entrance and variable speed limits confusing in Alkham Valley Road.

e) Public Rights of Way

Nothing to report. Cllr: Hale to monitor Cauldham Lane for litter.

f) Annual Playing Field Event – 23rd July

- Helpers required for games.
- Enquiry made on demonstration by Fitness guys.
- Bar facilities will be available.
- Cllr: Greening volunteered to be on Event working party.
- Volunteer require to wear Zebra costume (Brake Road Safety Campaign). *Action: Clerk to enquire of St Radigund's Players.*
- Cllr: Greening to make enquiries on Tanks from MoD.

g) Training/workshops/seminars Already circulated no more to report.

h) District Councillor Scales reported on the following:

- i. Operation TAP – A decision by Highways England on interactive variable speed cameras was promised by April 2016. *Action: Cllr: Scales to write an email to make more enquiries.*
 - ii. Reported an email had been sent to Jim McEwan on caravan in Cauldham Close on any conditions that can be applied and monitoring of use.
 - iii. A regeneration tour had taken place on old Pfizer site at Sandwich. 2,400 jobs lost but were now replaced and growing. Capel was on the itinerary but delegates ran out of time.
 - iv. Land South of New Dover Road development – first item on DDC Planning Committee agenda. According to Planning Officer report, it had taken account of PC comments; 30% Affordable housing, transport plan, Capel Court side fencing, A20 use and a Banksman directing traffic, Local Plans and Policies adhered to, 40pmh speed limit reposition on New Dover Road, 30mph speed limit reposition on Old Dover Road, bridleway resurface, and fabric and materials used on buildings.
 - v. Winehouse Lane/Capel Street development – nothing further received or to report.
- i) Other: Grapevine Delivers' Tea Party arranged for Saturday, 30th July, 3pm to 5pm. Several caterers contacted for comparison of costs. Amount of £250.00 agreed to spend on event.
Action: Clerk to book Village Hall (small room) from 1pm to 6pm. Nearer the time liaise with Cllr: Leppard and order platters of sandwiches, cakes, etc., from Sainsbury's.

7. CORRESPONDENCE

Letters from Charlie Elphicke received on Litter, TAP and Gridlock on A20. Both indicating the situation is absolutely unacceptable and meetings were being held with relevant agencies to press for action.

List of email items received attached and/or previously forwarded.

1. Furniture at Work brochure
2. Came & Company Local Council Insurance Council Matters magazine
3. KALC Membership Information Pack
4. The Pensions Regulator Information for Employers
5. Choose My PCC – Candidates for the Kent Police Force Area brochure

8. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Tutt, seconded by Cllr: Pilcher and signed by the Chairman, Cllr: Pilcher and Cllr: Tutt having been confirmed by Clerk/Responsible Finance Officer.

Description	INCOME	EXPENSES	VAT	Cheque No: or BACS/ SO/DD	TOTAL IN HAND	BANK A/Cs	Date	Statement No:	Amount	Reconciliation
TOTAL IN HAND					6491.43					6491.43
Advert Stephen Huxtable	180.00			BACS						
Adverts various	109.00			100390						
Advert Helping Hand	84.00			BACS						
Nat West Interest	0.20			BACS						
Refund Shelterstore	400.00			BACS						
Viking Direct Ink Cartridges, etc		106.68	21.34	BACS						
Advert StreetZ2StreetZ	18.00			SO						
Parish Precept	21,628.00			BACS						
Advert R B Wight	120.00			BACS						
Viking Direct Memory Sticks etc		49.44	9.89	BACS						
Viking Direct, Paper clips, Rubber Bands For Grapevine Delivery		35.92	7.18	BACS						
KALC Membership 2016/2017		457.96	91.59	1511						
Dover District Council Printing		319.32		BACS						
Dover District Council Printing		425.32		BACS		Reserve	14.04.	211	26,289.68	
Wicksteed Swing parts/installation		429.76	85.95	BACS						
Mr D Reed Litter Clearing		79.16		BACS		Current	14.04.	716	1,825.50	
Mrs M Leppard, Salary (£317.16) & Expenses (NHW £13.70, CCTV Sticks £29.98)		360.84		BACS		Project	29.01.	19	728.43	
HMRC PAYE		183.00							28,843.61	28,843.61
									Less Un-reconciled	2,476.33
TOTAL IN HAND	22,539.20	2,447.40	215.95		26,367.28					26,367.28

9. **PLANNING**e) **Proposed Development Land South of New Dover Road (B2011)**

Due to be decided on 21st April. Thanks to Cllr: Norris for speaking on behalf of Parish Council.

f) **Proposed Development Land junction Winehouse Lane and Capel Street**

Nothing further heard from Architect. No more to report.

g) **Quinn Estates - Land North of New Dover Road (B2011)**

Battle of Britain Memorial Site approached by Quinn Estate to hold an exhibition.

