clerking.team@washingborough-pc.gov.uk

From:	SBA <SBA@pkf-l.com>
Sent:	08 June 2026 15:22
To:	clerking.team@washingborough-pc.gov.uk
Subject:	Data logged – AGAR part 3

Dear Mrs Broddle,

LI0401: Receipt of Documents – AGAR Form 3, 2026

This is an automated message to notify you that we have received and logged the Annual Governance and Accountability Return (AGAR) Form 3 for Washingborough Parish Council and the AGAR is now in the queue for processing.

The review work performed on the AGARs is carried out in the order in which they have been received by us. If there are queries on the AGAR and/or supporting documentation submitted for review, one of the team will contact you for additional information when they carry out the review work. If there are no queries we will carry out our review and report our findings to you in due course.

Kind regards,

SBA Team
For and on behalf of PKF Littlejohn LLP
T +44 (0) 20 7516 2200
sba@pkf-l.com
For and on behalf of

PKF Littlejohn LLP

30 Churchill Place
London
E14 5RE

www.pkf-l.com

Tel: +44 (0)20 7516 2200

Washingborough Parish Council
Civic Office
Fen Road
Washingborough
Lincoln
LN4 1AB

4th June 2026

PKF Littlejohn

Re: Internal Audit report item O and Section 1 item 10 of the Annual Governance Statement.

Dear Sir/Madam

With regard to the answer of 'NO' on the above items, I can advise that I simply overlooked this requirement and I apologise for doing so.

I can advise that the required IT Policy was adopted on May 13th and the Data Map will be adopted on June 17th

Kind regards

Karen Broddle
Clerk to Parish Council

Annual Governance and Accountability Return 2025/26 Form 3

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

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		✓

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

Annual Internal Audit Report 2025/26

Washingborough Parish Council

https://washingborough.parish.lincolnshire.gov.uk/

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✔	
	Yes	**No**	**Not applicable**
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

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: 23/04/2026 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: R Popplewell

Signature of person who carried out the internal audit: RAPopplewell

Date: 23/04/2026

***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 2025/26

We acknowledge as the members of:

Washingborough Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

***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:

15/05/2026

and recorded as minute reference:

10 B.

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

Chair

Clerk

https://washingborough.parish.lincolnshire.gov.uk

Section 2 – Accounting Statements 2025/26 for

Washingborough Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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.*
1. Balances brought forward	240,902	279,266	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	205,000	214,314	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	39,533	55,951	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	121,600	131,507	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	18,772	18,448	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	65,797	57,758	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	279,266	341,817	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	277,693	340,420	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	2,206,472	2,206,472	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	257,172	257,172	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✓	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 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.

Date 23/4/2026

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

15/05/2026

as recorded in minute reference:

10 c

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

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Washingborough Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Smaller authority name: _**WASHINGBOROUGH PARISH COUNCIL**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement - _Monday 1st June 2026

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.
Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

(b) Karen Broddle – Clerk. . ____________________
__Civic Office, Fen Road, Washingborough, Lincoln. LN4 1NS.
Tel: 01522 790109
E: clerking.team@washinhborough-pc.gov.uk ____________________
Web:._
https://washingborough.parish.lincolnshire.gov.uk/____________________

commencing on (c) __**Wednesday 3 June 2026** ____________________

and ending on (d) ___**Tuesday 14 July 2026** ____________________

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
30 Churchill Place
London E14 5RE
(sba@pkf-l.com)

5. This announcement is made by (e) Karen Broddle (Clerk)____________________

Washingborough Parish Council

Annual Return

Accounts for Year from 01/04/2025 to 31/03/2026

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	240,902.13	279,265.60
2	Annual precept	205,000.00	214,314.00
3	Total other receipts	39,532.91	55,950.96
4	Staff Costs	121,600.17	131,506.65
5	Loan interest/capital repayments	18,772.39	18,448.43
6	Total other payments	65,796.88	57,758.41
7	Balances carried forward	279,265.60	341,817.07
8	Total Cash and Short Term Investments	277,692.59	340,419.73
9	Total Fixed Assets and Long Term Investments	2,206,472.00	2,206,472.00
10	Total Borrowings	257,171.84	257,171.84

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Bo headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a rec basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Washingboroudh Parish Council

County area (local councils and parish meetings only): Lincolnshire

Financial year ending 31 March 2026

Prepared by (Name and Role): Karen Broddle - Clerk/RFO

Date: 28/04/2026

		£	£
Balance per bank statements as at 31/3/2026:			
	Unity Trust	148,718.96	
	NS&I	86,256.97	
	Skipton Building Society	77,011.16	
	Virgin Monry	28,410.20	
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			340,397.29
Petty cash float (if applicable)			22.4
Less: any unpresented cheques as at 31/3/2026 **(enter these as negative numbers)**			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/2026			
			-
Net balances as at 31/3/2026 (Box 8)			**340,419.73**

Explanation of variances – pro forma

Name of smaller authority: Washingborough Parish Council

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	240,902	279,266				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	205,000	214,314	9,314	4.54%	NO		
3 Total Other Receipts	39,533	55,951	16,418	41.53%	YES	increase in Community Centre bookings by £,9000 on 24-25 year	
4 Staff Costs	121,600	131,507	9,906	8.15%	NO		
5 Loan Interest/Capital Repayment	18,772	18,448	-324	1.73%	NO		
6 All Other Payments	65,797	57,758	-8,038	12.22%	NO		
7 Balances Carried Forward	279,266	341,817				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	277,693	340,420				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,206,472	2,206,472	0	0.00%	NO		
10 Total Borrowings	257,172	257,172	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Washingborough Parish Council
Reconciliation between Box 7 and Box 8

