

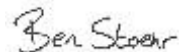
HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Monday 10 June 2024 at 7pm in the Reading Room, High Street, Hemingford Grey

The order of business may be varied at the Chairman's discretion.

The Public, Press and County & District Councillors are invited to be present and are welcome to attend and may speak under the Open Public Session only to make representation to the Council on items for consideration on the agenda.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder



Ben Stoehr, Clerk 5/06/2024

AGENDA

Comments and observations on agenda items from members of the public and reports from the County & District Councillors

1. **To receive apologies for absence and declarations of interests from councillors on items on the agenda**
2. **To approve the minutes of the meeting on 13 May 2024 and the minutes of the Planning Committee meeting on 13 May 2024**
3. **To consider planning applications, decision notices and tree works applications or pre-application approaches received***
 - 3.1 Planning applications
 - 3.1.1 24/00925/HHFUL – Long Lane House, Long Lane – Conversion of existing outbuilding to form bedroom annex
 - 3.1.2 24/80133/COND – 67 High Street – Discharge of condition 3 (Materials/Construction) for 23/01818/LBC
 - 3.2 Decision notices, appeals notices, enforcement notices and planning correspondence
 - 3.2.1 Request Parish Council raises awareness of Vindis Site plans
 - 3.3 Tree works applications
4. **To consider matters arising from the last or a previous meeting**
 - 4.1 (10.4) To consider quotations for RoSPA repairs if received
 - 4.2 Land transfer of Phase 1 and Phase 2 Yes Development – to authorise signing of the transfer
5. **Finance, procedure and risk assessment**
 - 5.1 To receive the financial report and approve the payment of bills
 - 5.2 Clerk report on any actions taken using delegated powers or because of risk/health & safety
 - 5.3 To consider any matter that is urgent because of risk or health and safety
 - 5.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2023 and 31 March 2024)
 - 5.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 5.6 To approve the Annual Governance Statement by resolution
 - 5.7 To consider the Accounting Statements (Section 2 of the Annual Return)
 - 5.8 To approve the Accounting Statements by resolution
 - 5.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
 - 5.10 To appoint an Internal Auditor for FY 2025
6. **To receive reports and items from committees, working groups and members for decision**
 - 6.1 Environment Working Group report and proposals ^(RW)
 - 6.1.1 Proposal to increase allotment rents from 2025 by 10% and that the Council should commit to installing two water troughs as soon as possible
 - 6.1.2 Proposal that the Parish Council writes to all residents in Vicarage Fields and vicinity asking them not to deposit grass cuttings in nature area
 - 6.1.3 Proposal that the Parish Council investigates the costs for the installation of a composting toilet situated between Daintree Green and the Allotments for joint use

- 6.1.4 Proposal that the Parish Council considers a resident's suggestion for regular guided Bird Walks in and around Hemingford Grey, including the Marsh Lane Lake, available to all parish residents and run throughout the year, and to decide on a possible bid for funding to HDC for Huntingdon Futures Place Strategy funding.
- 6.1.5 Proposal that the EWG forms a Call for sites sub working group/task group to formulate a more detailed draft plan to be in place quickly if the Parish Council's bids for either County Field or the horse field opposite are successful, with the membership of Chris Bowden, Helen Peat and Graham Tucker, and the Terms of Reference to be drafted and agreed at the next meeting.
- 6.1.6 Proposal that the Parish Council writes to CCC regarding the state of footpaths and the lack of response to reports posted on the CCC website.
- 6.2 Proposal that the Parish Council considers the County Council's Parish offer for EV chargers and whether to agree in principle to take up the offer ^(RW)
- 6.3 Update and analysis of the results of the recent "Hemingford Hoppa Bus Survey" ^(RA)

7. To consider correspondence/communications received

- 7.1 Resident offer to fund the replacement of a damaged bench along the river bank as a memorial bench
- 7.2 K&M to consider price increase and contract renewal
- 7.3 Rural Services Network – request to join

8. Closure of meeting

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 10 JUNE 2024

Where I have info to support an agenda item this is below.

Please note that this meeting will take place at the Reading Room, High Street, commencing at 7.30 pm and will incorporate planning applications.

1. To receive apologies for absence and declarations of interests from councillors on items on the agenda Apologies and reasons for absence received will be reported to the meeting.
2. To approve the minutes of the last meeting – attached.
3. **To consider planning applications, decision notices and tree works applications or pre-application approaches received**
 - 3.1 Planning applications received
 - 3.1.1 24/00925/HHFUL – Long Lane House, Long Lane – Conversion of existing outbuilding to form bedroom annex
 - 3.1.2 24/80133/COND – 67 High Street – Discharge of condition 3 (Materials/Construction) for 23/01818/LBC
 - 3.2 Decision notices, appeals notices, enforcement notices and planning correspondence
 - 3.2.1 Request Parish Council raises awareness of Vindis Site plans
The attached computer generated images (CGIs) are from originals on HDC planning portal (and have been there since 2020). The annotations are mine. Originals and some others from the inside of the development are also available ref. p.a. 20/00385/FUL
The plan of the roundabout shows proposed pedestrian access and uncontrolled road crossings and is the most recent (from 2021) that we brought to the planners attention again earlier this year.

There has recently been renewed interest on Facebook and these images are probably the best way of showing people what is coming. I suggest they are put in the 'information' papers for next weeks meeting and hence more locally in the public domain. I responded briefly to the Facebook queries and unless there are any objections I think we should refer to these pictures being on our website for those that are interested.
 - 3.2.2 23/01190/HHFUL – 8 Church Street – Replacement of approved garage door with a window and conversion into study. Erection of flat roof garage – Permission granted by HDC.
- 3.3 Tree works applications
None at the time of writing.
4. Matters Arising from the last or a previous meeting
 - 4.1 (10.4) To consider quotations for RoSPA repairs if received
Quotations will be brought to the meeting if received.
 - 4.2 Land transfer of Phase 1 and Phase 2 Yes Development – to authorise signing of the transfer subject to the Parish Council’s solicitor and Cllr Jackson being satisfied
5. **Finance, procedure and risk assessment**
 - 5.1 To receive the financial report and approve the payment of bills
Attached.
 - 5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
A quotation for village maintenance for the remainder of the season has been accepted from Hemingford Horticulture.
 - 5.3 To consider any matter that is urgent because of risk or health and safety
None at the time of writing.
 - 5.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2023 and 31 March 2024)
 - 5.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return) (attached)
 - 5.6 To approve the Annual Governance Statement by resolution
 - 5.7 To consider the Accounting Statements (Section 2 of the Annual Return) (attached)
 - 5.8 To approve the Accounting Statements by resolution
 - 5.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

5.10 To appoint an Internal Auditor for FY 2024

6. To receive reports and items from committees, working groups and members for decision

6.1 Environment Working Group report and proposals ^(RW)

6.1.1 Proposal to increase allotment rents from 2025 by 10% and that the Council should commit to installing two water troughs as soon as possible

6.1.2 Proposal that the Parish Council writes to all residents in Vicarage Fields and vicinity asking them not to deposit grass cuttings in nature area

6.1.3 Proposal that the Parish Council investigates the costs for the installation of a compost toilet situated between Daintree Green and the Allotments for joint use

No toilet facilities currently, hedges used as public loos – dog walkers and residents have complained. The football club (which has several junior teams) is looking for extra pitches, preferably with existing or planned toilet facilities.