Parish Councillors perspective to remain as, opinions/comments from Parishioners to be sought in first instance.

h) **Other****Applications Refused by Dover District Council**

- 15/00735, Siting of static caravan for permanent residential use, Land to side and rear of the Royal Oak, New Dover Road, Capel-le-Ferne, CT18 7HY

Applications Waiting Decision by Dover District Council

- 16/00207, Erection of a single storey side/rear extension (existing garage to be demolished), 1 Lancaster Avenue, Capel-le-Ferne, Folkestone, CT18 7LX
- 16/00085, Erection of a single storey side extension incorporating a garage, front porch extension and rear dormer roof extension with balcony (existing conservatory to be demolished), 26 Victoria Road, Capel-le-Ferne, CT18 7LR
- 16/00189, Conversion of redundant farm buildings to four dwellings and erection of garage building, together with associated works, following demolition of three buildings, Poulton Farm, Poulton, Hougham, CT15 7DP

Applications Waiting Decision by Parish Council

- Erection of a detached garage (existing garage to be demolished) - Ingleton House, 150 Capel Street, Capel-le-Ferne, CT18 7HA

10. **MATTERS CONCERNING THE PARISH**a) **Councillors' comments**

- Cllr: Stone resigned from the Planning Committee. (4 Members remain).
- Cllr: Tutt reported accumulation of rubbish in garden outside property in Capel Street. *Action: Clerk to report to Environmental Health and Community Warden.*
- Cllr: Greening reported an issue with overflow parking from Battle of Britain Site on Old Dover Road. Cllr: Pilcher commented that the Trust were aware of problem and plans have been discussed to make car park a hard surface area and mark bays in an endeavour to improve.
- Cllr: Stone enquired on Boundary Maps from DDC. *Action: Clerk would contact Cllr: Scales.*
- Cllrs: Pilcher and Tutt gave apologies for next meeting (May).

Both members agreed to be nominated as follows:

Cllr: Pilcher as Chairman and to remain as Outdoor Play Equipment Delegate and on Planning Committee and Event Working Party.

Cllr: Tutt as Highway Delegate and on Planning Committee.

b) **Approve resolution to discuss any confidential issues in agenda item 12 – Approved.**11. **DATE OF NEXT MEETING**

Tuesday 17th May 2016.

12. **CONFIDENTIAL ITEMS**

Recorded under separate cover.

Village Hall Management Committee Report

1. The garage safari sale is on 4th September.
2. Users of the hall regularly; Community Preschool most mornings during term time, Short Mat Bowls, 3 Private Badminton Clubs, Brownies, Kent Active Retirement Fellowship, Women's Institute, Parish Council, Judo, Karate, St Radigund's Players (for the Pantomime), Gardening Club (for their shows), Youth Club, Bridge Club, Diva's Dancing, Chapel Model Car Club, Farmers' Market and Fit Club.
3. Plans have been submitted to Dover District Council to rebuild the front entrance so that it is more user friendly and entrance is easier for the less able-bodied. It is intended that the area include shelves for the books. This extension will take about 4 weeks so will need careful timing to limit disruption and as much warning as possible will be given. An actual date has not yet been set but the most appropriate time would be August.
4. Old website now been taken down.

=====

Agenda Item 9f

2016 Field Event – 23rd July 2016

1. Helpers for the day are required, including working parties to clear up.
2. Kent Fire Brigade now booked.
3. Research still on-going on stalls and events.
4. Final arena details and layout of event still to be finalised.

=====

Agenda Item 11

Insurance Cover for 2016-2017

Insurance Quotations

Maven Underwriters (AON Limited)		£1,057.11
Aviva	**	£1,801.62
Hiscox	**	£1,246.22
Ecclesiastical	**	£2,079.99

Recommendation from Came and Company (Insurance Broker - KALC)

Having checked with our three insurance providers **, we recommend Capel-le-Ferne Parish Council accepts the Hiscox quotation which has an annual premium of £1,246.22 including insurance premium tax, as this meets the Council's insurance requirements. Should Capel-le-Ferne Parish Council wish to enter a 3-year binding agreement with Hiscox, the annual premium can be reduced by a further 5%, giving a premium of £1,183.91, including insurance premium tax.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

CAPEL-LE-FERNE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the 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 smaller 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	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MAY 2016 MEETING
dated 17-05-2016

Signed by:

Chair

SIGNATURE REQUIRED

dated

17-05-2016

Signed by:

Clerk

m leppa

dated

17-05-2016

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

Section 2 – Accounting statements 2015/16 for

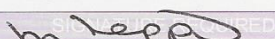
Enter name of
smaller authority here:

CAPEL - LE - FERNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	29,034	29,538	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	15,033	17,645	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,867	7,800	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	5,230	5,250	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	33,166	29,588	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	20,538	11,195	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	15,337	6,682	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	214,771	218,121	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

17-05-2016

I confirm that these accounting statements were approved by this smaller authority on this date:

