

## Laxton Parish Council Correspondence Record

### 17 August to 19 September 2016

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on [laxtonpc@btinternet.com](mailto:laxtonpc@btinternet.com) or 07887 533057.

Ref	Date Received	Attached?	From	Purpose of Correspondence	Additional Information
298	20/9/16	N	SLCC	Notice of membership renewal - £48 subscription	
299	27/9/16	N	ERYC	Remittance Advice - 50% Precept - £3604.96	
300	28/9/16	Y	Humberside Police	October Newsletter	
301	30/9/16	Y	ERNLLCA	September Newsletter	
302	4/10/16	N	Public Loans Board	Notice payment due 1 November	
303	7/10/16	N	HWRCC	Notice of membership renewal - £28	
304	7/10/16	N	PK LittleJohn	External Auditor Comments	
305	13/10/16	N	Bellasize Christmas Trees	2016 Catalogue	
306	17/10/16	N	ERYC	Planning Consultation for 16/02980/PLF Manor Cottage Station Road Laxton East Riding Of Yorkshire DN14 7TW, Erection of Storage Shed	Available to view at <a href="http://newplanningaccess.eastriding.gov.uk/newplanningaccess/applicationDetails.do?activeTab=summary&amp;keyVal=OD2VF1BJOSL00">http://newplanningaccess.eastriding.gov.uk/newplanningaccess/applicationDetails.do?activeTab=summary&amp;keyVal=OD2VF1BJOSL00</a>



Protecting Communities, Targeting Criminals, Making a Difference

# Parish/Town News Release

## Howdenshire Update for October 2016

### 1. Priority

**Issue:** Youths causing annoyance around the areas of the Church and playing fields in Gilberdyke.

Throughout October, officers will continue to patrol the above areas on Clementhorpe Road to deter any potential anti-social behaviour. Anyone caught engaging in anti-social behaviour will be dealt with under the FAIRWAY process jointly with East Riding of Yorkshire Council. It is unlikely that any discretion will be shown.

### 2. Meetings

#### Police Drop In Surgery

PCSO Simon Palmer will be holding a surgery at the Travelling Library, Gilberdyke Memorial Hall car park, Clementhorpe Road, Gilberdyke on the following dates: Wed 19<sup>th</sup> October (17:00-18:00) and Wed 23<sup>rd</sup> November (17:00-18:00)

### 3. Examples of Crimes in your area.

- A vehicle in Bubwith was damaged.
- A secure car was broken into at Eastington Ponds and a handbag stolen.
- Entry was gained into a secure garden shed in Newport but it would appear that nothing was taken.
- A rear window of a property in Gilberdyke was smashed and entry gained.
- Entry was gained into a secure garden shed in Newport but it would appear that nothing was taken.
- An insecure vehicle was stolen from Gilberdyke.
- Several cars parked in Gilberdyke were scratched down one side by a sharp implement.
- An electric hedge trimmer was stolen from an insecure garden shed in Ellerton.
- Front number plates were stolen from a vehicle in North Cave.
- Front and rear number plates were stolen from a vehicle in Newport.

### 4. News and Appeals

#### Be prepared.

With winter on its way and the evenings starting to get darker, please consider the below and be prepared!

#### 1. Home

Don't let a burglar think that no one is at home. Always leave a light on in more than one room, eg a bedroom, kitchen or lounge.

Use timer switches so that the lights come on as it starts to get dark especially if you are at work or going to be out all day.



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Change the times on the switches so that the lights come on at different times to create the illusion that someone is moving around inside the house.

Consider installing outside sensor lights that are activated by movement- especially at the back of your property or dusk to dawn lighting that comes on automatically as it gets dark.

## 2. Cars

Make sure you check your lights before you set out in case a bulb has blown. (You might even consider carrying a spare light bulb or two)

Make sure your window washer is full of water and screen wash and that there is anti- freeze in your radiator.

Check the tyres. Have they got a decent amount of tread on them and are they at the correct pressure? If in doubt, get them checked.

Are your registration plates and car lights clean or do they need a wash?

Think about what you might need if you break down in the cold. Is there a blanket or a torch in the car? Consider having a mobile phone with you too.

## 3. Riding your bicycle

Check that you have lights on the front and back of your bike that work. (ie a white front light, a rear red light and a red rear reflector)

Make sure you wear light coloured clothing, preferably luminous with reflective stripes.

Make sure whatever you wear can't become entangled in wheels or chains.

Don't carry heavy bags or rucksacks which may make you unstable.

Always wear a helmet, as it may help to prevent serious head injuries, make sure it fits you and conforms to current British Standards.

Fit a bell to warn other road users of your presence.