6.1.4 Proposal that the Parish Council considers a resident's suggestion for regular guided Bird Walks in and around Hemingford Grey, including the Marsh Lane Lake, available to all parish residents and run throughout the year, and to decide on a possible bid for funding to HDC for Huntingdon Futures Place Strategy funding.

6.1.5 Proposal that the EWG forms a Call for sites sub working group/task group to formulate a more detailed draft plan to be in place quickly if the Parish Council's bids for either County Field or the horse field opposite are successful, with the membership of Chris Bowden, Helen Peat and Graham Tucker, and the Terms of Reference to be drafted and agreed at the next meeting.

6.1.6 Proposal that the Parish Council writes to CCC regarding the state of footpaths and the lack of response to reports posted on the CCC website.

Gary Baker (Footpaths monitor) reported Footpath 10 (from Mere Way to Potton Road) overgrown, impassable with dangerous hidden ditch. He has asked for the contact details of the relevant CCC officer as little or no action has taken place from putting issues on the CCC website.

The date of the August EWG meeting has been changed to 21 August.

6.2 Proposal that the Parish Council considers the County Council's Parish offer for EV chargers and whether to agree in principle to take up the offer

CCC have written:

"Please find attached a pdf of the Power Point slides from the Parish Council information session for EV Charge points events recently held by the County Council. We have compiled a Frequently Asked Questions (FAQs) document from the questions raised in those meetings, and via e mail recently, on this topic. As always, please email electricvehicles@cambridgeshire.gov.uk if you have any further questions.

If you wish to pursue this offer and believe you meet the criteria set out in the 'County offer for EV infrastructure in Cambridgeshire Parishes' doc attached, please complete this agreement in Principle form no later than 5 July 2024 <https://forms.office.com/e/JPYPsABBaH>.

Parish Engagement powerpoint and FAQs attached.

Cllr Waters has written to the Parish Centre and the Pavilion seeking their views as to whether the Parish Council should take this further. A suggestion has been raised of a possible additional site on the verge in Braggs Lane. The deadline for completion of the Agreement in Principle form is 5 July 2024.

6.3 Update and analysis of the results of the recent "Hemingford Hoppa Bus Survey" ^(RA)

7. To consider correspondence/communications received

7.1 Resident offer to fund the replacement of a damaged bench along the river bank as a memorial bench

"This weekend, my father and I noticed a bench along the river bank that was looking a bit tired and weather damaged. The next bench along the river has already been updated by a Glasdon recycled bench and we were wondering if it would be at all possible for my family to fund replacing the older damaged bench with a new Glasdon bench in memory of my Mum please? It feels like an especially poignant and special place for my family as we have pictures of Mum sitting on the bench, enjoying the river.

I have attached pictures of the damaged bench and I have also attached a photo of the updated glasdon bench that sits next to the proposed replacement bench to help show the location.”

Location plan attached.

7.2 Request to purchase the Parish Council's laptop
Cllr Waters to report.

7.3 K&M to consider price increase and contract renewal

Your maintenance contract is due for renewal on 1st August 2024 and I attach a new contract for your consideration.

Whilst we do try to keep our prices as low as possible, unfortunately we find that we do have to implement a small annual increase in line with our supplier's price increases. In addition, we have also had to take in to account the increase in fuel costs over the last couple of years. However, by absorbing some of these costs ourselves we have managed to keep any increases to well below the level of inflation. The new annual maintenance cost would be £1,071.84 plus VAT. However, we are still able to offer a three year contract which means that your maintenance costs would be fixed for the term of the contract and therefore not subject to any annual increase for the next three years.

If you are happy with our services and would like us to continue maintaining your lights, I would be grateful if you would indicate on page 3 whether you would like a one or three year contract and sign page 7 and return these to me. A scanned copy will be fine.

Maintenance agreement attached

7.4 Rural Services Network

We are the [Rural Services Network](#), a membership organisation that provides a national campaigning voice for rural communities. RSN have over 500 organisations in membership through a number of groups, and support both rural local authorities, rurally based organisations and rural towns, and now through this initiative rural parish councils.

We would like to invite your Council to join our Rural Village Services Group, a grouping of Parish Councils in England where we aim to share best practice and enable the group to contribute to our national campaigning work.

Rural Local Authorities have been underfunded by successive Governments, leaving rural residents in rural communities like those in your Parish, receiving less in Government funding, paying higher council tax, whilst receiving less services which cost more to provide. It is vital that across rural areas we can present the rural position and the more support we have, the better we can show a united rural voice.

Whilst our primary aim is to campaign for fairer funding for rural areas, we also work on key issues such as rural affordable housing, the rural economy, access to health and care services and rural public transport.

This link provides more information about the group and the services that we provide:

<https://www.rsonline.org.uk/page/rural-village-services-group>

These services include:-

- Weekly Rural Bulletin delivered to your inbox setting out key rural news stories.
- Monthly Funding Digest highlighting potential sources of funding and grants for you and your local organisations.
- Share your news and good practice with the RVSG group and the wider RSN.
- Dedicated Rural Village Service Group newsletter six times a year.
- A bespoke annual meeting for Councillors and Clerks of the group to share best practice and contribute to RSN campaigning work.

We are currently offering membership at £50 + VAT a year to those joining the group.

If you'd like to take us up on the offer to join and continue with us, please do contact us at sally.sargent@sparse.gov.uk.

Alternatively, if you'd welcome a chat to find out more, let us know and we can arrange a time that suits.