17-05-2016

and recorded as minute reference:

MAY 2016 MEETING

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

17-05-2016

CAPEL-LE-FERNE PARISH COUNCIL
INCOME & EXPENDITURE SHEET AS AT 31ST MARCH 2016

INCOME			
Precept - £17,644.75 + Grant £605.25	18,250.00		
Bank Interest	6.21		
Newsletter Paid Adverts	5,059.00		
History Books	187.00		
Equipment (Bus Shelter)	900.00		
KALC Transparency Grant	592.00		
Event	450.49		
TOTAL INCOME			<u>25,444.70</u>
EXPENDITURE			
General Administration:			
Clerk's Salary/PAYE	4,350.00		
Insurance	1,180.56		
Members Expenses/Training	122.00		
Newsletter	3,658.28		
Postage/Expenses	689.57		
Hall rent	544.25		
Election Expenses	153.83		
Audit Fee 2015	200.00		
Subscriptions (KALC) (ICO)	487.38		
Total Administration		11,385.87	
Parish Maintenance:			
Play Equipment Inspection	243.00		
Play Equipment Repairs	4,603.42		
Tree Work/Other Grounds Work	615.00		
Litter Clearance	900.00		
Mowing (B2011/field)	3,100.00		
Field rent	562.50		
Signs/Plaques	255.00		
		10,278.92	
Total Parish Maintenance			
Community Projects (Fencing) (Bus Shelter)	12,620.00		
Computer	368.25		
Grants S137 (Wreaths /Gifts)	135.50	13,123.75	
TOTAL EXPENDITURE			<u>34,788.54</u>
INCOME OVER EXPENDITURE			-9343.84

CAPEL-LE-FERNE PARISH COUNCIL BALANCE SHEET AS AT 31st MARCH 2016		
2014/2015		2015/2016
	LONG TERM ASSETS	
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and Shares	0.00
0.00	Debtors	0.00
5,201.81	VAT	4,512.98
0.00	Invoices	0.00
0.00	Payments in Advance	0.00
15,336.64	Cash	6,681.63
20,538.45	TOTAL ASSETS	11,194.61
	LESS CURRENT LIABILITY	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Cash Overdrawn	0.00
20,538.45	NET ASSETS	11,194.61

CAPEL-LE-FERNE PARISH COUNCIL - SUPPORTING STATEMENT	
<u>ASSETS</u> Movement in the year: The basis of valuation of these assets is historic cost with the exception of Community Land, which is valued at nil.	<u>COSTS</u>
Assets disposed of during the year	0.00
As at 31st March 2016 the following assets were held:	-
Ground Surfaces	41,664.00
Community Land	0.00
Furniture & Fittings – lamp-posts, seats, tables, fencing, gates, waste-bins, stone plinths, bus shelter	30,911.12
Noticeboards	1,758.00
Recreation Equipment	141,630.00
CCTV DVR	1,758.00
Dell Laptop Computer	400.00
TOTAL	218,121.12
Other Current Assets (Cash Held)	0.00
VAT owed	4,512.98
Business Reserve (A/c No: 59287802)	4,661.68
Current Account (A/c No: 085003346)	1,291.52
Community Project (A/c No: 48117161)	728.43
TOTAL	11,194.61
BORROWING	
At the close of business on 31 st March 2016 the Council had repaid all loans.	
DEBTS OUTSTANDING	
There were no debts outstanding.	
S137 PAYMENTS	
Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £3.50 per head of electorate for the benefit of people in the area on activities not specifically authorised by other powers. The limits for this Council in the year ended 31 st March 2016 was: £85.50 (Approx: 1655 electorate).	
ADVERTISING AND PUBLICITY	There were no costs incurred during this year.

CAPEL-LE-FERNE PARISH COUNCIL
BANK RECONCILIATION 2015 - 2016
Prepared by: M Leppard – Year End Date: 31st March 2016

Bank Balances per Bank Statements as at 31st March 2016		
Reserve Account – 59287802	4661.68	
Current Account – 085003346	1535.52	
Community Project Account – 48117161	728.43	
Other Accounts	0.00	
SUB-TOTAL	6925.63	
Less Unpresented cheques at 31 st March 2016		
Cheque 1509	50.00	
Cheque 1510	11.00	
Direct Debit	183.00	
Add Unpresented Income at 31 st March 2016	0.00	
NET BALANCES AS AT 31ST MARCH 2016	6681.63	

The net balances reconcile to the Cash Book (receipts and payments accounts for the year as follows:	
Opening Balance 1st April 2015	15,336.64
Add: Receipts in the Year	30,646.51
Less: Payments in the Year	(39,301.52)
Closing Balance per cash book (receipts and payments book) as at 31st March 2016 (<i>must equal net balances above</i>)	6,681.63

APPROVED BY COUNCIL ON:	17th May 2016
SIGNED: (Chairman)	
SIGNED: (Responsible Finance Officer)	