

# TYDD ST GILES PARISH COUNCIL

*Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS*

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Clerk D Gibbs

5<sup>th</sup> May 2023

## **To Members of the Public and Press**

You are invited to attend the Annual Meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 11<sup>th</sup> May 2023 at 7.30pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend this meeting. A period not exceeding 15 minutes is made available at the beginning of the meeting, where residents so require, to enable a Public Forum to take place.

Yours sincerely

*D Gibbs*

Clerk/Proper Officer

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## **A G E N D A**

All members are reminded that they need to declare any personal or prejudicial interest and reason before an item discussed at this meeting, under the Model Code of Conduct Order 2001 No 3576.

### **Apologies for Absence**

*To receive and consider apologies for absence on behalf of those members not present.*

### **001/23 Election of Chairman for the Municipal Year 2023/24**

*To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office.*

### **002/23 Election of Vice Chairman for the Municipal Year 2023/24**

*To elect the Vice Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office.*

### **003/23 Acceptance of Office**

*To receive signed declarations of acceptance of office from all members of the Council.*

### **004/23 Chairman's Announcements**

*To receive such announcements as the Chairman may wish to make to the Council.*

### **005/23 Urgent Items**

*The Chairman to report upon additional items for consideration which the Chairman deems urgent by virtue of the special circumstances now specified.*

### **006/23 Membership of the Council**

*To consider requests from eligible individuals for co-option to the two vacant positions on the Council.*

### **007/23 Annual Meeting of the Parish Council**

*To consider and resolve on the following matters:*

- a) *Review of delegation arrangements to committees*
- b) *Review of terms of reference and membership of the Planning Committee*
- c) *Review and confirmation of standing orders and financial regulations*
- d) *Confirmation of insurance arrangements*
- e) *Review of the Council's subscriptions to other bodies*
- f) *Appointment of an Armed Forces Champion*
- g) *Confirmation of the Council's register of assets as at 31<sup>st</sup> March 2023*
- h) *Confirmation of meeting dates for the municipal year. The following are suggested - 13 July, 14 September, 9 November, 11 January, 14 March, 9 May*

### **008/23 Confirmation of Minutes**

- a) *To consider and confirm the minutes of the Parish Council meeting held on 9<sup>th</sup> March 2023*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on 27<sup>th</sup> April 2023*

### **009/23 Matters Arising**

*To receive updates on the following items:*

- a) *Drainage issues - minute 094/22 (a)*
- b) *Sewage pumping plant - minute 101/22(a)*

### **010/23 Police Matters**

*To receive a report on policing matters in the area since the last meeting.*

### **011/23 Cambridgeshire County Councillor Report**

*To receive a report from Cllr Simon King.*

### **012/23 Fenland District Councillor Report**

*To receive reports from Cllrs Samantha Clark and Chris Seaton.*

### **013/23 Clerk's Report**

*To receive a report on meetings attended, correspondence received and local issues.*

### **014/23 Reports from Members**

*To receive updates on the following matters from the Clerk and members of the Council:*

- a) *Communications*
- b) *Highways*
- c) *Street Lights*
- d) *Churchyard*
- e) *Trees*
- f) *Foul Anchor*
- g) *Community Centre*
- h) *Tydd Waterway Path*

### **015/23 Member and Parishioner Issues**

*To discuss the following matter brought to the attention of the Council by Members or Parishioners:-  
Black Dike Footbridge - arson damage*

### **016/23 Play Equipment Safety Inspection**

- a) *To consider the RoSPA Playsafety Safety Inspection Report on the Recreation Ground and to agree an action plan to address issues raised.*
- b) *To confirm arrangements for the regular inspection of the play equipment.*

### 017/23 Annual Parish Meeting

*To review the recent Annual Parish Meeting and to discuss issues raised.*

### 018/23 Finance

- a) *To approve the internal accounts for 2022/23*
- b) *To review and approve the Governance and Management Risk Assessment*
- c) *To approve the Internal Audit Report and agree an action plan to address issues raised (if any)*
- d) *To approve the Annual Governance Statement 2022/23*
- e) *To approve the Accounting Statements 2022/23*
- f) *To confirm the dates of the period for the exercise of public rights*
- g) *To confirm the appointment of Ivan Cooper as Internal Auditor for 2023/24*
- h) *To receive an updated financial statement for the period to the end of April*
- i) *To note the following sums received since the last meeting:*
  - Barclays Bank (interest).....£ 25.73
  - HMRC (VAT refund) .....£ 6,516.98
  - Fenland District Council (precept instalment).....£ 7,500.00
- j) *To ratify the following payments issued since the last meeting:*
  - NEST (pension contributions) .....£ 277.60
  - The CGM Group (East Anglia) Ltd (grounds maintenance) .....£ 497.32
  - Tydd St Giles CC & RG (hall hire) .....£ 64.00
  - Playsafety Ltd (play equipment inspection) .....£ 115.20
  - T Doyle (expenses re coronation event) .....£ 1,764.04
- k) *To approve the following payments:*
  - D Gibbs (salary April and May) .....£ 1,418.76
  - The CGM Group (East Anglia) Ltd (grounds maintenance) .....£ 445.72
  - CAPALC Ltd (affiliation fee).....£ 494.66
  - North Level District Internal Drainage Board (drainage rates) .....£ 569.95
  - I Cooper (audit fee).....£ 150.00

### 019/23 Date of Next Meeting

*To confirm the date and time of the next meeting of the Council:  
Thursday 13<sup>th</sup> July at 7.30pm is suggested.*

# **Tydd St Giles Parish Council**

## **Planning Committee Terms of Reference**

### **Objective**

- i. Tydd St Giles Parish Council is a statutory consultee in respect of planning applications received by Fenland District Council relating to the Parish of Tydd St Giles.
- ii. The Planning Committee is constituted to consider and respond to planning applications and other planning consultations on behalf of the Parish Council.
- iii. All matters relating to the Planning Committee shall be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

### **Membership**

- i. Membership shall comprise all members of the Parish Council to be reviewed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council shall be *ex-officio* members of the Planning Committee.
- iii. A quorum shall consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee shall be elected by the Committee at its first meeting after the Annual Parish Council meeting.

### **Meetings**

- i. The Committee shall meet as required when consulted by the relevant planning authorities.
- ii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iii. A minimum of three clear days notice shall be given for each meeting.
- iv. The Committee shall ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

### **Decisions**

- i. Minutes of all meetings shall be compiled by the Clerk and distributed to the members of the Committee.
- ii. A record of all planning applications, together with the responses and eventual outcome, shall be reported to the Parish Council and noted in the Council's minutes.
- iii. The Clerk shall communicate the Committee's decision in respect of each application considered to Fenland District Council within the designated consultation period.

### **Review**

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.





An Enduring Covenant Between

The People of the United Kingdom  
Her Majesty's Government

&

All those who serve or have served in the Armed Forces of  
the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution.

This has no greater expression than in upholding this Covenant.

## **Principles of the Armed Forces Covenant**

The Armed Forces Covenant is a statement of mutual support between a civilian community and its local Armed Forces Community.

The Armed Forces Covenant is based upon two key principles:

- The Armed Forces Community should not face disadvantage compared to other citizens in the provision of public and commercial services.
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

The purpose of this Covenant is to encourage support for the Armed Forces Community working and residing within your town or parish and to recognise and remember the sacrifices they make. This includes in-Service and ex-Service personnel, their families and widow(er)s.