8. Closure of meeting

**Vindis development
Aerial view from south**

**Pedestrian access
on roundabout**

**Main entrance access from
Low Rd opposite marina**

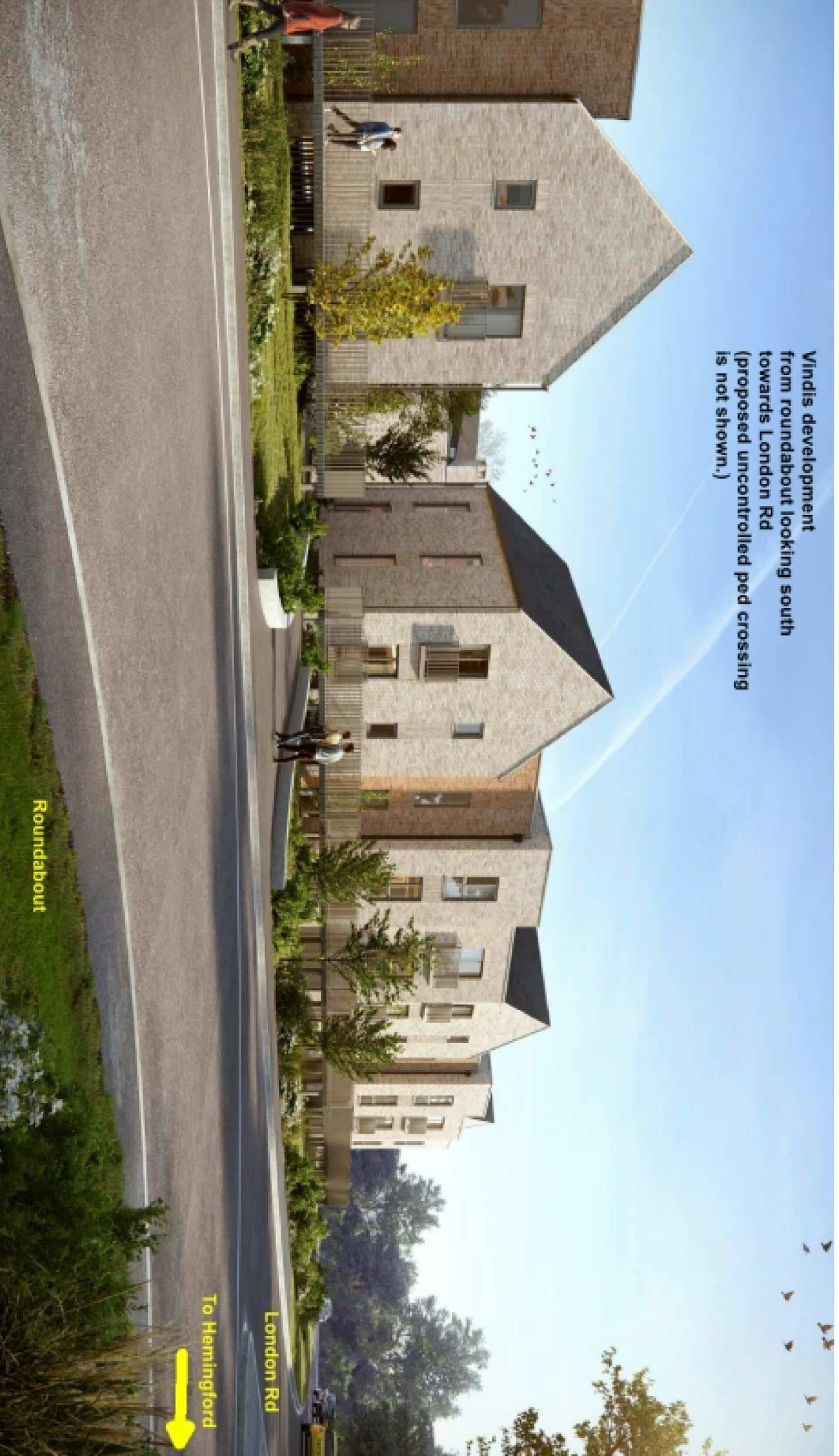
existing pond



Vindis development from central street with pedestrian access to roundabout at the far end!



Windis development
from roundabout looking south
towards London Rd
(proposed uncontrolled ped crossing
is not shown.)



Roundabout

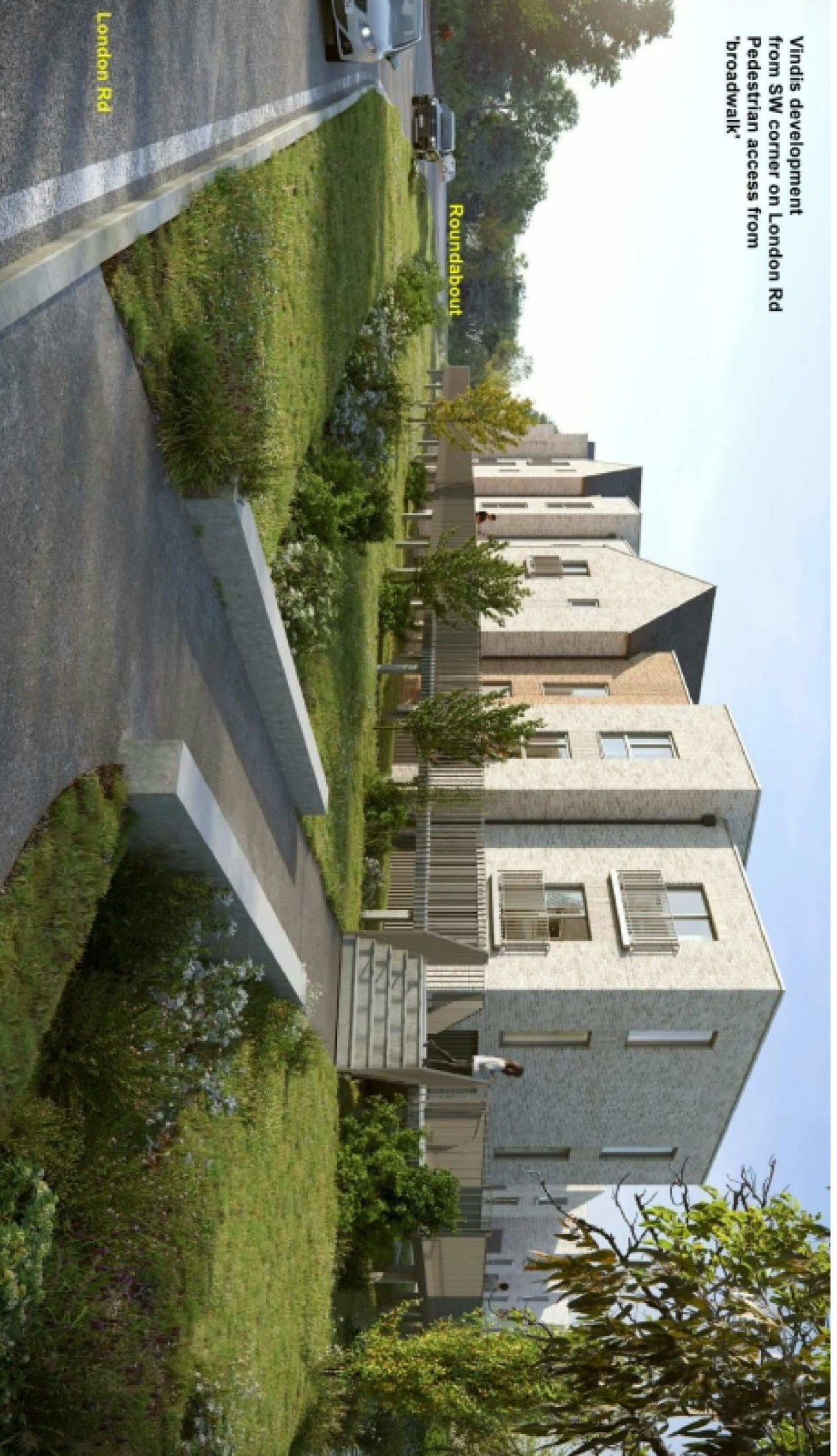
To Hemmingford

London Rd

Vindis development
from centre of roundabout
showing main pedestrian
access with no guard rails!!!