31/03/2026

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	Amount	*Amount*
Box 7 - Balances carried forward		**341,817.07**
Debtors		
Prepayments		
Stocks and Stores		
VAT Recoverable	1,397.34	
TOTAL DEDUCTIONS		**1,397.34**
Creditors		
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		
Box 8 - Total cash and short term investments		**340,419.73**

Washingborough Parish Council
Income & Expenditure Account
01/04/2025 to 31/03/2026

(Last) Year Ended 31 Mar 2025		*(Current) Year Ended 31 Mar 2026*
	Income	
1,750.00	Reserves	2,420.02
29,661.65	Community Centre	39,498.85
212,946.26	01 Income	228,156.09
175.00	Other Costs	160.00
	Administration	30.52
	Pavilion	30.00
£244,532.91		**£270,295.48**
	Expense	
130,963.96	Administration	141,265.14
824.74	LALC	995.74
7,544.62	Reserves	
6,088.09	Grounds Maintenance	15,757.22
33,467.23	Pavilion	30,754.81
23,774.96	Community Centre	18,294.49
2,928.32	Projects	
297.52	Other Costs	347.77
280.00	Grants	328.84
£206,169.44		**£207,744.01**
	General Fund	
91,628.62	Balance at 01 Apr 2025	**106,594.28**
244,532.91	ADD Total Income	270,295.48
336,161.53		376,889.76
206,169.44	DEDUCT Total Expenditure	207,744.01
129,992.09		169,145.75
23,397.81	DEDUCT Reserves Balance	45,288.70
£106,594.28	Balance at 31 Mar 2026	**£123,857.05**

Reserves:
Earmarked Reserve Balance £217960.02

Adjustments

279,265.60	341,817.07

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed NBuddle

Responsible Financial Officer

Date 22/4/2026

OFFICIAL

United Kingdom
Debt Management
Office

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2026

7 April 2026

WASHINGBOROUGH PARISH COUNCIL (LINCS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW495141	01 Jun - 01 Dec	FIXED	EIP	£249,495.08
		TOTAL OUTSTANDING BALANCE:		249,495.08
		TOTAL NUMBER OF LOANS:		1

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

Borrowings

New Update now live - Balance sheet layout improved ×

The purpose of the register is to record any loans taken out by the Council, e long term loans approved by the Public Works Loans Board. This register can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis.

Date	Description	Original Amount	Outstanding Amount	Notes
31/03/2024	PWLB	380000.00	257171.84	

5 Kestrel Rise

Eagle

Lincoln

LN6 9ED

27.04.2026

To – The Chairman and elected members of Washingborough Parish Council.

Ref – Internal Audit Conducted 23.04.2026

Financial Year to 31.03.2025

Key Governance

Required policies are in place, model documents have been adopted and, on the website, ensure updated versions are adopted.

Transparency

The website is updated with all documents required to support the AGAR. (asset register, bank reconciliation, budget reviews ect).

Accounting

Bank Reconciliations are presented & approved quarterly, budget is reviewed monthly, ensure any changes are minuted.

VAT is being reclaimed quarterly.

Scribing Accounting system being used.

Budget

Reserves are reviewed at the finance meeting & documented.

Petty cash is operated; receipts are provided to be reconciled monthly.

Year End Process.

Council operates on an Income & Expenditure basis; audit trail is evident.

Staffing.

Staff appraisals are now being carried out on a more regular basis. Salaries increases are minuted

Staffing Policies need to be adopted, as currently the Council do not have any in place. (example - Disciplinary, Grievance, Equality)

Risk Management.

Risk Policy - reviewed regularly by councillors. Although it is noted that the Clerk would like additional support when writing Risk Assessments, Council may wish to consider appointing a Health & Safety advisor.

Data & Digital Compliance.

This is a new Internal Control Objective for the AGAR, of which I have answered 'No', as the Council isn't fully compliant, they do not have an IT Policy in place or a Data Map to understand how & where their Data is stored. The Council does have a gov.uk email address.

Summary.

The Annual Internal Audit Report 2025/2026 within the AGAR has been duly completed and signed off.

Regards

Rachel Popplewell

CiLCA

Internal Auditor.

27.04.2026

Parish Clerk
Washingborough Parish Council,
Civic Office,
Fen Road,
Washingborough,
Lincoln. LN4 1AB.

Mrs R Popplewell
5 Kestrel Rise
Eagle
Lincoln
LN6 9ED

18th June 2021

Dear Rachel

The Parish Council would like to thank you for your help in undertaking our Internal Audit, following the resignation of our previous auditor.

As you know, you were recommended to us by two Councils and following this recommendation we would like to request your service, of Internal Auditor for two years, up to March 2023 for Washingborough Parish Council.

Council would like to request that along with the End of Year Audit, a mid-year check be undertaken.

Kind regards

Karen.

Karen Broddle
Clerk to Parish Council

Parish Clerk
Washingborough Parish Council
Civic Office,
Fen Road, Washingborough,
Lincoln. LN4 1AB.