The Armed Forces Covenant a signal of your Council's support for the Armed Forces Community and its willingness to support initiatives aimed at improving outcomes for the Armed Forces Community.

For the Armed Forces Community, the Covenant encourages the integration of Service life into civilian life and encourages members to help their local community.

## **Aims of the Covenant**

The Armed Forces Covenant defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces Community.

It aims to encourage all parties within a community to offer support to the local Armed Forces Community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the third sector. These organisations already work together in partnership at the local level.

The scheme is intended to be a two-way arrangement and members of the Armed Forces Community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

Examples of the kinds of initiatives you are supporting, or will support, that benefit your Armed Forces Community.

- Appoint an Armed Forces Champion from among your members to promote support for the Armed Forces Community.
- Promote the fact that you are an Armed Forces-friendly Council to your members and the wider public.
- Develop stronger links with local service base personnel and Armed Forces Community members to understand issues that service life provides.
- Commit to support and adapt processes for Service Personnel and their families in the provision of Town/Parish Services to mitigate disadvantage.
- Consider how you can support the employment of members of the Armed Forces Community, including by working with local businesses.
- Ensure upkeep of war memorials and war graves (with support from the Commonwealth War Graves Commission).
- Support or promote Armed Forces events such as Armed Forces Day/Week, Reserves Day, the Poppy Appeal and Remembrance activities.
- Run, facilitate or promote support networks (e.g. coffee mornings, breakfast clubs) for veterans and other members of your Armed Forces Community.
- Engage with and support your local RBL branch and other local Armed Forces charities (for example, by considering whether an empty shop in your neighbourhood could be used as a hub).
- Encourage local businesses to consider offering discounts to members of the Armed Forces Community.
- Signpost members of the Armed Forces Community to available support.
- Take part in Armed Forces or Covenant activities run by your principal Council.
- Enhance your digital presence with information and signposting about and for the Armed Forces Community.

If you would like to know more or start the process of signing up to the Armed Forces Covenant please contact Tommy Kelly, Armed Forces Covenant Officer for Cambridgeshire County Council and Peterborough City Council.

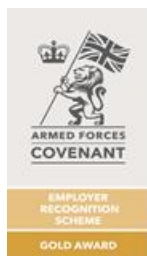
Tommy Kelly  
Armed Forces Covenant Officer  
Cambridgeshire and Peterborough

Think Communities Team  
Cambridgeshire County Council

Mobile: 07747 369996

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Proudly  
supporting  
those  
who  
serve



**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2023**  
**Supporting Notes**

**1 ASSETS**

During the year the Council purchased a Platinum Jubilee plaque at a cost of £775, 3 dog bins at a cost of £503 and a litter bin at a cost of £305.

At 31st March 2023 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
17.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

Other Fixed Assets

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Replacement lights 2021/22	£	2,156.00
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - four	£	1,116
Dog Bins	£	1,314
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,153
Defibrillators	£	4,570
MVAS Speed Sign	£	786
Platinum Jubilee plaque	£	775
Litter bin	£	305
	<b>£</b>	<b>404,242</b>

# TYDD ST GILES PARISH COUNCIL

## Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 9<sup>th</sup> March 2023

**Present** - Cllr T Doyle (Chairman), Cllr M Carter, Cllr B Luck, Cllr G Mathias, Cllr A Renshaw, Cllr S King (CCC), Cllr S Clark (FDC), Cllr C Seaton (FDC), D Gibbs (Clerk), 11 members of the public

**Apologies for Absence** - Cllr K Malin,

**Public Time** - Mr Cooper advised members that there had been further problems with the sewage system in Cornfields. Residents believe that the pipe behind properties in Newgate Road might be blocked. The Clerk offered to discuss this matter with Clarion Housing Group, as they are responsible for the system.

A resident asked why the Council had not purchased child-shaped no parking signs to be used outside the school, as previously discussed. The Chairman explained that the signs would need to be moved in and out of the school on a daily basis and concern had been expressed regarding the feasibility of doing this. The Police will be visiting the school to talk to parents about unauthorised parking.

### **091/22 Chairman's Announcements**

The Chairman welcomed everybody to the meeting.

### **092/22 Urgent Items**

None.

### **093/22 Confirmation of Minutes**

RESOLVED - that the minutes of the meeting held on Thursday 12<sup>th</sup> January 2023 be agreed and signed as a true and accurate record.

### **094/22 Matters Arising**

- a) Drainage Issues - The pipes pumping water onto Hockland Road have been redirected to another location, but a long term solution is still required. The Clerk has discussed this with the County Council's Flood Officer.
- b) Dog bin in Eaudyke Bank - The Clerk reported that the existing bin is being used in its current location, so relocating it elsewhere is not an option. It was noted that a spare bin exists at the top of High Broadgate, which could be relocated to the proposed location in Eaudyke Bank.

### **095/22 Police Matters**

The Clerk reported that no meetings had taken place.

### **096/22 Cambridgeshire County Councillor Report**

Cllr King advised members that it is hoped that civil parking enforcement will commence later this year, which may alleviate some of the issues relating to parking around schools, with more regular enforcement and higher penalties. The replacement of cats eyes on Church Lane is being considered against the Highways Operating Standards criteria.

The new process for applying for funding to introduce 20mph speed limits will open in February and run until April. This is separate from the current LHI process.

### **097/22 Fenland District Councillor Reports**

Cllr Seaton reported that the District Council has agreed to a reduction of 2% in Council Tax bills after four years with no increase. Other elements of the Council Tax will increase and a new Mayoral precept will be introduced, so overall bills will be higher. The Transport Access Group will undertake an audit of village footpaths over several years, prioritised in alphabetical order. The towns are represented on this group, but there is currently no parish representative, so a vacancy exists.

Cllr Luck noted that he had tried to contact the officer responsible for the Action on Energy scheme for an update on progress, but had not received a response. Cllr Seaton offered to follow this up and report to Cllr Luck.

### **098/22 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including webinars on community led housing and village hall energy costs, an FDC cost of living support event and an election briefing. Correspondence included details of free Run for Fun sessions and wellbeing walks, vacancies for polling staff at the elections, the re-launch of the Home Energy Support Service and the Great British Spring Clean.

### **099/22 Play Area Working Group**

No further update. In response to a question from a resident, Cllr Mathias reported that the Group had been working on technical aspects, considering design issues and funding sources.

### **100/22 Data Gathering and Digital Mapping**

Cllr Luck reported that the parish level data from the 2021 National Census is still to be released. Recent improvements to the mapping software include enhanced energy performance certificate data and more aerial photographs.

### **101/22 Member and Parishioner Issues**

- a) Sewage pumping system, Newgate Road - Discussed during Public Time above.
- b) Defibrillators - The Clerk reported that a new battery has been installed in the Community Centre defibrillator, but the device must be sent away for a software upgrade. It is hoped that a temporary loan device will be made available. Pure Leisure has confirmed that they will take responsibility for the Golf Club defibrillator and may replace it with a more up-to-date model. The Foul Anchor defibrillator is working, but there is no electricity supply to the telephone box. The Clerk is trying to have the supply reinstated. A resident asked about defibrillator location signs that were supplied several years ago, but it is not clear what happened to them.
- c) Coronation of The King and The Queen Consort - The Chairman outlined plans for events to celebrate the coronation, including a family street party, a church service, a litter pick and a churchyard working party.

### **102/22 Planning**

Members considered the following applications:-

F/YR23/0136/F - Erect a part 2-storey/single storey rear extension to existing dwelling - The Coach House, Main Road, Tydd Gote

Members resolved to offer no objection.