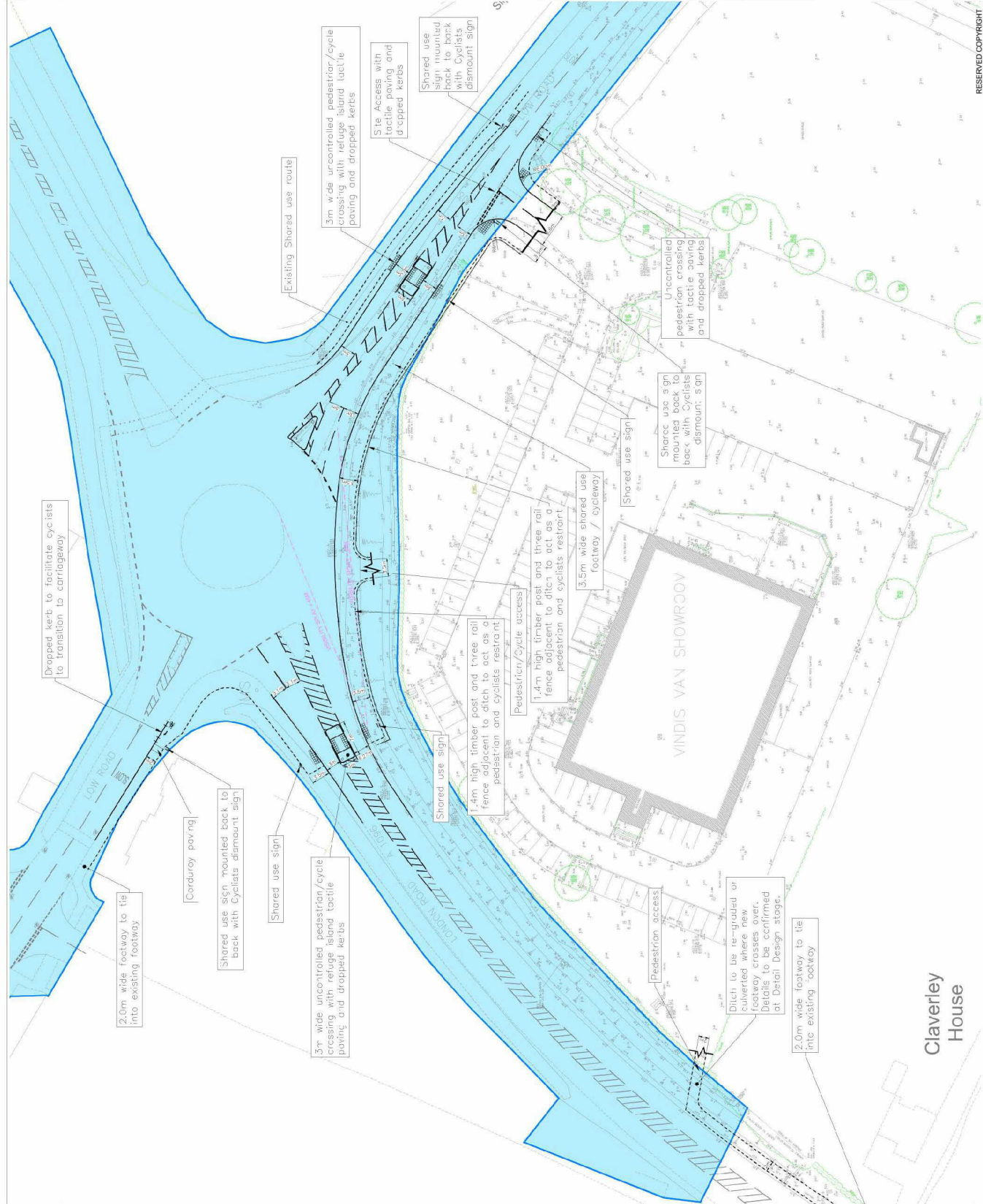
Vindis development
from SW corner on London Rd
Pedestrian access from
"broadwalk"



Roundabout

London Rd

A2
ORIGINAL
PLOT SIZE



Claverley
House



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NOTES:

1. This plan has been prepared using the latest available data.
2. Based on Bentley Land & Engineering Survey, Ltd Topographical Drawing No. 4637A.
3. The Ordnance Survey Data has been checked and approved from information supplied by Cambridgehire County Council.

KEY

Highway boundary maintainable or public space.

No.	Date	Revised	By	For
E	11.11.14			Update in response to CDD comments
D	14.02.14			Minor amendments
C	23.03.14			Amendments from comments by CDD
B	14.04.14			Amendments from comments by CDD
A	20.07.14			Amendments in accordance with CDD



The Stables, Mill
Fenwick Road
Cambridge
CB2 3RQ
01223 453835
www.tpa.co.uk

CLIENT
Abbey Group No 6 Ltd

PROJECT:
**Former Vindis Garage Site,
Low Road, Fenstanton,
PE27 5EL**

TITLE:
**Proposed
Access Arrangement**

STATUS:
PLANNING

SCALE	DATE	DRAWN	CHECKED	APPROVED
1:500	30.01.20	JA	IB	IB

JOB NO.	DRAWING NO.	REVISION
1610-81	PL01	E

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HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Jun-24

Balance B/Forward	354864.28
ADJ'S + Chq's Approved at Previous Meeting/Between Meetings	
Adjustments	
LGS SERVICES - NOV 23	CORRECTION -0.03
Payments	
SLCC	MEMBERSHIP FEE -49.75
MICK GEORGE	SKIP HIRE -298.20
HEMINGFORD HANDYMAN	CEMETERY FENCE -655.00
J FLINT	LITTERPICK REFRESHMENT -53.10
SALARIES & PENSION	-1938.75
PAVILION	GRANT -2700.00
SSE	STREETLIGHTING ENERGY -140.03
SSE	STREETLIGHTING ENERGY -348.03
Receipts	
PLOT NEW 556	INTERMENT FEE 1400.00
SANTANDER	INTEREST 37.96
<i>Total Fund movement</i>	
	-4,744.93
Balance revised after adjustments	350,119.35

DD

DD

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Unity Trust Current Acc	107,311.34	107,362.10	-50.76
Unity Savings Acc	139,612.60	139,612.60	
Santander Current Acc	60,268.22	60,268.22	
Santander Deposit Acc	42,927.19	42,927.19	
Total	350,119.35	350,170.11	-50.76

Expenditure for month	Amount (£)
SALARIES & PENSION	1,773.00
LEEDS DAY LLP	S106 FEES TRANSFER YES DEVELOPMENT 516.30
K&M LIGHTING	STREETLIGHT MAINTENANCE 88.74
BUCHANS	GRASSCUTTING March 24 2975.89 *
VICTOIRE PRESS	NEWSLETTER 610.00
HUNTS FORUM	MEMBERSHIP 50.00
READING ROOM	ROOM HIRE 148.00
EASTERN TREE SURGERY	TREE WORKS BRAGGS LANE 240.00
LGS SERVICES	ADMIN SUPPORT May 24 2634.32
Total Expenditure	9,036.25

Balance c/f	341,083.10
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Notes:

Late invoices will be brought to the meeting.