Mrs R Popplewell
5 Kestrel Rise
Eagle
Lincoln
LN6 9ED

20th July 2022

Dear Rachel

This letter is confirmation of the request for your services of Internal Auditor for an additional two years, commencing April 2023, From Washingborough Parish Council.

Council would like to request that along with the End of Year Audit, a mid-year check be undertaken.

Kind regards

Karen

Karen Broddle
Clerk to Parish Council

Washingborough Parish Council
Civic Office
Fen Road
Washingborough
Lincoln
LN4 1AB

Mrs R Popplewell
5 Kestrel Rise
Eagle
Lincoln
LN6 9ED

20th June 2024

Dear Rachel

This letter is confirmation of the request for your services of Internal Auditor for a further 3 years to May 2027 from Washingborough Parish Council, for the End of Year Audit, a mid-year check.

Council would like to take this opportunity to thank you for your support to both themselves and the Clerk.

Kind regards

K Broddle

Karen Broddle
Clerk to Parish Council

Washingborough Parish Council

Thursday 18th February 2021 at 2.00pm, Remotely, under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

(the meeting will start with the Public Forum and NKDC & LCC Councillors reports)

AGENDA

a. Public Forum

b. Reports from NKDC and LCC Councillors

1. In accordance with the Localism Act 2011, to receive:
   a. apologies and reasons for absence;
   b. declarations of interest;
   c. applications for dispensation.

2. Draft notes of the Parish Council meeting held on the 21st January 2021 to be approved as the Minutes.

3. To discuss matters raised at Public Forum.`

4. To discuss and resolve:
   a. Correspondence received from residents on Church Hill regarding - increase in traffic, speeding, condition of the road surface and width of road.
   b. Correspondence received from a resident regarding speeding on Fen Road within the Village Boundary.
   c. Correspondence received from a resident regarding a reduction in the current speed limit of 60mph on Fen Road from the village up to Five Mile Lane.

5. Planning Matters
   a. To resolve any comments on the following applications received:
      i. 21/0077: 8 Park Crescent – garage and rear extensions and loft conversion.
      ii. 20/1807: Cliff Farm, Cliff Lane – extension to form social room at block 2.
      iii. 21/0068: 1 Favell Road – demolish garage and erect two storey side extension.
      iv. 20/0436: Land off Canterbury Drive – erect 60 dwellings, demolish and replace 15 Canterbury Drive, Amended Plans, Drainage Statement and Flood Risk Assessment

6. Clerks Report
   a. National Association of Local Councils – advisory recommendations: preparing for the possible return of face-to-face meetings.
   b. Working Party for Scarecrow Competition

7. To discuss and resolve the following items:
   a. The Licence Renewal for Communications Tower on the Playing Field – report from Chattertons Solicitor.
   b. The annual appointment of the Internal Auditor (1st April – 31st March).
   c. Request from LIVES for Suppor.t
   d. Request from a resident to use the Community Centre car park for food truck and vendors to park and trade.
   e. To join the Annual Training Scheme 2021/22 from Lincolnshire Association of Local Councils
   f. Lindum Homes – change of developer for the Manor Fields Site

8. Financial matters:
   a. To resolve the payment schedule *(to follow)*
   b. To ratify the purchase and fitting of a new boiler in the Pavilion
   c. To receive the accounts/budgets – January 2021
   d. To receive Unity Trust Bank balance of account as at 31st January 2021

9. Items for information
   a. LCC – Closure of Pelham Bridge

10 **To resolve moving into closed session *(Public Bodies (Admission to Meetings) Act 1960)***

11. To approve payroll payments *(to follow)*

Washingborough Parish Council

Minutes of the Parish Council Meeting held on ***Thursday 18th February 2021*** *at 2 pm, remotely under: The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

Present:

Cllr D Fothergill (Chairman)	Cllr Mrs J Aspinall
Cllr Mrs B Bland	Cllr R Clark
Cllr R Harrington	Cllr Mrs L Simons
Cllr G Kent	Cllr G Peck
Cllr P Scigala	Cllr Mrs R Whipp
Miss K Broddle (Clerk)	

Also present:
Cllr L Cawrey (LCC), Cllr G Tinsley (NKDC) and Cllr C Goodwin (NKDC) and four members of the public

087a. Apologies were received and resolved to accept the reason from Cllr R Dowlman and Cllr I Carrington (NKDC)
087b. Declarations of Interest received - None
087c. Applications for Dispensation - None

088. Draft notes of the Parish Council meeting held on the 21 January 2021 were approved and signed as the minutes.

089. Reports from NKDC and LCC Councillors were noted

090. Public Forum
Four members of the public were present, two discussed the problems with speeding and increased traffic and the state of roads in the village and two discussed the change of developer at Manor Fields.

091. Correspondence from residents regarding speeding, increase of traffic and road conditions in the Village.
It was noted that the surveys were undertaken during a period of 'Lockdown' due to Covid-19 and the figures may not reflect the true useage of roads.

a. Church Hill (30mph) - the Archer Road survey showed the average details of;
daily flow of traffic 1099 vehicles;
speed of 28.3mph;
31.2% above speed limit.
This is a decrease in traffic flow from previous surveys in both June 2019 and November 2014 and an increase in average speed from June 2019 but a decrease in speed from 2014.

b. Fen Road - Archer Road survey was placed in the 30mph section of road and showed the average details of:
daily flow of traffic 2410 vehicles;

speed of 37.7mph
25.9% above speed limit
This is a decrease in traffic flow and speed from the survey in 2015.