# ERNLLCA

East Riding and Northern Lincolnshire  
Local Councils Association

## Newsletter

September 2016

### 2016 Annual General Meeting

ERNLLCA's 2016 Annual General Meeting was held on Thursday 15 September at North Ferriby. Member councils bade farewell to our long-standing President, Tom Glossop, who stood down after sixteen years in the role.



Councillor David Knowles, Chairman of the Executive Committee, praised Tom's commitment to the organisation which began in 1985. Over the years Tom represented this association at local, regional and national level; gaining the respect and admiration of those with whom he worked. Tom was presented with a leaving gift and in his parting address urged councils to support their association and encourage other councils to join.

Councillor Gordon Thurston, of Hedon Town Council, was elected to the position of President and he thanked those present for electing him.

A number of constitutional changes were agreed, including a reduction in the number of Vice-Presidents. Councillor Tony Cooper, of Driffield Town Council, was elected as one of the Vice-Presidents but the meeting agreed not to fill the other vacancies.

A variety of resolutions had been put forward for consideration by member councils and district committees including parish and town council involvement in traffic calming measures; rail infrastructure; 4X4 vehicle use of unmetalled roads; licensing hours; care homes for young people; coastal erosion; Government funding; business rates on public conveniences and the funeral director industry.

The 2017 Annual General Meeting will be held on Thursday 14 September 2017 at a venue on the south bank.

## **2016 ERNLLCA Annual Conference**

This year's conference will be held on Friday 18 November 2016 at the Village Hotel in Hull. Booking forms have been sent to Clerks and can be downloaded from the ERNLLCA website: [http://www.ernllca.info/Training\\_and\\_Conferences\\_286.aspx](http://www.ernllca.info/Training_and_Conferences_286.aspx)

Prices have been held at the same level as last year and, once again, ten places will be held over at a reduced rate for councils with an electorate of 2000 and under.

Speakers will present plenary sessions and workshops on risk management; the need for Clerks to undertake Continuous Professional Development; devolution of services; effective lobbying of Members of Parliament; data handling; the Local Council Award Scheme; planning; and changes to councillors' responsibilities at the financial year-end.

Conference will open for registration, refreshments and net-working at 9.00am and will close at 4.30pm.

## Training

We are currently offering six training events at various locations across the ERNLLCA area.

Employment is the single biggest area of enquiry to the Desktop Advisory Service and a series of two-hour single evening sessions on the management of disciplinary procedures and the handling of grievances have been advertised as follows:

<b>Date (2016)</b>	<b>Venue</b>
Tuesday 8 November	Grimsby Town Hall
Wednesday 9 November	The Ropewalk, Barton upon Humber
Thursday 10 November	Brantingham Park, Elloughton
Tuesday 15 November	The Courtyard, Goole
Wednesday 16 November	Cass Hall, Driffield
Tuesday 22 November	Hedon Town Hall
Wednesday 23 November	Burringham Village Hall
Thursday 24 November	Wilberfoss Community Centre

All sessions will begin at 7.00pm and end at 9.00pm. The charges have been left at 2015/2016 levels, i.e. £37.50+VAT per person with a reduced fee of £15.00+VAT for councils whose electorate is 2000 and under.

Booking forms have been sent to Clerks and are available from the Training page of the ERNLLCA website: [http://www.ernllca.info/Training\\_and\\_Conferences\\_286.aspx](http://www.ernllca.info/Training_and_Conferences_286.aspx)

## **Funding - Transparency Code for small councils**

Councils with an annual turnover of less than £25,000 per year (net of VAT) are eligible to apply for funding to help them meet the requirements of the Transparency Code to have in place a website on which financial and governance information must be posted. To date thirty-nine eligible councils have applied for funding.

If your council is affected by the Transparency Code but had a website in place before 1 April 2015, an application for funding can still be made to help with running costs, such as website licence fees, Clerk's time inputting to the website or even buying new IT equipment. A number of councils have taken advantage of this and have been pleased to receive funding that was not expected.

The application form guidance is on the home page of the ERNLLCA website ([www.ernllca.info](http://www.ernllca.info)) please scroll to the bottom of the page or request one by email at [enquiries@ernllca.info](mailto:enquiries@ernllca.info)

## **NALC warns local council capping will damage communities**

The government is planning to bring in new rules forcing local councils to hold costly local referendums over increases to the parish precepts. These proposals labelled as “a centralist sledgehammer to crack a nut” by the National Association of Local Councils (NALC) which will “damage communities and local services as well as undermining the role of local councillors”.