**Buchans invoiced for all areas of village in March 2024

Annual Governance and Accountability Return 2023/24 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 £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

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 2024**.
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 2024**. 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 2024
 - 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 2023/24

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

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

Publication Requirements

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

Before 1 July 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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) 2023/24

- 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 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- 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 as soon as practical after the date of the AGAR approval.
- **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.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten 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 2024**.

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 2024 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 2023/24

HEMINGFORD GREY PARISH COUNCIL

<https://www.hemingfordgreyparishcouncil.gov.uk/>

During the financial year ended 31 March 2024, 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 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***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 2023/24

We acknowledge as the members of:

HEMINGFORD GREY 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 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.hemingfordgreyparishcouncil.gov.uk/>

Section 2 – Accounting Statements 2023/24 for

HEMINGFORD GREY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	224,405	259,256	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	126,065	132,370	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,152	19,777	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	21,014	23,558	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	101,722	87,096	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	259,256	300,749	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	259,256	300,749	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	258,507	258,215	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **HEMINGFORD GREY PARISH COUNCIL**
ENTER NAME OF AUTHORITY

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 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name **ENTER NAME OF EXTERNAL AUDITOR**

External Auditor Signature **SIGNATURE REQUIRED** Date **DD/MM/YYYY**

**HEMINGFORD GREY PARISH COUNCIL CASH BOOK RECONCILIATION
FY ENDING 31 MARCH 2023**

Reconciliation from cash book

B/F Bank & cash	259256.22	Payments (excl transfers)	110654.20
Receipts	152146.79	C/F	300748.81
	<u>411403.01</u>		<u>411403.01</u>

BALANCE B/F	259256.22	UNITY CURRENT ACC	57407.64
RECEIPTS (REC @ BANK)	152146.79	UNITY RESERVE ACC	139612.60
PAYMENTS (REC @ BANK)	-110654.20	SANTANDER CURRENT ACC	60839.34
BALANCE AT BANK	300748.81	SANTANDER DEPOSIT ACC	42889.23
RECEIPTS O/S @ BANK	0.00	O/S @ BANK	0.00
PAYMENTS O/S @ BANK	0.00	C/F	<u>300,748.81</u>
TOTAL C/F	300748.81		

HEMINGFORD GREY PARISH COUNCIL ASSETS LIST

Qty	Type	DESCRIPTION	2023	2024	Notes
1	MOWER ser no 53037458	M3 AGRIA 5300 SICKLE BAR MOWER	1,970.77	1,970.77	At R Allen's
1	HEDGE CUTTER to replace stolen	HEDGE CUTTER ATTACHMENT	191.70	191.70	At R Allen's
1	HEDGE CUTTER	STIHL 4230 967 3305 B S	287.50	287.50	At R Allen's
1	STRIMMER	STIHL 4137 967 3307 B S	328.00	328.00	At R Allen's
1	POWER UNIT	STIHL 4149 967 3301 A S (also 502973229 and 4149 01	232.66	232.66	At R Allen's
1	METAL BLADE ATTACHMENT		110.00	110.00	At R Allen's
1	METAL STORAGE BOX		99.95	99.95	At R Allen's
1	DOG WASTE BAG DISPENSER		120.00	120.00	New in Sept 2014. Daintree Green In T Marsh's Shed
2	DOGS ON LEADS SIGNS				
1	NO DOGS SIGNS	DAINTREE GREEN PLAY AREAS		474.00	
112	FOOTWAY LIGHTS		108,508.05	108,508.05	see itemised inventory
1	VILLAGE SIGN		5,564.52	5,564.52	High street
1	NO BALL GAMES SIGN	MICHELL CLOSE POS		14.28	
2	NOTICE BOARDS		1,738.91	1,738.91	School (magnetic); Yes Development (half locked).
1	NOTICE BOARD	Armes Corner	1,316.59	1,316.59	New in FY18
1	NOTICE BOARD	Parish Centre	1,316.59	1,316.59	
1	NOTICE BOARD	The Thorpe	1,316.59	1,316.59	
1	NOTICE BOARD	The School	1,596.28	1,596.28	
1	NOTICE BOARD	Allotments	1,261.84	1,261.84	new sept 2020
1	FENCING & GATES	Allotments	4,057.46	2,028.73	split from Cemetery fence in FY24
	PLAY EQUIPMENT & SAFETY SURFACING	Pinders Green Play area	11,592.74	11,592.74	
	PLAY EQUIPMENT & SAFETY SURFACING	Daintree Green Play equip	88,322.77	88,322.77	
	HP Laptop & software		905.00		written off FY24 no longer working.
	LAPTOP	HP EliteBook 840		50.00	
	PROJECTOR	Optoma X316P Projector	352.99	352.99	R Waters
1	XMAS TREE LIGHTS	lights, timer, flex, sockets	230.58	230.58	at St Ives Tree
1	NEW XMAS TREE LIGHTS	150M LED lights	404.98	404.98	at St Ives Tree New 2020
1	NEW XMAS TREE LIGHTS EXTENSION	100M LED Lights	286.65	286.65	at St Ives Tree New 2023
29	SEATS		9,390.12	9,390.12	see "1611 map of benches"
1	SEAT	Filberts Walk	372.00	372.00	
1	BENCH	LONDON ROAD (IN ST IVES PARISH)	320.00	320.00	
1	BENCH	RIVERSIDE	416.59	416.59	
1	BENCH	CEMETERY - MEMORIAL BENCH	1,300.62	1,300.62	Installed fy2019
1	PICNIC BENCH - FRIENDSHIP BENCH	DAINTREE GREEN	946.88		INSTALLED FY22 - reimbursed by resident BUR
1	PICNIC BENCH - FRIENDSHIP BENCH	DAINTREE GREEN		1,042.79	REPLACEMENT FOR FRIENDSHIP BENCH INS
1	PICNIC BENCH	DAINTREE GREEN	968.22	946.88	JUBILEE BENCH
1	PICNIC BENCH	VICARAGE FIELDS	968.22	968.22	JUBILEE BENCH
3	BOLLARDS	WOODEN-APEX CORNER	208.67	208.67	
2	BOUNDARY MARKERS	CONCRETE-PINDERS GREEN	144.91	144.91	
1	LITTER BIN	S IVES ROAD SCHOOL BUS STOP	60.05	60.05	P2 Wooden slats with liner fence mounted
1	LITTER BIN	HIGH STREET (OS READING ROOM)	155.67	155.67	P5 Centurion bin 100L - Bin Shop
1	LITTER BIN	MEADOW LANE (MEADOW ENTRANCE)	60.05	60.05	P9 Black centurion style bin
1	LITTER BIN	PEACE MEMORIAL PLAYING FIELD	60.05	60.05	P10 Black Glasdon Plaza
1	LITTER BIN	PEACE MEMORIAL PLAYING FIELD (PLAY AREA)	60.05	60.05	P11 black open top bin
1	LITTER BIN	PEACE MEMORIAL FIELD (NEAR NORMAN CT)	60.05	60.05	P14 Black centurion bin
1	LITTER BIN	DAINTREE GREEN (NEAR STEPPING STONES)	60.05	60.05	P15 Black centurion bin
1	LITTER BIN	DAINTREE GREEN (NEAR PLAY AREA)	60.05	60.05	P16 Black centurion bin
1	LITTER BIN	HIGH STREET (OS SHOP)	60.05	60.05	P19 Slimline Derby - Broxap
1	LITTER BIN	RIVERSIDE	250.79	250.79	P20 Glasdon Hooded 25L
1	LITTER BIN	GORE TREE ROAD	233.50	233.50	P21 Centurion bin 100L - Bin Shop
1	LITTER BIN	MANOR ROAD (NEAR OAKFIELDS)	233.50	233.50	P22 Centurion bin 100L - Bin Shop
1	LITTER BIN	BUS SHELTER - YES ESTATE	141.87	141.87	P23 Centurion bin 100L - Bin Shop
1	LITTER BIN	MITCHELL CLOSE PLAY AREA	141.87	141.87	P24 Centurion bin 100L - Bin Shop
1	LITTER BIN	SCHOOL CAR PARK (ON PAVEMENT)	155.67	155.67	P25 Centurion bin 100L - Bin Shop
1	LITTER BIN	NR ROUNDABOUT AT END OF HIGH ST	214.44	214.44	Centurion bin 100L - Bin Shop
1	LITTER BIN	CHURCH ST NEAR CHURCHYARD GATE	214.44	214.44	Centurion bin 100L - Bin Shop 1 Church St; 1 High St; Hemingford Rd near Filbert's Walk
5	SALT GRIT BINS		379.72	379.72	
1	BOOK OF CONDOLENCE	PROJECT LB	40.95	40.95	
1	BLACK PHOTO FRAME	PROJECT LB	35.00	35.00	With J Flint
1	PONTOON	RIVERSIDE	500.00	500.00	added by PC June 2015 following review
1	LYCH GATE WAR MEMORIAL	AT CEMETERY	1.00	1.00	
1	FENCING & GATES	Cemetery		2,028.73	split from Allotment fence in FY24
2	HIGHWAY GATES (PAIR)	GORE TREE ROAD	1,722.98	1,722.98	Installed 2022 1.5m
2	HIGHWAY GATES (PAIR)	MARSH LANE	1,864.82	1,864.82	Installed 2022 2m
1	BUS SHELTER	ST IVES ROAD OS SCHOOL	1.00	1.00	
1	MORELOCK MVAS		2,612.00	2,612.00	Purchased July 2019
50	BOLLARDS	VICARAGE FIELDS	1,915.00	1,915.00	Installed 2022
1	VICARAGE FIELDS	POS	1.00	1.00	land should be valued @ £1
1	PINDERS GREEN	MITCHELL CLOSE PLAY AREA	1.00	1.00	so that it can not be overlooked
1	CEMETERY	POUND ROAD	1.00	1.00	in the accounts
TOTAL ASSETS			258,507.01	258,214.86	