The surveys were undertaken through the Lincolnshire Road Safety Partnership, who having reviewed the data have stated that none of the areas fall within enforcement criteria for their mobile or fixed camera operations.
Cllr Cawrey has agreed to contact LCC Highways to survey the road surface of Church Hill and will also support a request from the Parish Council for further surveys to be undertaken once 'lockdown' has finished, schools are fully re-opened and the work to Pelham Bridge has been completed.

The following were proposed, seconded and resolved:
for the Finance and General Purposes Committee to look at costing for a flashing reactive speed sign at their next meeting;
to check the planning conditions regarding damage/reinstatement to verges in connection with the Manor Fields development and to contact NKDC Enforcement Team, if applicable;
details of the Community Speed Watch scheme are to be discussed at the March meeting of Council; and,
the Council write to their Member of Parliament with a strongly worded letter opposing the Department for Transports announcement on the reduction of funding for Lincolnshire's roads and requesting the MP's support on this matter.

c. Correspondence regarding a reduction in the 60mph speed limit on Fen Road from the village to Five
Mile Lane - it was proposed, seconded and resolved to officially request Cllr Cawrey to take up this matter
with LCC Highways.

As there were members of the public interested in agenda item 7f (change of developer for the Manor Fields Site) It was proposed, seconded and resolved to move this item on the agenda.

092. Lindum Homes - change of developer of the Manor Fields Site
The members of the public present were advised that the Parish Council were unable to become involved in the change of developer, as this is a matter for the landowner. Council would only be able to comment on possible amendments to the approved plans should NKDC Planning Authority invite them to do so.
It was proposed, seconded and resolved to take up the offer of meeting with Lindum Homes to discuss the details of the change in developer of Manor Fields.

093. Planning Matters.
Applications received:

21/0077: 8 Park Crescent – garage extension, rear single storey extension and loft conversion.
It was proposed, seconded and resolved that Council do not wish to make any comment on this application.

20/1807: Cliff Farm, Cliff Lane - extension to form social room at block 2(manager's unit).
It was proposed, seconded and resolved that Council do not wish to make any comment on this application.

21/0068: 1 Favell Road - demolition of existing garage, construction of two storey side extension. It was proposed, seconded and resolved that Council do not wish to make any comment on this application.

20/0436; Land off Canterbury Drive - erection of 60 dwellings, amendments and additional information.
It was proposed, seconded and resolved to make the following comments;
Washingborough Parish Council require a definite statement from the developer with regard to who will be responsible for the maintenance of the open space area, play area and equipment and the swales at this development. They also feel that the soft landscaping and tree planting has not been fully addressed and would like to see this matter resolved.

094.Clerks Report
a. National Association of Local Councils advisory recommendations on the possible return of face to face meetings - the clerk advised that the current legislation, if it is not extended by the Government, is in place until May 6th. As there is uncertainty regarding an extension of the legislation, advice and suggestions will be an agenda item for discussion at the Council's March meeting.

b. Scarecrow Competition Working Party - It was advised that Cllr Peck had volunteered for the working party. Cllrs Fothergill and Harrington also volunteered.

095. The following items were discussed with the resolutions as stated:
a. Licence Renewal for Communications Tower on the Playing Field – the lease and report from the solicitor was reviewed. it was noted that the tenant is able to give the Council three months notice, but the Council are not able to do this and there will be a rent review after five years which could see the rent decrease. Council accepted these points. A further point regarding confidentiality, cannot be accepted by the Council under the 'Openness and Transparency' code and the public's rights to inspect and make copies of the accounting records of the Council.
It was proposed seconded and agreed for the clerk to notify the Solicitor of the problem with the confidentiality point and providing that this point is removed to accept the terms of the lease.

b. Appointment of the Internal Auditor (1st April 2021 - 31st March 2022) - it was proposed, seconded and resolved to appoint the auditor, recommended by LALC.

c. Request for Support from LIVES - it was proposed, seconded and resolved not to support this charity.

d. Request to use the Community Centre Car Park for food vendors to park and trade - it was proposed, seconded and resolved to refuse this request on the following grounds; the Community Centre has been closed for most of the year due to Covid-19 restrictions and this gives the impression that the car park is not used, which is not correct; the Parish Council wish to support local food businesses which this could affect; and residents in the area could be unhappy with noise issues.

e. LALC Annual Training Scheme - it was proposed, seconded and resolved to join the training scheme.

095. Financial matters:
a. The payment schedule was proposed, seconded and resolved (see below).
b. Pavilion Boiler - the clerk advised that three quotes had been requested. two had been received and the one from JKBS accepted by the Chairmen's Action Group, due to the urgent situation of the boiler needing to be replaced. Ratification of the purchase was proposed, seconded and resolved
c. The accounts/budget for January 2021 were noted.
d. The Unity Trust Bank balance of account as at 31st January 2021 was noted

096. For information:
a. Closure of Pelham Bridge for a period of six weeks during July and August was noted.

097. Under the Public Bodies (Admission to Meetings) Act 1960 it was proposed, seconded and resolved to move into closed session for the following item.