F/YR23/0186/TRTPO - Works to 1no Holme Oak tree covered by TPO 10/1990 - The Gatehouse, Kirkgate, Tydd St Giles

Members resolved to offer no objection.

Members noted the following application:-

F/YR23/0162/PNC04 - Change of use of agricultural store to 1 x dwelling (single-storey 1-bed) (Class Q (a) and (b)) - Building South of Windy Willows, Church Lane, Tydd St Giles

The Parish Council is not a consultee on Class Q applications.

### **103/22 Finance**

a) The Clerk presented the financial statement as at the end of February showing income of £26,476.15, expenditure of £22,439.68, resulting in a surplus of £4,036.47 and funds held of £35,800.36.

b) Members ratified the following payment issued since the last meeting:-

NEST (pension contributions) .....	£ 277.60
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c) Members approved the following payments:-

D Gibbs (salary February and March) .....	£ 1,418.76
D Gibbs (expenses) .....	£ 712.08
	£ 2,130.84

d) Members considered a quotation from ProEdge Construction for the resurfacing of the narrow path to St Giles Church from Church Lane. They resolved to proceed with the works to the path and to the area immediately outside the church door, totalling £3,265.

e) Members considered a quotation from the District Council's contractor for the replacement of street light Newgate Road PC4. They resolved to relocate the light closer to the Broad Drove East junction and to accept the quotation of £2,714.74.

f) The Clerk advised members of donations made under Section 137 in previous years and reported that a request had been received from community transport provider FACT. They agreed to defer this item to the next meeting.

g) The Clerk advised members that the proposed new bank account with NatWest would not benefit from free banking, so a charge of 35p per item would be levied. This would amount to around £20 per year. Members resolved to continue with the application on this basis.

### **104/22 Policies and Procedures**

Members reviewed the following policies and procedures and resolved to re-adopt them:

a) Equality and Diversity Policy

b) Homeworking Policy

c) Expenses Policy

### **105/22 Annual Parish Meeting**

Members discussed the date, format and content of the Annual Parish Meeting. The meeting will take place on Thursday 27<sup>th</sup> April. Members asked the Clerk to invite speakers from Cambridgeshire Police, Neighbourhood Watch and the District Council's Emergency Planning Officer.



## **106/22 Allotments**

Cllr Mathias reported that he has considered several potential sites. Whilst the initial response from residents was positive, it now appears that only three plots are required, which he considered not to be a viable number. More applicants are required to enable a viable site to be developed.

## **107/22 Reports from Members**

- a) Communications - Cllr Doyle explained that alongside the website, the Council currently uses two notice boards and a Facebook page. The Facebook page is purely for information, not for dialogue. The Parish Council does not engage in discussions via the village Facebook page. These protocols will be reviewed after the election.
- b) Highways - Cllr Mathias reported that he will carry out another inspection in June or July.
- c) Street Lights - Cllr Luck reported that 5 faults are outstanding, but no new faults have been recorded.
- d) Churchyard - The works to the church path agreed under 103/22(d) will be funded from the tree works budget, so the proposed tree works will be deferred until the next financial year.
- e) Trees - nothing further to report.
- f) Foul Anchor - the Payback team will attend in May.
- g) Community Centre - Cllr Carter outlined the plans for the community celebration on the Sunday of the Coronation weekend.
- h) Waterway Walk - The enclosed sections of the permissive path have re-opened and dog walkers will be monitored for compliance with the rules.

## **108/22 Local Council Elections**

The Clerk outlined the timetable for the elections and the process for seeking nomination to the Parish or District Councils. The notice of election will be published on 20<sup>th</sup> March and the deadline for nomination is 4<sup>th</sup> April.

## **109/22 Date of Next Meeting**

The Annual Parish Meeting will take place on Thursday 27<sup>th</sup> April at 7.30pm in the Community Centre.

The Annual Meeting of the Parish Council will take place on Thursday 11<sup>th</sup> May at 7.30pm in the Community Centre.

The meeting closed at 8.35pm

# TYDD ST GILES PARISH COUNCIL

## Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 27<sup>th</sup> April 2023

**Present** - Cllr T Doyle (Chairman), Cllr M Carter, Cllr B Luck, Cllr G Mathias, Cllr A Renshaw, D Gibbs (Clerk), 10 members of the public

### **042/22 Apologies for Absence**

Cllr K Malin

### **043/22 Planning Applications**

F/YR23/0264/F - Formation of a manège - Land South East of Cherry Grove, Swallow Lane, Four Gotes

Members resolved to offer no objection.

F/YR23/0280/F - Erect 1 x dwelling (2-storey 3-bed) and garage, and the formation of a new access - Land South of Elton House, Church Lane, Tydd St Giles

Whilst members had no objections to the residential element of the proposed dwelling, they felt that the gable end of the garage and its proximity to the highway presents an unacceptable visual intrusion in the streetscape. There is a precedent for garages to the front of properties within the adjoining Cornfields development, however these garages are set back from the carriageway by approximately 9 metres. The front boundary treatment is a low privet hedge and the existing trees will be lost as part of the development, leaving no screening of a blank wall extending almost two storeys high.

### **044/22 Planning Appeal**

F/YR22/0674/O - Land West of Pitt Cottage, Fold Lane, Tydd St Giles

Members reviewed their previous response to this application and agreed that it covered all of their objections, so no further submission was required.

### **045/22 Update on Recent Planning Applications**

F/YR22/0368/F at Tydd Golf Club is pending.

F/YR22/0525/F at Kilhams Farm, Four Gotes was granted.

F/YR22/0724/F Retail development at Land South West of Sapphire Close is pending.

F/YR22/0746/O at Land East of Allenby Farm, Broad Drove West was refused.

F/YR22/0935/O at Land East of Shallon, Cats Lane was refused.

F/YR22/1005/VOC at Land North of Hollingworth House, Hockland Road is pending.

F/YR22/1223/F at Land East of Field House, Hockland Road was granted.

F/YR22/1264/TRTPO at The Hollies, Hannath Road, Tydd Gote was granted.

F/YR22/1312/F at Hedgerows and Faydell, Kirkgate was refused.

F/YR22/1336/F at The Gatehouse, Kirkgate was granted.

F/YR22/1340/TRTPO at Sycamore Lodge, Broad Drove East was granted.

F/YR22/1355/TRTPO at Land North of Hollingworth House, Hockland Road, fronting Cats Lane was refused.

F/YR22/1358/TRTPO at The Hollies, Hannath Road, Tydd Gote was withdrawn.

F/YR23/0011/F and F/YR23/0012/LB Hannath Hall, Hannath Road, Tydd Gote were granted.

F/YR23/0136/F at The Coach House, Main Road, Tydd Gote is pending.

F/YR23/0186/TRTPO at The Gatehouse, Kirkgate is pending.

F/YR22/1377/PNC04 at Building South of Windy Willows, Church Lane was refused.

F/YR23/0162/PNC04 at Building South of Windy Willows, Church Lane, was granted with conditions.

#### **046/22 Other Planning Matters**

None.

DRAFT

<b>Agenda Item No.</b>	013/23	<b>TYDD ST GILES PARISH COUNCIL</b>
<b>Meeting Date</b>	11 May 2023	
<b>Report Title</b>	Clerk's Report	

### 1. Purpose of Report

To report on meetings attended and correspondence received.