NOTES

In previous years where exact replacement value is unknown then last year's value plus approx 3% has been used. In 2015 fixed value has been used as indicated in the Practitioners Guide and required by the Auditors.

Fully Funded Opportunity: Electric Vehicle Chargepoints for your Parish

Welcome



Please make sure your microphone is muted



Following the short presentation of the offer we will open the floor to questions, please feel free to ask these using the virtual hand, or the chat function.



We hope to answer all in the time we have and for clarity and consistency a summary of the questions and answers will be shared following the meeting



This meeting will be recorded to ensure we can accurately record the questions asked to develop the FAQ's we will share, feel free to turn off your camera if you prefer



Introductions

Electric Vehicle Infrastructure Team:

- Sohail Ilyas – Electric Vehicle Infrastructure Officer
- Jack Eagle – Principle Transport and Infrastructure Officer
- Emily Bolton – Climate Crisis Strategy Manager

- Contact us at: electricvehicles@cambridgeshire.gov.uk

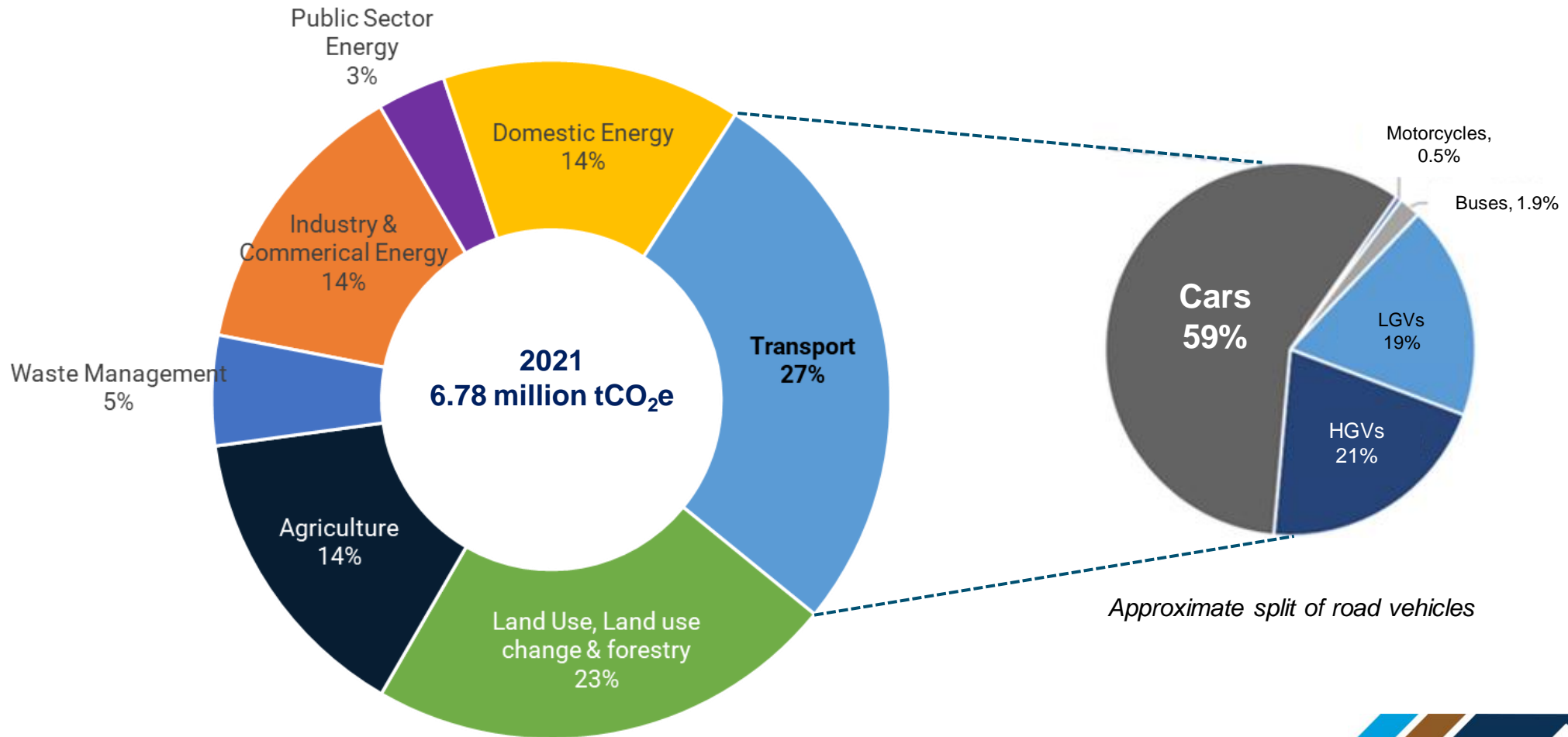
Agenda

Item	
Welcome & Introduction	10 mins
Presentation <ul style="list-style-type: none">• Background• Progress so far• The Offer for Parishes• Parish Commitment• Your next steps	25 mins
Questions	20 mins
Close	5 mins