The consultation paper from the Department for Communities and Local Government (DCLG) makes proposals to bring local councils in line with principal councils by requiring them to hold a referendum if they plan to increase their part of council tax above a certain amount, with the effect of introducing ‘capping’ for the first time. The limit for principal councils – who spend around £100 billion a year – is currently 2%, with an additional 2% recently introduced to allow them to generate new income for social care costs.

In many cases the costs of holding a local referendum to ask local people if they support an increase in parish spending will run well into thousands of pounds, often wiping out the proposed increase. Unlike principal councils, local councils do not receive grant funding from central government or a share of business rates and are primarily financed through the parish precept.

Cllr Ken Browse, chairman of NALC said: “This really is a centralist sledgehammer to crack a nut, at a time when government should be supporting not undermining councillors and their important role in communities. “This move, costing upwards of £1 million, will seriously damage smaller communities’ ability to help them-selves and threaten the government’s previous commitments to localism and devolution. Local councils are doing a brilliant job improving their areas; whether it’s by building community resilience, increasing house building through neighbourhood planning, providing local transport solutions, supporting the local economy and businesses, organising community events and festivals, helping meet social care needs and making places dementia friendly or giving grants to help local groups and organisations – all this and more for an average cost to residents of just over a pound a week”.

“Our councils account for just 1.7% of the £26 billion raised through council tax in England and have demonstrated fiscal responsibility in recent years with overall increases in precepts going down, rising this year by just 6 pence per week as a result of local councils taking on services from principal councils and funding not being passed on to them”.

“It is vital local councils continue to have the freedom and flexibility to raise the resources they need to invest in local services, especially at a time when they are taking on services and assets from principal councils, often much valued services which would otherwise cease completely and which communities want to see continue. Given their important and growing role, local councils should be celebrated and supported, not hindered by central government. While we will be opposing these plans very strongly, I am keen to work with the government and help them understand the impact of these proposals which will damage communities and local services as well as undermining the role of local councillors”.

The Local Government Finance Settlement Technical Consultation has just been published and is available at:

<https://www.gov.uk/government/consultations/local-government-finance-settlement-2017-to-2018-technical-consultation>

ERNLLCA will be responding to the consultation.

Issued by:

ERNLLCA, Suite 8, Waters Edge Business Centre, Maltkiln Road, Barton upon Humber,  
DN18 5JR

Tel: 01652 661617

Email: [enquiries@ernllca.info](mailto:enquiries@ernllca.info)

[www.ernllca.info](http://www.ernllca.info)

**LAXTON PARISH COUNCIL  
GRANT APPLICATION**

**Please answer all questions – failure to do so may result in a delay in the determination of your application**

**Q1) Contact Details**

Name of organisation making application:

[Laxton Victory Hall](#)

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : [Mrs](#) . First Name: [Emma](#) Surname: [Brown](#).

Position held in the organisation: [Secretary](#)

Contact Address:

[10 Back St](#)

[Laxton](#)

[Goole](#)

[East Yorkshire](#)

[DN14 7TP](#)

Contact Telephone Number: [07734 228377 / 01430 431517](#)

Email address: [Laxtonvictoryhall@gmail.com](mailto:Laxtonvictoryhall@gmail.com) or [emmabaronbrown@gmail.com](mailto:emmabaronbrown@gmail.com)

**Q2 What type of organisation are you?**

Tick relevant category:

Registered Charity: () Charity Registration Number [504571](#)

Voluntary Organisation: ()

Company Limited by Guarantee: () Company Number .....

Other – Please specify: .....



**Q3 When was your organisation established?** 1918

**Q4 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

We are a local village hall that holds events to encourage community engagement.  
We have weekly fitness classes and playgroup.

**Q5 If you are a subsidiary of a larger organisation, please state which one.**

Not applicable

**Q6 Does your organisation have an agreed Constitution or Memorandum of Association?**

Please state which and attach a copy: Constitution

**Q7 Previous Applications**

If you have applied for and received funding from this Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Purpose of grant	Amount
Children's Entertainment	£250.00
	£
	£
	£

**Q8 Describe the projects/activity you plan to use this grant for.**

i) Try to be specific about what you will do and how you will do it.

Children's entertainment for annual celebration event.

ii) Please specify the time scale for your project

Community celebration event is to be held on the 5<sup>th</sup> November 2016

iii) Please state how you know that the people in your community want this project and what difference you hope the grant will make.

This event has been held on an annual basis for a minimum of 6 years and always have a large turnout from Laxton and surrounding villages.

iv) Describe the anticipated benefits to the organisation and to the parish if this scheme is to go ahead

It enables the annual event to be held creating a tradition for all residents of Laxton and surrounding villages.

It is an event that both young and old can all attend ensuring integration of the community at all levels.

v) How many people from the Parish do you expect to benefit directly from your project or activity?