### 2. Key Issues

#### Meetings attended:

Cambridgeshire Police - 10 March

#### Correspondence received:

Cambridgeshire County Council – Cambridgeshire Matters newsletter, highway events diary, LHI feasibility report, LHI panel meeting 17 May

Fenland District Council – Community Safety Team newsletter, dates of civic events, free beginner fitness classes

NALC – bulletins, newsletters

CAPALC – monthly bulletin, training programme, affiliation invitation

NHS – Cambridgeshire & Peterborough Integrated Care System stakeholder newsletter, Cambridgeshire & Peterborough NHS Foundation Trust Dementia Carers Support Service appeal for volunteers

Cambridgeshire ACRE – Staying in Touch newsletter, webinar for Rural Housing Week

Queen Elizabeth Hospital – modernising our hospital newsletter

RoSPA Playsafety – play equipment inspection report

PKF Littlejohn LLP – external audit instructions

### 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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Date of Inspection 24/4/23

Enplate Number	Street Road Name	FAULT REPORTED	TYPE OF FAULT	FAULT JOB REF. (IF KNOWN)	STILL NOT FIXED	FAULT (seen to be) FIXED	COMMENT/Summary for the period ending	Further Comment	Days since first reported
PC1	BEDFORD ROW								
PC2	BEDFORD ROW								
PC1	BROAD DROVE EAST								
PC2	BROAD DROVE EAST								
PC1	CHAPEL LANE								
PC1	CHURCH LANE								
PC2	CHURCH LANE								
PC3	CHURCH LANE								
PC4	CHURCH LANE								
PC5	CHURCH LANE								
PC5A	CHURCH LANE	18/05/2022	Not working	21698	24/04/23		"reported, 18.05.22 to our contractor"	chased FDC 6/9	341
PC6	CHURCH LANE								
PC7	CHURCH LANE								
PC8	CHURCH LANE								
PC1	FIELD AVENUE								
PC2	FIELD AVENUE								
PC2A	FIELD AVENUE								
PC3	FIELD AVENUE								
PC4	FIELD AVENUE								
FPC2	FRONT RD	20/12/2021	Not working	21383	24/04/23		Ironically, FPC1 IS working!!	chased FDC 6/9	490
PC1	HIGH BROADGATE								
PC2	HIGH BROADGATE	19-Apr	Parishioner reported		24/04/23		And reported by me, online, for the THIRD time		
PC3	HIGH BROADGATE								
PC4	HIGH BROADGATE								
PC5	HIGH BROADGATE								
PC6	HIGH BROADGATE								
PC1	HOCKLAND ROAD								
PC2	HOCKLAND ROAD	03/04/23	Not working	22921	24/04/23				21
PC3	HOCKLAND ROAD								
PC4	HOCKLAND ROAD								
PC5	HOCKLAND ROAD								
PC1	KIRKGATE								
PC2	KIRKGATE								
PC3	KIRKGATE								
PC4	KIRKGATE	18/10/2022	Not working		24/04/23		FDC don't recognise this light.	Dave dealing	188
PC3	MIDDLE BROAD DROVE								
PC1	NEWGATE ROAD								
PC2	NEWGATE ROAD								
PC3	NEWGATE ROAD								
PC4	NEWGATE ROAD	12/10/2021	No light	21122	24/04/23		New quotes requested 19/5/22	Chased Dave 6/9	559
PC2	REDGATE RD (not FRONT ROAD)								
PC4	CHURCH LANE	Missing							



# Safety Inspection Report

Annual Inspection

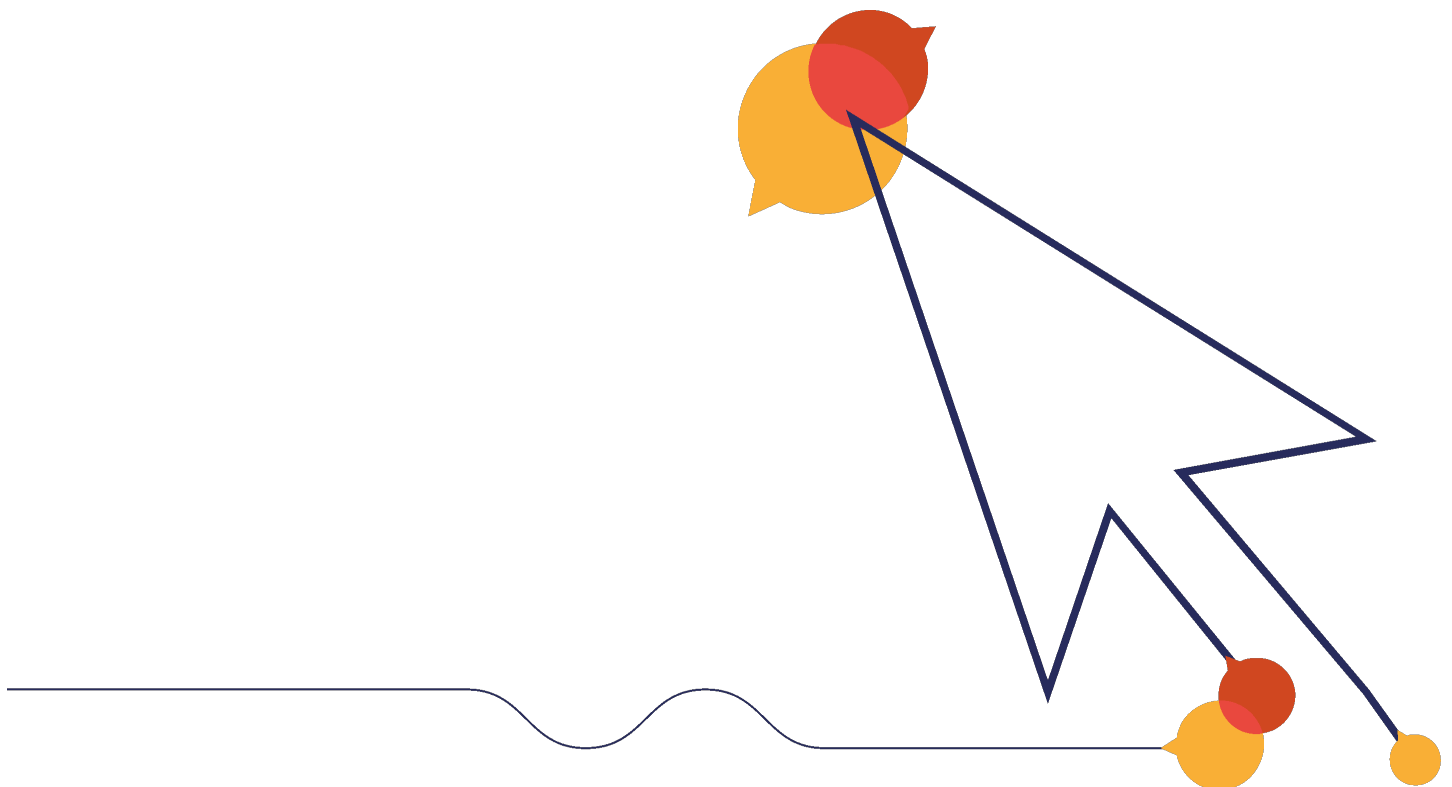
## Tydd St Giles Recreation Ground

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Tydd St Giles Parish Council

11 April 2023



# Safety Inspection Report

## Annual Inspection

Site name: **Tydd St Giles Recreation Ground**  
Date of inspection: **11 April 2023**  
Inspector: **David Owen**



## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

---

**Sample Asset Name** 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level:  
█ Low

Potential risk score reduction:  
█ 1

Remedial tasks:  
█ 1



Surface: Grass

**Standards:**  5  
EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

<b>Description</b> Item is rusting in places.	Risk level: <span style="color: green;">█</span> Low
<b>Tasks</b> Replace.	Risk score: <span style="color: green;">█</span> 7
<b>Note</b> Two of the frame washers are rusting.	