Background to EVs in Cambridgeshire

Cambridgeshire Picture

- Transport is our largest single source of emissions - the majority of this is from car use
- Switching to electric vehicles is the keyway to reduce these emissions



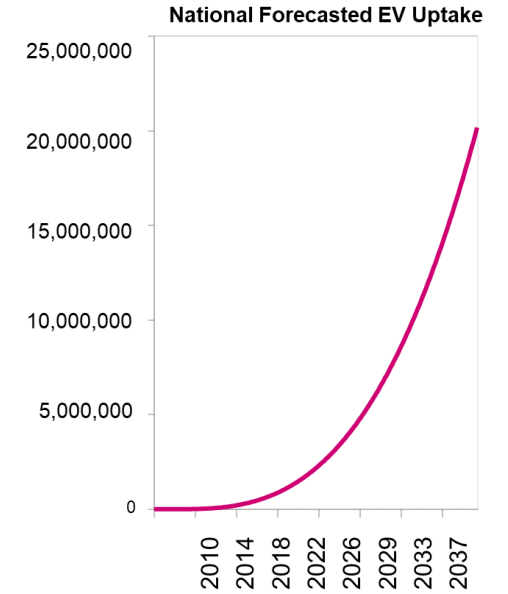
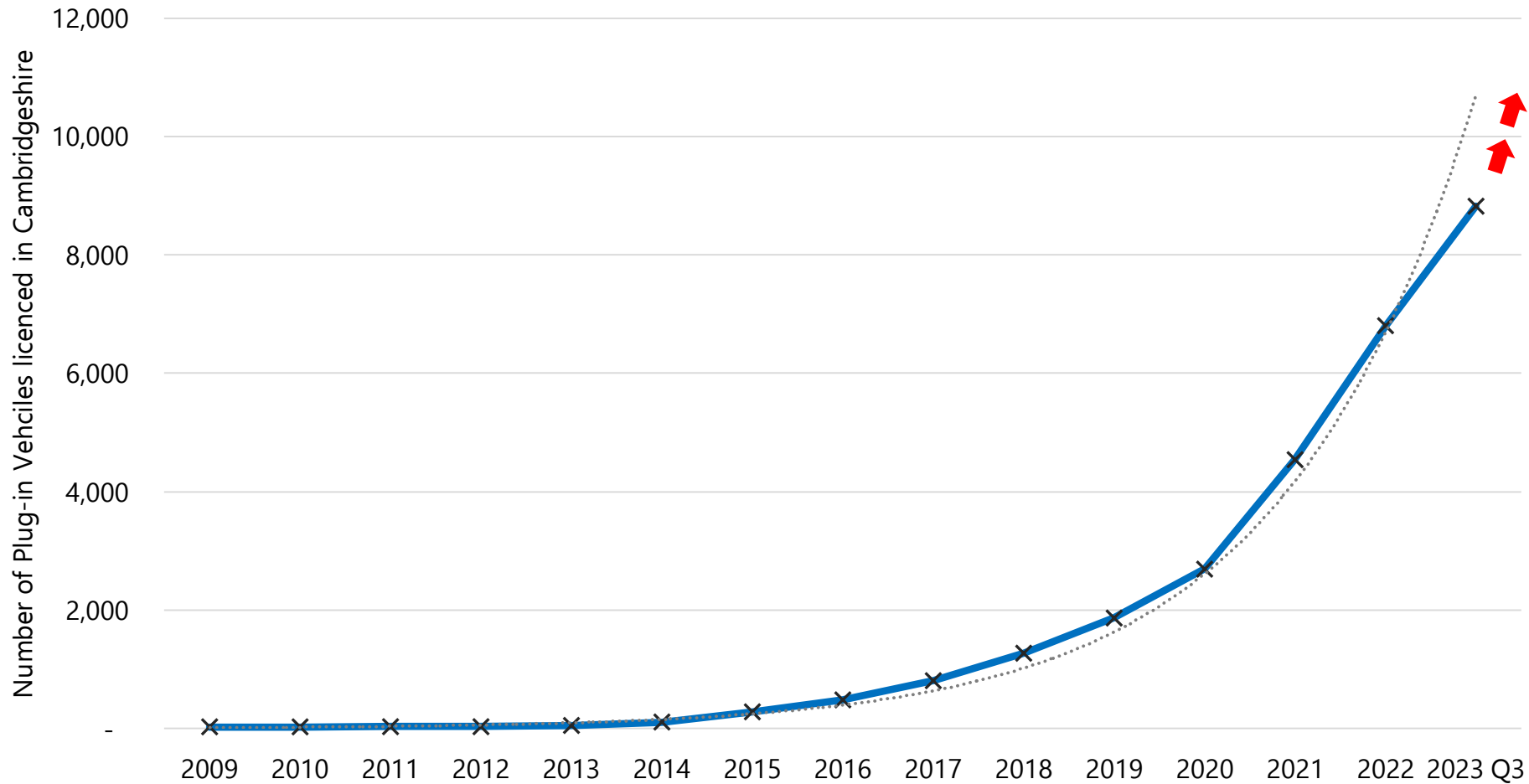
National Policy & Net Zero

- **Ban on sales of new petrol and diesel cars from 2035**
- Zero Emission Vehicle Mandate (Dec 2023) - Forces car makers to sell increasing numbers of EVs up to the 2035 ban
- Market already committed to transition and to battery electric power
- Almost everything up to 7.5 tonnes will be **electric**: cars & light commercial vehicles

This means that:

From now, there will be **fewer and fewer new petrol or diesel** vehicles available to buy and **more and more choice of electric vehicles**

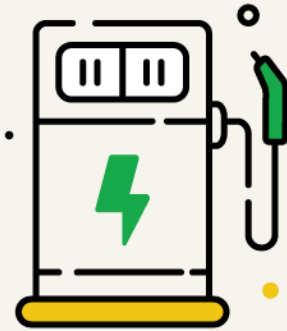
Uptake in Cambridgeshire is following national picture....