We have had between 100 to 200 people attend the event on an annual basis.

**Q9 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested We have previously requested £250.00

and provide separately a detailed breakdown as to how you have reached this figure.

***Please note that it is a condition of this application process that where a grant is awarded in excess of £300, a written report of how that money has been used must be given to the parish council within six months of the grant being awarded.***

**Q10 Please provide the following details from your most recent annual accounts**

Total Income	Please see attached annual accounts
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Please note if you are requesting in excess of £300.00, please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

### Q11 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

*I confirm, on behalf of [Laxton Victory Hall](#) .(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application, most specifically the condition relating to the provision of a written report, and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation:

[Secretary](#)

Title [Mrs](#) First Name: [Emma](#) Surname: [Brown](#)

Organisation address:

[Laxton Victory Hall](#)

[Station Rd](#)

[Laxton](#)

[Goole](#)

[East Yorkshire](#)

[DN14 7TW](#)

Telephone: 07734 2208377 / 01430 431 517

Signed



Date: [18th October 2016](#)

### Q12 Signature of Person Completing the Application

*This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q12*

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed:



Date: [18th October 2016](#)

## Checklist

1. Have you answered every question? YES/NO
2. Have all signatures been completed? YES/NO
3. Have you included a copy of your constitution (if applicable)? YES/NO
4. Have you included a copy of your most recent audited accounts? YES/NO
5. You understand and will adhere to the conditions set out in this document YES/NO
5. Please state any supporting documents you are submitting:

Please return your completed application form to:

Alan Bravey;  
Clerk to Laxton Parish Council  
3 Ruskin Way  
Brough  
East Riding of Yorkshire  
01482 662292  
[laxtonpc@btinternet.com](mailto:laxtonpc@btinternet.com)

## **Guidance Notes for the Grants Fund**

The council awards grants to voluntary organisations and community groups, which in the opinion of the Council are in the interests of the parish and will benefit them in a manner commensurate with the expenditure and where financial need is demonstrated.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Council.

### **You can apply if you fit the following criteria?**

- You are a not for profit group operating for the benefit of the community in the Parish of Laxton.
- You have a constitution or set of rules
- You have a Bank / Building Society Account

### **What the Town Council will not fund?**

- Loan repayments
- Retrospective applications where the activity or project has already been carried out
- Religious or political activities unless unrestricted community benefit can be demonstrated
- Applications for the benefit of an individual
- Any group that has received a grant from the Council within the current financial year
- Any group whose aims the Council considers to be working within a business or profit making remit.

### **Amount of Grant?**

- Applications for up to £500 will be considered, however the average allocation is between £100 and £200
- Applicants will be required to meet a significant proportion of the estimated cost of the project

### **Conditions**

- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation shall be required to repay the grant
- The organisation shall supply copies of the latest set of its accounts together with any other financial information the council may need if the application is for more than £300
- The organisation should supply such information as the Council may request regarding the impact of the project on the Parish of Laxton or its inhabitants.
- Recognition of the grant from the Council must be made in any publicity
- Within a period of time set by the parish council, and where a grant is in excess of £300, the group to whom the award of a grant is made is required to submit a written report explaining how the grant has been used.

### **When to apply?**

- The Parish Council allocates a small budget each year for Grants. Any applications will be considered at the next available Parish Council meeting. Grants will be considered until the budget has been exhausted.

- You may be expected to attend the meeting to provide any additional supporting information and answer any questions the Council might have
- Applicants will be notified within a month of the meeting of the Council ;

### **How is an application considered?**

The Council will consider applications on the following basis:

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed
- How the grant positively benefits residents residing within this parish.

# Section 3 – External auditor certificate and report

## 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

LAXTON PARISH COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### External auditor report (ACHU0147)

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

- The Annual Return was not accurately completed before submission for review. Some boxes in Section 2 of the Annual Return were submitted in pencil. Boxes 3, 4, 6, 7, 8 and 9 read £12,829, £1,720, £13,695, £12,879, £12,879 and £8,025 respectively. Please ensure all parts are completed in ink in future years.

External auditor signature

*Paul Littlejohn*

External auditor name

PKF Littlejohn LLP

Date

19-9-16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Laxton Parish Council**

**Accounts for Payment**

**October 2016**

<b>Payee</b>	<b>Details</b>	<b>Total</b>	<b>VAT</b>
Alan Bravey	Salary - August	86.45	0
Post Office	PAYE - August	58.00	0
Laxton Village Hall	Grant	250	0
HWRCC	Membership	28	0
SLCC	Membership	48	0
YHRTP	Cilca Tutorship	200	0
<b>Total</b>		<b>670.45</b>	<b>0</b>