**Finding Photos**

asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07



# Seating - Mixture



**Risk level:**  
Medium

**Potential risk score reduction:**  
6

**Remedial tasks:**  
2

Innate risk level: 3  
Actual risk level: 9

## Maintenance Finding

### Description

Bolt is missing.

### Tasks

Replace.

### Note

Bolts and caps missing.

**Risk level:**  
Medium

**Risk score:**  
9

### Finding Photos



## Maintenance Finding

### Description

Timber is decayed.

### Tasks

Replace affected parts.

### Note

Timber frame decaying.

Risk level:

 Medium

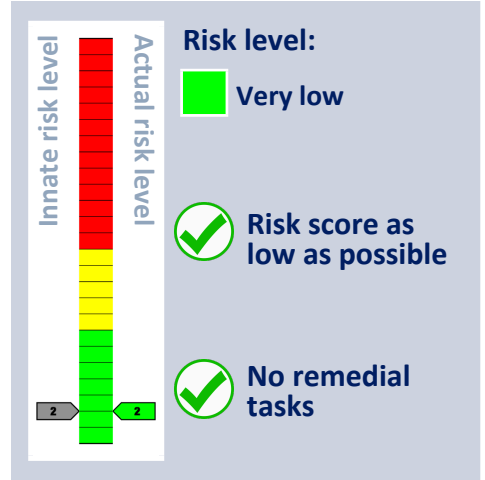
Risk score:

 9

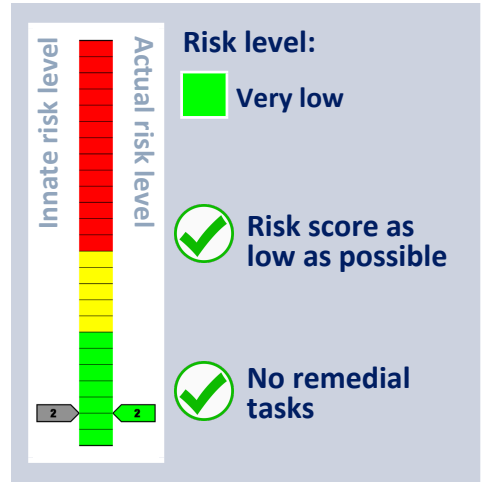
### Finding Photos



# Signage - Ownership



# Litter Bin





# Slide - Embankment

Manufactured by (Unknown)



**Risk level:**  
Low

**Risk score as low as possible**

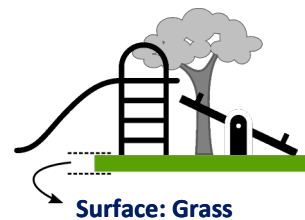
**Remedial tasks:**  
1

## Standards:



EN 1176-1:2017, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

There is significant corrosion on this item.

### Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

**Risk level:**

Low

**Risk score:**

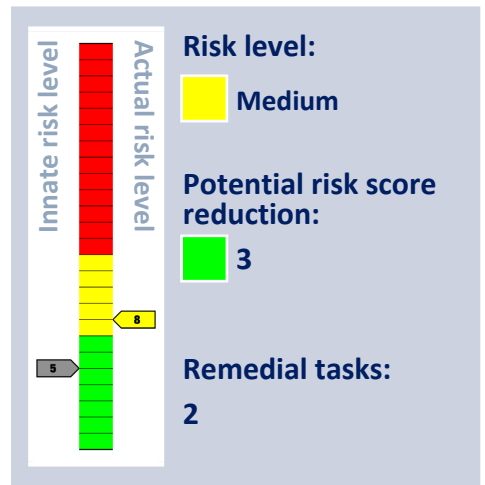
5

### Finding Photos



# Cableway - Seated

Manufactured by Proludic Ltd



## Standards:



EN 1176-1:2017, EN 1176-4:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

Cap missing.

### Tasks

Replace.

**Risk level:**

Very low

**Risk score:**

2

## Finding Photos



## Standard Compliance Finding

### Description

It is considered that the runway will have insufficient ground clearance under seat.

### Tasks

Modify to give a minimum 350 mm clearance under load.

### Note

Seat is low when fully loaded.

Risk level:

 Medium

Risk score:

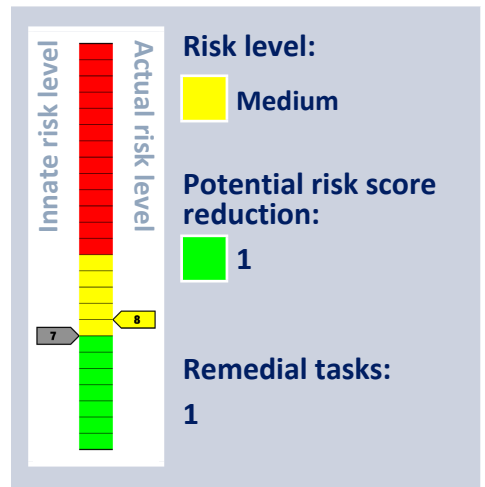
 8

### Finding Photos



# Multiplay - Climber

Manufactured by Proludic Ltd



## Standards:



EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

### Tasks

The protective surface under all bars and rings must be kept in good condition.

Risk level:

Medium

Risk score:

8

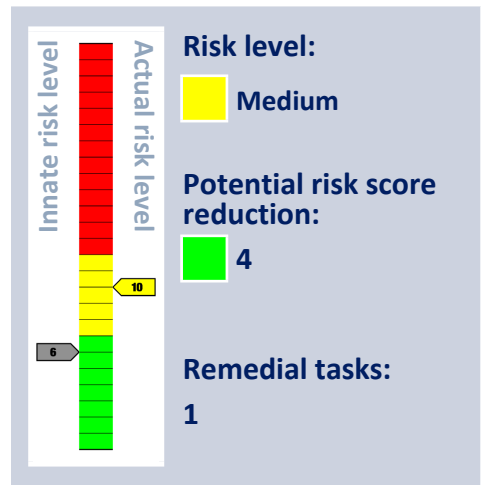
### Finding Photos





# Rocker - Sweeping Seesaw - Gyro Spiral

Manufactured by Proludic Ltd



## Standards:



EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Bolt(s) missing.

### Tasks

Replace missing bolt(s).

### Note

Bolt missing and others loose.

**Risk level:**

Medium

**Risk score:**

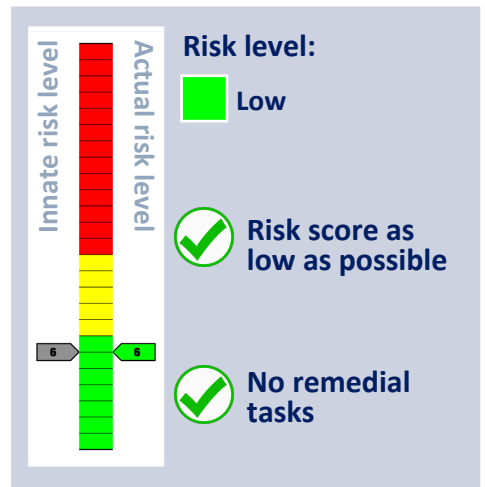
10

## Finding Photos



# Carousel - Overhead

Manufactured by Proludic Ltd



## Standards:



EN 1176-1:2017, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



# Goal Post - Football - 5-A-Side

Manufactured by (Unknown)



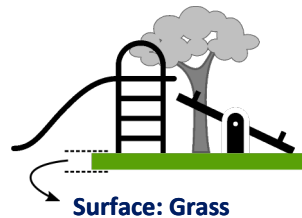
**Innate risk level** (vertical scale from green to red)

**Actual risk level** (yellow bar with '8' on both ends)

**Risk level:** Medium

**Risk score as low as possible** (checkmark icon)

**Remedial tasks:** 2



## Standards:

BS 8461:2005+A1:2009, EN 16579:2018

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Additional comments are noted below.