098. The payroll payments were proposed, seconded and resolved.

There being no other business the meeting closed at 3.45pm.

Signature..

Washingborough Parish Council

Wednesday 18th May 2022 at 2.00pm, at Washingborough Community Centre (Main Hall)
(The meeting will start with the Public Forum and NKDC & LCC Councillors reports)

AGENDA

a. Public Forum
b. Reports from NKDC and LCC Councillors

1. Election of a Chairman and the signing of the Declaration of Acceptance of Office.

2. Election of a Vice Chairman.

3. Appointment of the Finance & General Purposes Committee and the respective Chairman and Vice-Chairman.

4. Appointment of the Staffing Panel and the respective Chairman.

5. To either, appoint representatives to a Planning Group or resolve to dissolve this group.

6. To either, appoint representatives to a Highways Group or resolve to dissolve the group.

7. Confirmation of the continuation and appointment of representatives to outside bodies.

8. Declaration of any Gifts or Hospitality received.

9. To remind Councillors to update their Declarations of Pecuniary and Other Interests.

10. In accordance with the Localism Act 2011, to receive:
    a. apologies and reasons for absence
    b. declarations of interest
    c. applications for dispensation

11. Draft notes of the Parish Council meeting held on the 20th April 2022 to be approved as the Minutes.

12. To discuss matters raised at Public Forum.

13. Clerks Report;
    a. update from Anglian Water regarding new sewer pipe.

14. To sign off the Annual Governance and Accountability Return (AGAR) 2021/22 Documentation:
    a. To note the internal audit report – AGAR page 3,
    b. Section 1 – Annual Governance Statement – AGAR page 4,
    c. Section 2 – Accounting Statements – AGAR page 5,
    d. To note the dates for the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.

15. a. To note the Internal Audit Report for the financial year to the end of March 2022 conducted 28th April 2022 sections 1 – 5 & 7 and the associated recommendations.
    b. To resolve to extend the contract of Mrs R Popplewell, as the Internal Auditor for a further 2 years.

16. To discuss and resolve the following items:

a. Netball Club Request to mark up and use area in front of the Pavilion for training
b. The Outdoor Project request to have sole use of an area on the Playing Fields for the period of 25th July – 2nd September.
c. Updates from Working Parties
i. Play Park Upgrade
ii. Jubilee Celebrations – to include Cllrs responsibilities during the event.
iii. Review & Production of Council Policies.

17. Planning Matters:

a. To resolve any comments on the following applications received:

i. 22/0362: Land at Lincoln Road & Ferry Lane – erection of a new food store (use class E).
ii. 22/0564: 30 Main Road – Change of use of proposed outbuilding to use as a micro bakery.
iii. 22/0632: 10 Enderby Close – two storey side and single storey side & front extension.

b. to note decisions on the following applications:

Planning ref no.	Address	Decision
22/0202	14 Cliff Lane	Approved
22/0159	2 Grosvenor Mews	Approved

c. To note decisions on application comments returned under Clerks delegated powers.

Planning ref no.	Address	Comment
22/0331	7 Pynder Close (Garage conversion)	No comments
22/0556	10 Cromwell Close (rear extension)	No comments
22/0593	Pitwood House, Park Lane (work to trees subject to TPO)	Replacement trees should be planted.

18. Financial matters:

a. To resolve the payment schedule and to note the salaries, etc payments *(to follow)*
b. To receive the accounts/budgets for April 2022 *(to follow)*
c. To receive Unity Trust Bank balance of account as at 30th April 2022
d. To resolve to make payments as follows:
Direct Debit – see attached list
Bac's – see attached list Items for information:

19. **To resolve moving into closed session *(Public Bodies (Admission to Meetings) Act 1960)***

20. To discuss section 6 Risk Management (Grants) of the Internal Auditors Report

Washingborough Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 18 May 2022 at 2pm.

Present:
Cllr Mrs J Aspinall Chairman (for Item 1 only)
Cllr G Kent Chairman (from Item 2 onwards)
Cllr R Clark
Cllr R Harrington
Cllr Mrs L Simons

In Attendance: Miss K Broddle (Parish Clerk)

Also Present: Cllrs Tinsley and Goodwin (NKDC) and a representative from DevComms.

Localism Act 2011 requirements
Apologies were received and the reasons resolved from Cllr Mrs Bland, Cllr Mrs Whip, Cllr Fothergill and Cllr Peck
Declarations of Interest received - None
Applications for Dispensation - None

Public Forum - None
Report from NKDC - Attached
Report from LCC – Cllr Cawrey was unable to attend the meeting but had asked if there were any Highways issues that we needed to bring to her attention. The following are issues raised:
Fen Road – poor surface
High Street – stop sign at the bottom (at junction with Main Road) is very faded.
Pitts Road/Sheepwash Lane/Washingborough Road/Canwick Road – is this junction still under review regarding accidents.

01. Election of a Chairman – Cllr Kent was elected as Chairman and the Acceptance of Office was signed.

02. Election of a Vice Chairman - Cllr Mrs Aspinall was elected to the position of Vice-Chairman.

03. Appointment of the Finance & General Purposes Committee.
It was proposed, seconded and resolved to appoint the following:
Cllr Mrs Simons (Chairman)
Cllr Mrs Aspinall
Cllr Mrs Bland
Cllr Fothergill
Cllr Kent
Cllr Peck

04. Appointment of the Staffing Panel and the respective Chairman.
It was proposed, seconded and resolved to appoint the following:
Cllr Clark
Cllr Mrs Whipp
Cllr Harrington
The Chairman for the panel will be agreed at their first meeting.

05. Planning Group.
It was proposed, seconded and resolved to dissolve this group.

06. Appointment of representatives to a Highways Group.
It was proposed, seconded and resolved to dissolve this group.

07. Confirmation of the continuation and appointment of representatives to outside bodies.
It was proposed, seconded and resolved to appoint the following:
Four Parishes - Cllrs Mrs Aspinall and Harrington.
Washingborough Garretts - Cllrs Mrs Whipp and Kent.
Pike and Eure - Cllr Mrs Bland.

08. Declaration of any Gifts or Hospitality.
Councillors present, declared that no gifts or hospitality has been offered or accepted.

09. Declarations of Pecuniary and Other Interests.
All Councillors were reminded that any changes to their circumstances that may affect their Interests must be included on the DPI. The clerk will send out the current forms for Councillors to update accordingly.

10. Draft notes of the Parish Council meeting held on the 21 April 2022 were proposed, seconded and Resolved for signature as the minutes.

11. It was proposed, seconded and resolved to move forward agenda item 17ai (planning application 22/0362: Land at Lincoln Road & Ferry - erection of new food store (use class E).
Washingborough Parish Council do not wish to comment on this application.

12. To Discuss matters raised at public forum – none

13. Clerks Report:
a. Update from Anglian Water New Sewer Pipe:
Options for the route of the pipe are still being looked at, further surveys may be needed, archaeological digs may be required along the route and timing for installation will not be before spring 2023.
b. The scarecrow festival 2022 will run from 24th – 30th August, an article will be in Sheepwash Times and the dates are being advertised on social media, website and via posters.

14. Annual Governance and Accountability Return (AGAR) for the Financial Year 2021/22
a. The internal audit report (AGAR page 3) was proposed, seconded and resolved.
b. AGAR Section 1 Annual Governance Statement was proposed, seconded and resolved.
c. AGAR Section 2 Accounting Statements were proposed, seconded and resolved.
d. The Public Rights and Publication of Unaudited Annual Governance and Accountability Return dates of the 13th June – 22nd July 2022 were proposed, seconded and resolved.

15a. The internal auditors report sections 1-5 and 7 and recommendations were noted
b. It was resolved to extend the contract of the Internal Auditor for a further 2 years, commencing April 2023.

16. The following items were resolved as stated:
a. Request from the Netball Club to use the training area – it was proposed, seconded and agreed, in principal to this request with the following conditions: the area used is rotated, use begins after the Jubilee event and groundsman is happy that the area is not being overused and has the final say.
b. The request from The Outdoor Project to use an area of the playing fields for holiday club activities was discussed, it was agreed that this was a possibility but sole use is not possible, the grounds man needs to be consulted and a site visit by the group to discuss full requirements, costs and constraints must take place.
c. Updates from Working Parties:

i. Play Park Upgrade – the first site visit has taken place and work on the project will start week commencing 13th June and will take up to 4 weeks. The Pavilion will be used for storage and contractor use. The site will be fenced off for security. Skips will be used but removed as soon as possible. The safety inspection will give a verbal report, followed by a written one. Bark chippings will be needed, for the multi-play and this is the responsibility of the Parish Council.
ii. Jubilee Celebrations – advertising is now in place and the organisation of the event is very near. Cllrs were asked to help out at and after the event.
iii. Review & Production of Policies – a meeting is scheduled for 30th May.

17. Planning Matters.
a. Applications received:

22/05864: 30 Main Road– change of use of proposed outbuilding to a micro bakery.
It was proposed, seconded and resolved that Council do not wish to make any comment on this application.

2/0633: 10 Enderby Close – two storey side & single storey side and front extension.
It was proposed, seconded and resolved that Council do not wish to make any comment on this application.

b. To note the following decisions from NKDC, on the following applications received:

Planning ref no.	Address	Decision
22/0202	14 Cliff Lane	Approved
22/0159	2 Grosvenor Mews	Approved

c. To note decisions on application comments returned under Clerks delegated powers:

Planning ref no.	Address	Comment
22/0331	7 Pynder Close (Garage conversion)	No comments
22/0556	10 Cromwell Close (rear extension)	No comments
22/0593	Pitwood House, Park Lane (work to trees subject to TPO)	Replacement trees should be planted.

18. Financial matters:
a. The payment schedule was proposed, seconded and resolved and the salaries etc were noted
b. The accounts/budget for April 2022 were noted.
c. The Unity Trust Bank balance of account as at 30th April 2022 was noted
d. It was proposed, seconded and resolved to continue with payments as follows:
i. Variable direct debit amounts (see attached)
ii. Variable Bac's amounts (see attached)

19. Under the Public Bodies (Admission to Meetings) Act 1960 it was proposed, seconded and resolved to move into closed session for the following item:

20. Section 6 (Risk Management – Grants) of the Internal Auditors Report:
All applications for grants must be accompanied by the relevant documentation (e.g. accounts, invoices) to prove that the grant is being used appropriately by the applicant.