### Tasks

Read the notes for further action.

### Note

Goal should be secured to the ground.

**Risk level:** Low

**Risk score:** 6

### Finding Photos





## Maintenance Finding

### Description

There is significant corrosion on this item.

### Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level:

■ Low

Risk score:

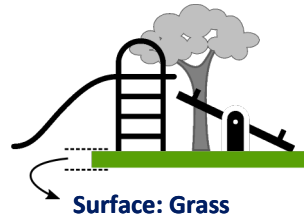
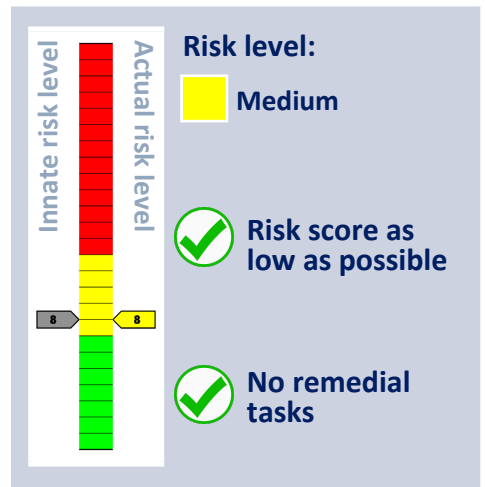
■ 6

### Finding Photos



# Kick Wall

Manufactured by (Unknown)



## Standards:

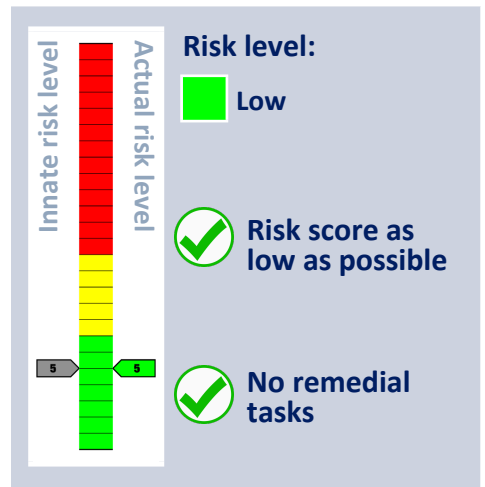


EN 15312:2007+A1:2010, None

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Swing - Junior - 1 Bay 2 Seat

Manufactured by Proludic Ltd



## Standards:



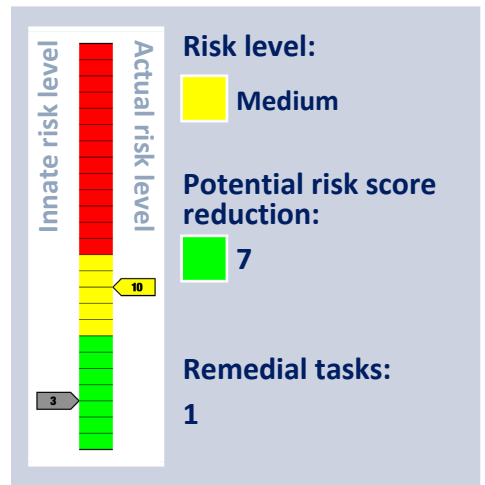
EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



# Swing - Toddler - 1 Bay 2 Seat

Manufactured by Proludic Ltd



## Standards:



EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Corrosion in cradle seat top frame could lead to sudden failure of the seat.

### Tasks

Investigate and replace as necessary.

### Note

Seats are cracking and the frame beneath is corroding.

### Risk level:

Medium

### Risk score:

10

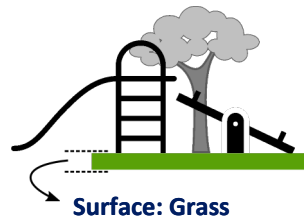
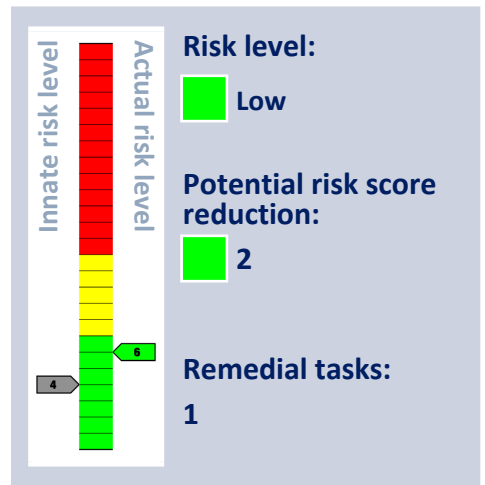
## Finding Photos





# Agility - Stepping Logs

Manufactured by (Unknown)



## Standards:



EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Strimmer damage to supports is likely to accelerate timber rot.

### Tasks

Prevent further damage.

Risk level:

Low

Risk score:

6

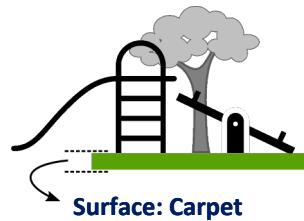
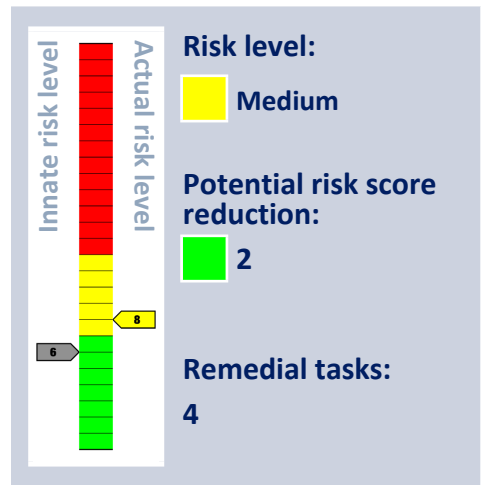
## Finding Photos





# Multiplay - Junior

Manufactured by (Unknown)



## Standards:



EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Wire is exposed.

### Tasks

Read the notes for further action.

### Note

Rope wire exposed, regularly inspect for broken, sharp wires and replace if found.

**Risk level:**

Low

**Risk score:**

7

### Finding Photos



## Maintenance Finding

### Description

There is significant corrosion on this item.

### Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

### Note

Metalwork rusting.

Risk level:

 Low

Risk score:

 6

### Finding Photos



## Maintenance Finding

### Description

Surface needs repair.

### Tasks

Repair.

### Note

Joints are opening up.

Risk level:

See finding details

### Finding Photos



# Maintenance Finding

## Description

Timber is decayed.

## Tasks

Replace affected parts.

## Note

Post decaying.

Risk level:

 Medium

Risk score:

 8

## Finding Photos



## General Notes

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The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

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It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 =$  low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 =$  low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.





## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.





## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

# EN 1176 Notes – Summary of Requirements

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## **PROTECTION AGAINST INJURIES IN THE FREE SPACE**

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

## **PROTECTION AGAINST INJURIES IN THE FALLING SPACE**

- \* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

## **PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT**

- \* No unexpected obstacles

## **SURFACING SAFETY REQUIREMENTS**

- \* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

## **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- \* Requirements for easily accessible equipment

## **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

## **FIBRE ROPES**

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

## **WIRE ROPES**

- \* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

## **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

## **SWINGING SUSPENDED ROPES**

- \* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

## **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

## **ENTRAPMENTS**

- \* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

## **BRIDGES**

- \* The space between the flexible bridge and rigid sides should be not less than 230mm

## **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

## **FINGER ENTRAPMENTS**

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- \* Tube ends should be securely enclosed and removable only with tools
  - \* Moving gaps should not close to less than 12mm

## **BARRIERS AND GUARD-RAILS**

- \* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill

## **HAND-RAILS**

- \* Where required they should be between 600 and 850mm above the standing surface

## **EQUIPMENT FOR UNDER 3'S**

- \* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

## **EQUIPMENT FOR OVER 3'S**

- \* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

## **MEANS OF ACCESS**

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^\circ$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# EN 1176 Notes – Summary of Requirements

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## SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flat seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single point swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

### SURFACING REQUIREMENTS

Forward and Back

\* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

\* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

\* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

\* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

\* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

RUN -OUTS

\* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

\* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

\* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \*

Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

\* 2m either side of main cable

## ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm

### SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

# EN 1176 Notes – Summary of Requirements

---

\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

## **MINIMUM SPACE**

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m ; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

## **SURFACING REQUIREMENTS**

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

## **ROCKING ITEMS**

### **DEFINITIONS**

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

### **SAFETY REQUIREMENTS**

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

### **MINIMUM SPACE**

\* 1000mm between items at maximum movement.

### **SURFACING REQUIREMENTS**

There are no special extra requirements for surfacing areas

## **INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION**

### **SAFETY**

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible \* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

### **INSPECTION**

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

### **ROUTINE MAINTENANCE**

\* Basic routine maintenance details should be supplied by the manufacturer

### **CORRECTIVE MAINTENANCE**

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person

# EN 16579 Notes – Summary of Requirements

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## Introduction

The standard EN 16579:2018 was published in January 2018 and covers portable and permanent socketed playing field goals used for competition, training or recreational play, including indoors and outdoors. It specifies the functional and safety requirements and test methods for all types of permanent goals, apart from those covered by other standards (including EN 748 (full size football), EN 749 (handball), EN 750 (hockey), EN 1270 (basketball), EN 15312 (free access multi sports), EN 16664 (lightweight goals), inflatable goals, children's toy goals).

With the introduction of new standards, it is inevitable that some older units will be non-compliant. The standards are not mandatory in law, nor retrospective in action, but non-compliances should be noted, and action taken where the risk justifies it.

## General Requirements

Goals should be used as complete units, but nets are optional.

They are classified into Category A (football/hockey type) and Category B (Rugby type), with many sub-categories based on size, weight and portability.

The units must be made of suitable materials, to ensure the goal remains fit for purpose throughout its lifetime.

## Strength and Stability Requirements

Goals must meet stability and strength tests. These include vertical and horizontal loading to test for strength and stability.

## Entrapments

Goals must be free of crushing and shearing hazards between parts during use, transportation and storage. The entrapment requirements and test methods are similar to those for children's playground equipment.

## Net and Net Fixings

The net fixings must be suitably strong and must not create entrapments. Metal cup hooks and metal spring cup hooks must not be used, as they present a risk to fingers and hands.

Net sizes are specified, with maxima of 100 mm for football and 45 mm for hockey.

## Instructions and Marking

The manufacturer should provide instructions for the correct and safe assembly, installation, transportation, storage and maintenance of the goals and any associated anchoring systems.

Warning labels must be attached to goals. They should include information on checks, security, no climbing and the weight of the goal.

## Inspection and Maintenance

The manufacturer should provide information on how often to inspect the goals, and what to inspect for.

A routine visual check should be undertaken before each use, to check for things such as damage to the frame, lack of anchoring, damaged fittings and nets, any incorrect additions.

An operational inspection should be carried out at least every 6 months or more often if the manufacturer recommends it. This should include more stringent tests.

An annual main inspection should be carried out.

If any defect is found which requires stability and strength testing, then the goal must be taken out of use until such testing is done.

We can provide strength and stability testing for goals at economic rates.





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**TYDD ST GILES PARISH COUNCIL  
INCOME & EXPENDITURE ACCOUNT  
Year Ended 31st March 2023**

<b>2021/22</b>		<b>2022/23</b>
<b>INCOME</b>		
£ 12,000.00	Fenland DC - Precept	£ 15,000.00
£ 2,791.00	Fenland DC - Concurrent Functions Grant	£ 2,791.00
£ 5,224.10	Allotment Rents	£ 7,370.00
£ 426.96	Allotment Rates	£ 520.65
£ 2.46	Interest - Business Premium Account	£ 45.23
£ -	Grants	£ -
£ -	Donations	£ -
£ -	Miscellaneous	£ 777.40
<b>£ 20,444.52</b>		<b>£ 26,504.28</b>
<b>EXPENDITURE</b>		
£ 8,749.24	Clerkship	£ 11,252.06
£ 2,866.23	General Administration	£ 1,962.76
£ 478.80	Insurance	£ 478.80
£ 482.15	Drainage Rates	£ 520.66
£ 351.78	Community Centre	£ -
£ 1,698.79	Recreation Ground	£ 1,012.06
£ 5,820.00	Churchyard	£ 1,655.50
£ 50.00	Agricultural Land	£ 180.80
£ 5,943.37	Street Lighting/Highways	£ 4,786.55
£ -	S137 Payments	£ 300.00
£ 20.00	Foul Anchor	£ 43.00
<b>£ 26,460.36</b>		<b>£ 22,192.19</b>
<b>-£ 6,015.84</b>	<b>SURPLUS/DEFICIT FOR YEAR</b>	<b>£ 4,312.09</b>

**TYDD ST GILES PARISH COUNCIL  
BALANCE SHEET  
At 31st March 2023**

**2021/22**

**2022/23**

**CURRENT ASSETS**

£ 6,514.58	HMRC - VAT Refund	£ 1,491.10	
£ 31,763.89	Cash at Bank	£ 39,934.63	
£ 38,278.47			£ 41,425.73

**CURRENT LIABILITIES**

Accruals			
£ 385.52	CGM Group (East Anglia) Ltd	£ 414.43	
£ 200.00	Audit Fee - PKF Littlejohn	£ 210.00	
£ 135.00	Audit Fee - I Cooper	£ 150.00	
£ -	Tydd St Giles CC & RG	£ 64.00	
£ 1,050.00	Terra Nova Environmental	£ -	
£ 232.74	Fenland District Council	£ -	
			£ 838.43
<b>£ 36,275.21</b>	<b>TOTAL</b>		<b>£ 40,587.30</b>

**REPRESENTED BY**

£ 42,291.05	Accumulated fund brought forward	£ 36,275.21	
£ 20,444.52	Income for year	£ 26,504.28	
£ 26,460.36	Expenditure for year	£ 22,192.19	
<b>£ 36,275.21</b>			<b>£ 40,587.30</b>

The above statement represents fairly the financial position of the Council  
as at 31st March 2023 and reflects its income and expenditure during the year.