Any grant that does not meet this requirement should be refused and if a grant has been made historically then the Council must request the relevant paperwork or reclaim the monies. It was proposed, seconded and resolved for Council to follow this procedure.

There being no other business the meeting closed at 4pm.

Signature..

Variable Direct Debits 2022/23

NKDC	None Domestic Rates
ESPO	Gas Supply
Total Energies	Electric Supply
Wave (Anglian Water)	Water Rates
Public Works Loan Board	Pavilion Loan
XLN Telecom	Telephone & Braodband
NEST	Pension Contributions

Washingborough Parish Council
Wednesday 19th June 2024 at 6.00pm,
at Washingborough Community Centre, Small Hall.

(The meeting will start with the Public Forum and NKDC & LCC Councillors reports)

AGENDA

a. Public Forum.
b. Reports from LCC and NKDC Councillors

1. In accordance with the Localism Act 2011, to receive:
   a. Apologies and reason for absence.
   b. Declarations of interest.
   c. Applications for dispensation.

2. Draft notes of the Annual meeting of the Parish Council held on Wednesday 15th May 2024 to be approved as the minutes.

3. To discuss matters raised at Public Forum (**any items raised that need resolution will become an agenda item for the next Full Council meeting**).

4. Clerks Report (for information only).
   a. To note that the annual maintenance/service has been carried out on the intruder alarm and CCTV at the Fen Road site.
   b. To note that the works to the NGED Transformer are now complete.
   c. To remind Councillors of the Pre-election Period of Sensitivity.

5. To discuss and resolve the following items:
   a. The Internal Auditors Report and to extend the agreement for her services for a further three years.
   b. The review of the following Polices:
      i. Standing Orders
      ii. Terms of Reference
      iii. Financial Regulations
      iv. Accessibility Statement (Website)
      v. Privacy Notice (Website)
   c. The update regarding works to Anglian Water's Strategic Pipeline and any queries or concerns.
   d. The Proposals, from LCC, regarding the speed limit order on the B1190.
   e. The Lower Witham Flood Resilience Project, from the Environmental Agency, via NKDC.
   f. The Local Parish Council Engagement Session (25th June) with Lincolnshire Police.
   g. North Kesteven Leisure and Health Activities within the local community.
   h. An update from the Flooding working party.

6. Planning Matters.
   a. To resolve any comments on the following applications received.
      i. 24/0607/HOUS 19 Park Crescent. Raising of the roof height to facilitate creation of first floor (including above attached garage) with dormer windows to front and rear, two storey front extension and single storey rear extension (including demolition of conservatory), all with render finish and feature oak effect cladding and widening of existing drop kerb access.

   b. To ratify comments on the following applications returned under Clerks delegated powers:
      i. **25/0519/FUL Washingborough Family Practice, School Lane.** Erection of infill extension to create new main entrance and additional consulting rooms and internal re modelling. Washingborough Parish Council had no comment to make on this application.

c. To note the decisions from NKDC, on the following applications received:
   i. **24/0208/HOUS West Lodge, 14 Manor Road.** Erection of shed to front of the property and installation of 14 no. solar panels to existing dwelling - Approved.

7. Financial Matters.
   a. To resolve the payment schedule for June 2024 and note the salaries payments (to follow).
   b. To receive the accounts and budgets for May 2024.
   c. To receive and sign the Unity Trust Bank statement for May 2024.
   d. To ratify the payment of £600 for urgent work to a tree in Chapel Park.
   e. To resolve the purchase of new duo litter bins for the Village.
   f. To discuss and resolve the quote regarding an update to the IT equipment and operating system.

8. **To resolve moving into Closed Session (Public Bodies Admission to Meetings Act 1960).**

Signature: *K J Broddle*
Karen Broddle (Clerk)

Notes of the Parish Council Meeting held on Wednesday 19th June 2024 at 6.00pm in the Community Centre, Small Hall, Fen Road, Washingborough, Lincoln. LN4 1AB

Present:

- Cllr Mrs L Simons (Chairman)
- Cllr Mrs B Bland
- Cllr A Fraser
- Cllr R Harrington
- Cllr Mrs L Hannam
- Cllr Mrs A Nixon
- Cllr G Peck
- Cllr Mrs W Skelton
- Cllr Mrs R Whipp

In Attendance: Miss K Broddle (Clerk).

Members of the Public: There was one member of the public present.

a. Public Forum: None.
b. Reports from LCC and NKDC: were forwarded prior to the meeting – it was advised that one of the links within the NKDC Report was not working. The reports are attached.

15. Localism Act 2011 requirements:
   a. Apologies and reasons for absence were received and resolved from Cllr Mrs J Aspinall. Apologies were also received from District Cllr Goodwin and County Cllr Cawrey.
   b. Declarations of interest: None.
   c. Applications for dispensation: None.

16. Draft notes of the Parish Council meeting held on 15th May 2024 were proposed, seconded and resolved for signing as the minutes.

17. Matters raised at Public Forum: None.

18. Clerks Report (for information only):
   a. The annual service and maintenance of the Intruder alarm and the CCTV had taken place.
   b. The NGED Transformer upgrade works are now complete.
   c. Councillors were reminded of the Pre-election Period of Sensitivity.

19. To discuss and resolve the following items:
   a. The Internal Auditors report was noted and it was proposed, seconded and resolved to extend the agreement for her services for a further three years.

   b. Review of Annual Polices:
      Standing Orders – these were proposed, seconded and resolved with no changes.
      Terms of Reference – these were proposed, seconded and resolved with minor amendments.
      Financial Regulations – these were proposed, seconded and resolved with no changes.
      Accessibility Statement – this was proposed, seconded and resolved that the email be updated and no further changes.
      Privacy Notice – this was proposed, seconded and resolved that the email be updated and no further changes.

   c. Anglian Water's Strategic Pipeline – the notification of rephasing part of the work to the pipeline and timetable for the work was noted.

   d. The proposal from LCC regarding the Speed Limit Order on the B1190 – it was proposed, seconded and resolved to send a further comment requesting that the speed limit on the B1190 from the end of the village be lowered to 40mph, from the current national speed limit.

e. The Environmental Agency's Lower Witham Flood Resilience Project – Council was pleased to see that a project is being developed to address the flooding issues in the Lower Witham Areas.

f. The invite from Lincolnshire Police for an attendee of the Council to attend their Local Parish Council Engagement Session – it was proposed, seconded and resolved that Cllr Peck attend this meeting and report back at the July meeting.

g. Leisure and Health Activities from North Kesteven held in the local Community – it was proposed, seconded and resolved that Council are very interested in the offer of the activities and more information is to be requested.

h. The Flooding working party advised that the collated documentation was sent, prior to the announcement of a General Election, to the LCC flooding inquiry and Dr Caroline Johnson as the then MP for Washingborough. Dr Johnson was able to send letters to the Environmental Agency and the Internal Drainage Board but this is now in abeyance until after the General Election. However, it was proposed, seconded and resolved for the working party to start work on an Emergency Flood Plan.

20. Planning Matters:
   a. To resolve any comments on the following applications received:
      i. **24/0607/HOUS: 19 Park Crescent**: raising of the roof height to facilitate creation of first floor, (including above attached garage) with dormer windows to front and rear. Two storey front extension and single storey rear extension (including demolition of conservatory), all with render finish and feature oak effect cladding and widening of existing drop curb access.
      Washingborough Parish Council had no comment to make on this application.

   b. To ratify comments on the following applications returned under Clerks delegated powers:
      i. **25/0519FUL: Washingborough Family Practice, School Lane**: erection of infill extension to create a new main entrance and additional consulting rooms and internal remodelling.
      It was ratified that Washingborough Parish Council returned no comments on this application.

   c. To note the decisions from NKDC on the following applications:
      i. **24/0208/HOUS: West Lodge, 14 Manor Road** – Erection of shed and installation of solar panels to existing dwelling. This application was approved.

21. Financial Matters:
   a. The payment schedule for June 2024 was proposed, seconded and resolved and the salaries payments were noted.
   b. The accounts and budgets for May 2024 were noted.
   c. The Unity Trust bank statement for May 2024 was noted and signed.
   d. The payment of £600 for urgent work to a tree in Chapel Park was ratified by Council.
   e. The purchase of 4 duo litter bins was proposed, seconded and resolved.
   f. The upgrade of the IT equipment and operating system to include Windows 11 and Microsoft Office 365, was proposed, seconded and resolved.

22. Under the Public Bodies (Admission to Meetings) Act 1960 it was proposed, seconded and resolved to move into closed session for the following items: None.

There being no further business, the meeting closed at 6.55pm.

Signature…………………………………………………………………

Date………………………………………………………………………

Washingborough Parish Council
Civic Office
Fen Road
Washingborough
Lincoln
LN4 1AB

Mrs R Popplewell
5 Kestrel Rise
Eagle
Lincoln
LN6 9ED

20th June 2024

Dear Rachel

This letter is confirmation of the request for your services of Internal Auditor for a further 3 years to May 2027 from Washingborough Parish Council, for the End of Year Audit, a mid-year check.

Council would like to take this opportunity to thank you for your support to both themselves and the Clerk.

Kind regards

Karen Broddle
Clerk to Parish Council

Parish Clerk
Washingborough Parish Council,
Civic Office,
Fen Road,
Washingborough,
Lincoln. LN4 1AB.

Mrs R Popplewell
5 Kestrel Rise
Eagle
Lincoln
LN6 9ED

18th June 2021

Dear Rachel

The Parish Council would like to thank you for your help in undertaking our Internal Audit, following the resignation of our previous auditor.

As you know, you were recommended to us by two Councils and following this recommendation we would like to request your service, of Internal Auditor for two years, up to March 2023 for Washingborough Parish Council.

Council would like to request that along with the End of Year Audit, a mid-year check be undertaken.

Kind regards

Karen Broddle
Clerk to Parish Council

Parish Clerk
Washingborough Parish Council
Civic Office,
Fen Road, Washingborough,
Lincoln. LN4 1AB.

Mrs R Popplewell
5 Kestrel Rise
Eagle
Lincoln
LN6 9ED

20th July 2022

Dear Rachel

This letter is confirmation of the request for your services of Internal Auditor for an additional two years, commencing April 2023, From Washingborough Parish Council.

Council would like to request that along with the End of Year Audit, a mid-year check be undertaken.

Kind regards

Karen Broddle
Clerk to Parish Council