Approved by the Council on 11th May 2023

**Chairman**

**Responsible Financial Officer**



**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2023**  
**Supporting Notes**

**1 ASSETS**

During the year the Council purchased a Platinum Jubilee plaque at a cost of £775, 3 dog bins at a cost of £503 and a litter bin at a cost of £305.

At 31st March 2023 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
17.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

Other Fixed Assets

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Replacement lights 2021/22	£	2,156.00
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - four	£	1,116
Dog Bins	£	1,314
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,153
Defibrillators	£	4,570
MVAS Speed Sign	£	786
Platinum Jubilee plaque	£	775
Litter bin	£	305
	<b>£</b>	<b>404,242</b>

**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2023**  
**Supporting Notes**

**2 BORROWINGS**

At the close of business on 31st March the Council had no outstanding loans.

**3 AGENCY GRANT**

During the year the Council undertook no agency work on behalf of other authorities.

**4 S137 PAYMENTS**

Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £8.82 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The number of electorate being 975.

The limit for Tydd St Giles Parish Council for the year ended 31st March 2023 was £8,599.50. One payment of £300 was made during the year to Citizens Advice Rural Cambs.

**5 ADVERTISING & PUBLICITY**

No advertisement costs were incurred.

**6 PENSIONS**

The Council operates a contributory pension scheme with Nest. Employer contributions of £1,968.67 were made during the year.

**7 DEBTORS**

HM Revenue & Customs - £1,491.10 relating to value added tax.

**8 ACCRUALS**

2022/23

Audit Fee - PKF Littlejohn	£	210.00
Audit Fee - I Cooper	£	150.00
CGM Group (East Anglia) Ltd	£	414.43
Tydd St Giles CC & RG	£	64.00
	<b>£</b>	<b>838.43</b>

**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2023**  
**Supporting Notes**

**9 TENANCIES**

During the year the Council operated the following tenancies:-

As Landlord

<u>Tenant</u>	<u>Property</u>	<u>Rent</u>
Community Centre Management Committee	Community Centre & Sports Field	One Arrow
Various	Rylands - 17.9 acres	£ 2,232.50
Various	Quaney - 23.5 acres	£ 2,937.50
Various	Fen Lane - 10.5 acres	£ 1,312.50
Various	Cheshire - 7.1 acres	£ 887.50

As Tenant

<u>Landlord</u>	<u>Property</u>	<u>Rent</u>
Brigstock & Wren's Charity	Recreation Field	£ 135.00

## TYDD ST GILES PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making Council becomes ill informed	M	H	Timely and accurate financial reporting	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Clear office procedures. Clear budgetary procedures	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence Loss of reputation	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed	M	M	Clear Standing Orders	Annually	Major incident complaints	Clerk

# TYDD ST GILES PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence of grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation Conflicts of interest	L	M	Clear Standing Orders Open system of payment	Annually All meetings	Complaints from public	Council

## TYDD ST GILES PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
10	Failure to register members interests	Member could make inappropriate gains	L	M	Procedures in place for recording and monitoring Members Interests	All meetings	Complaints about members	Councillors
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Regular routine maintenance Insurance cover	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service of Amenity provided	Claim against Council	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud of dishonesty	Reduction in available funds	L	H	Clear financial procedures Adequate insurance cover	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk

# TYDD ST GILES PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
14	Inadequacy of Precept Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

**Adopted May 2018**

**Re-adopted May 2021**

**IVAN J COOPER**  
**86 Foxglove Way, MARCH, PE15 8RU**  
**Telephone 01354.654398**

**Members of Tydd St Giles Parish Council**

C/o The Clerk  
Parrock View  
358 High Road  
Newton-in-the-Isle  
Wisbech  
PE13 5HS

April 2023

Dear Members

**Annual Internal Audit Report – Year ended 31<sup>st</sup> March 2023**

I have completed my audit for Tydd St Giles Parish Council for the year to 31<sup>st</sup> March 2023, as detailed in the Council's Annual Return.

[ 1 ] I have tested the key control areas to assess compliance with relevant procedures and controls expected to be in operation during the financial year. In respect of these, I have concluded that in all significant respects the control objectives were being achieved.

[ 2 ] I can confirm that I have examined the bank reconciliation statement at the financial year end and found this to be accurately stated.

[ 3 ] There are no specific issues I have to draw to the attention of the Parish Council in respect of the current audit.

[ 5 ] I would like to express my thanks to the Clerk for the excellent standard of presentation of records and clarity of explanations during the audit.

Yours sincerely

Ivan J Cooper



# Annual Internal Audit Report 2022/23

Tydd St Giles Parish Council

http://www.tyddstgilesparishcouncil.org.uk/ AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
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 <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> 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

27/04/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

STAN J. COOPER AUDITOR

Signature of person who carried out the internal audit



SIGNATURE REQUIRED

Date

27/04/2023

\*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 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

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 2023, that:

	Agreed		'Yes' means that this 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.			<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/YYYY

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<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>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<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>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<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>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Tydd St Giles Parish Council**

County Area (local councils and parish meetings only): **Cambridgeshire**

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on **Monday 5 June**

and ending on **Friday 14 July**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

**Signed: D A Gibbs**

**Role: Clerk & RFO**

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

# Tydd St Giles Parish Council

## Income & Expenditure Summary as at 30.4.23

Income	Year to Date	Budget	%
FDC Precept	£ 7,500.00	£ 15,000.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,791.00	0.00
Allotment Rents	£ -	£ 8,844.00	0.00
Allotment Rates	£ -	£ 550.00	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ -	£ 25.00	0.00
VAT Refunds	£ -	£ 1,468.12	0.00
Miscellaneous	£ -	£ -	0.00
<b>Total Income</b>	<b>£ 7,500.00</b>	<b>£ 28,678.12</b>	<b>26.15</b>

### Expenditure

Clerk's Salary	£ -	£ 10,485.00	0.00
Fees	£ -	£ 400.00	0.00
Subscriptions	£ -	£ 550.00	0.00
Admin Expenses	£ 1,534.04	£ 2,200.00	69.73
Insurance	£ -	£ 490.00	0.00
Drainage Rates	£ -	£ 550.00	0.00
Recreation Ground	£ 230.93	£ 1,600.00	14.43
Churchyard	£ 258.00	£ 6,800.00	3.79
Community Centre	£ -	£ 1,000.00	0.00
Street Lights	£ -	£ 6,000.00	0.00
Section 137 Payments	£ -	£ 500.00	0.00
Parish Land	£ -	£ 500.00	0.00
Foul Anchor	£ 21.50	£ 1,040.00	2.07
Highways	£ -	£ 2,000.00	0.00
Recoverable VAT	£ 396.09	£ 1,330.00	29.78
<b>Total Expenditure</b>	<b>£ 2,440.56</b>	<b>£ 35,445.00</b>	<b>6.89</b>

### Summary

Total Income	£ 7,500.00
LESS Total Expenditure	£ 2,440.56
<b>Net Surplus or Deficit</b>	<b>£ 5,059.44</b>

### Balance Sheet

Balance B/fwd 1.4.23	£ 39,934.63
Surplus or Deficit	£ 5,059.44
<b>Balance C/fwd</b>	<b>£ 44,994.07</b>

### Represented by

Barclays Current Account	£ 24,233.11
Barclays Business Saver	£ 20,760.96
Cash / Cheques	£ -
	<b>£ 44,994.07</b>