Benefits of Electric Vehicles to the Driver



Lower
**maintenance
costs**



Save on
fuel costs



Tax
breaks

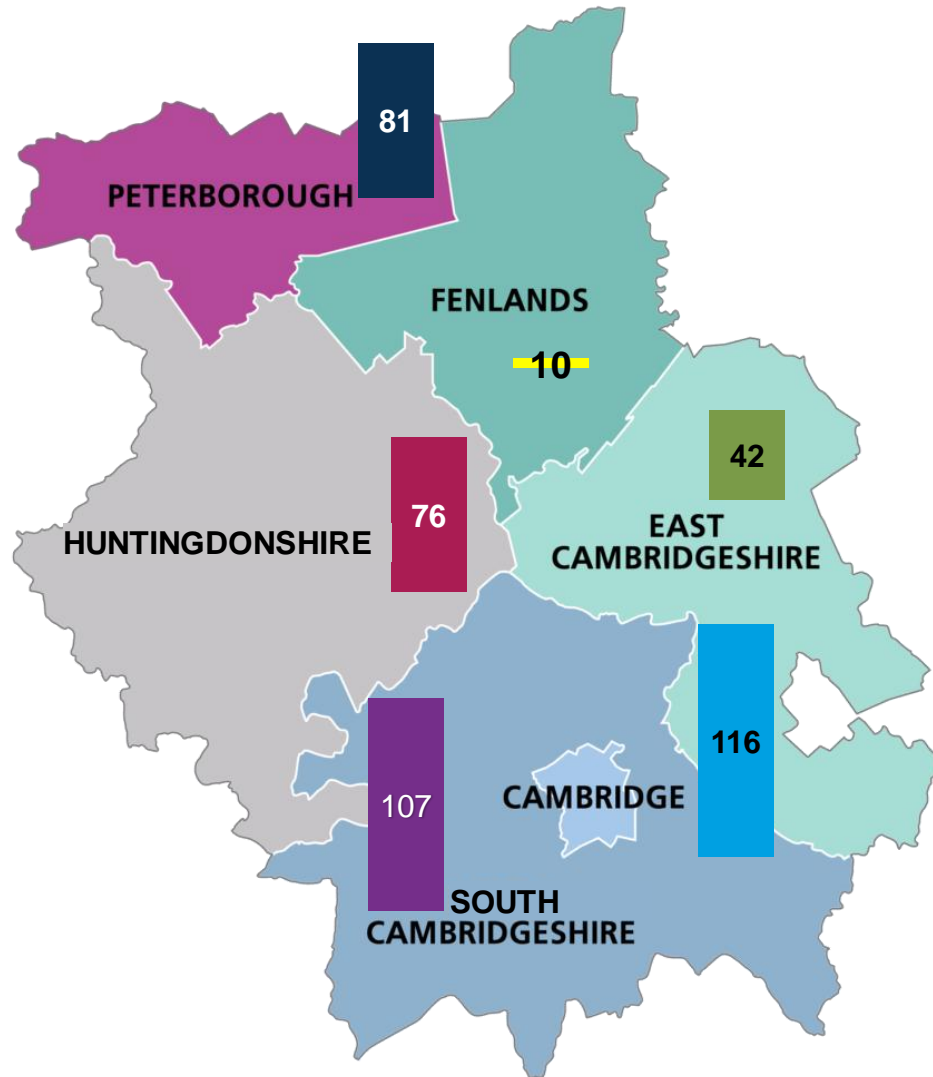


Healthier
for the
environment



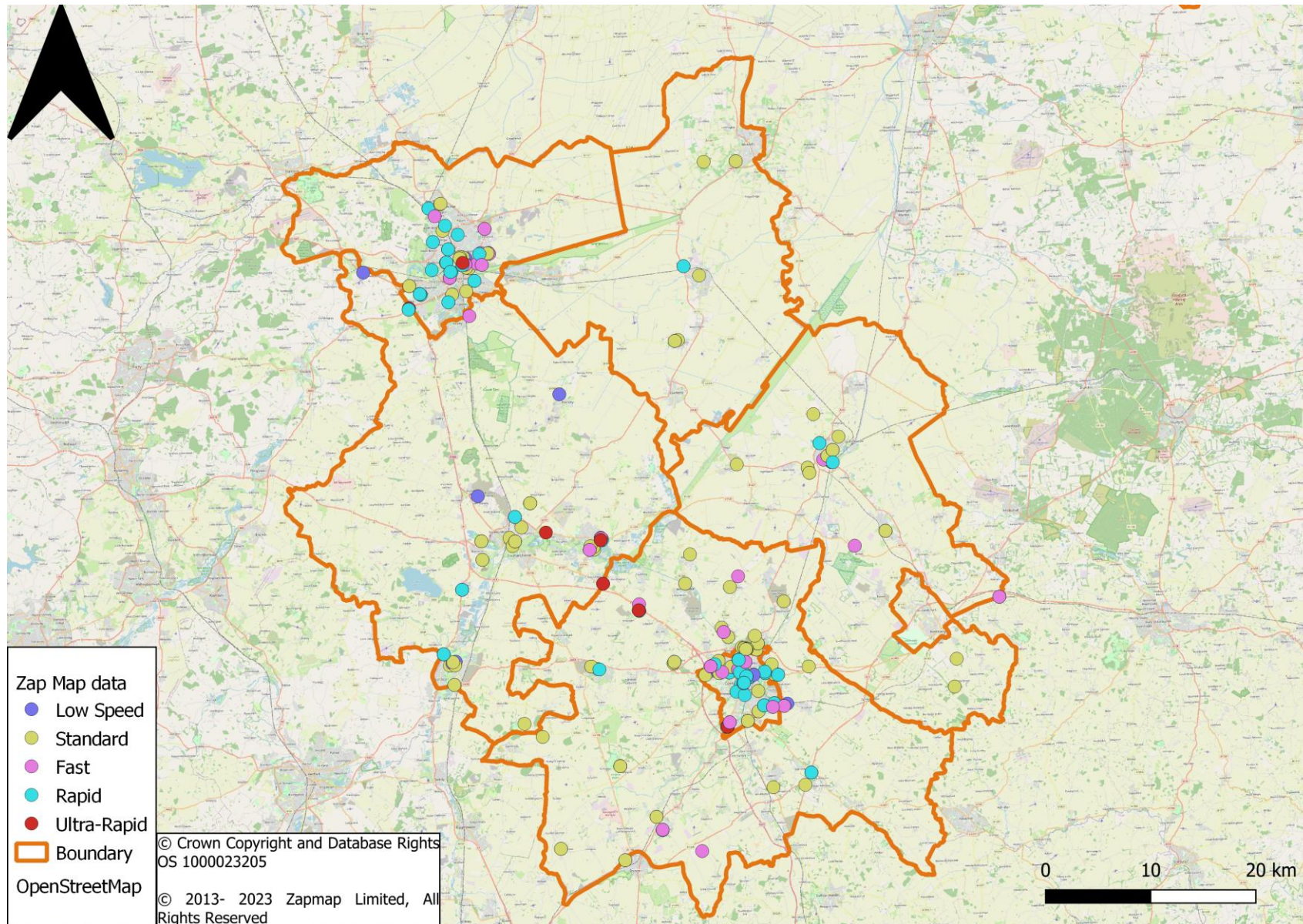
Some have
Grants
available

But chargepoints are needed....



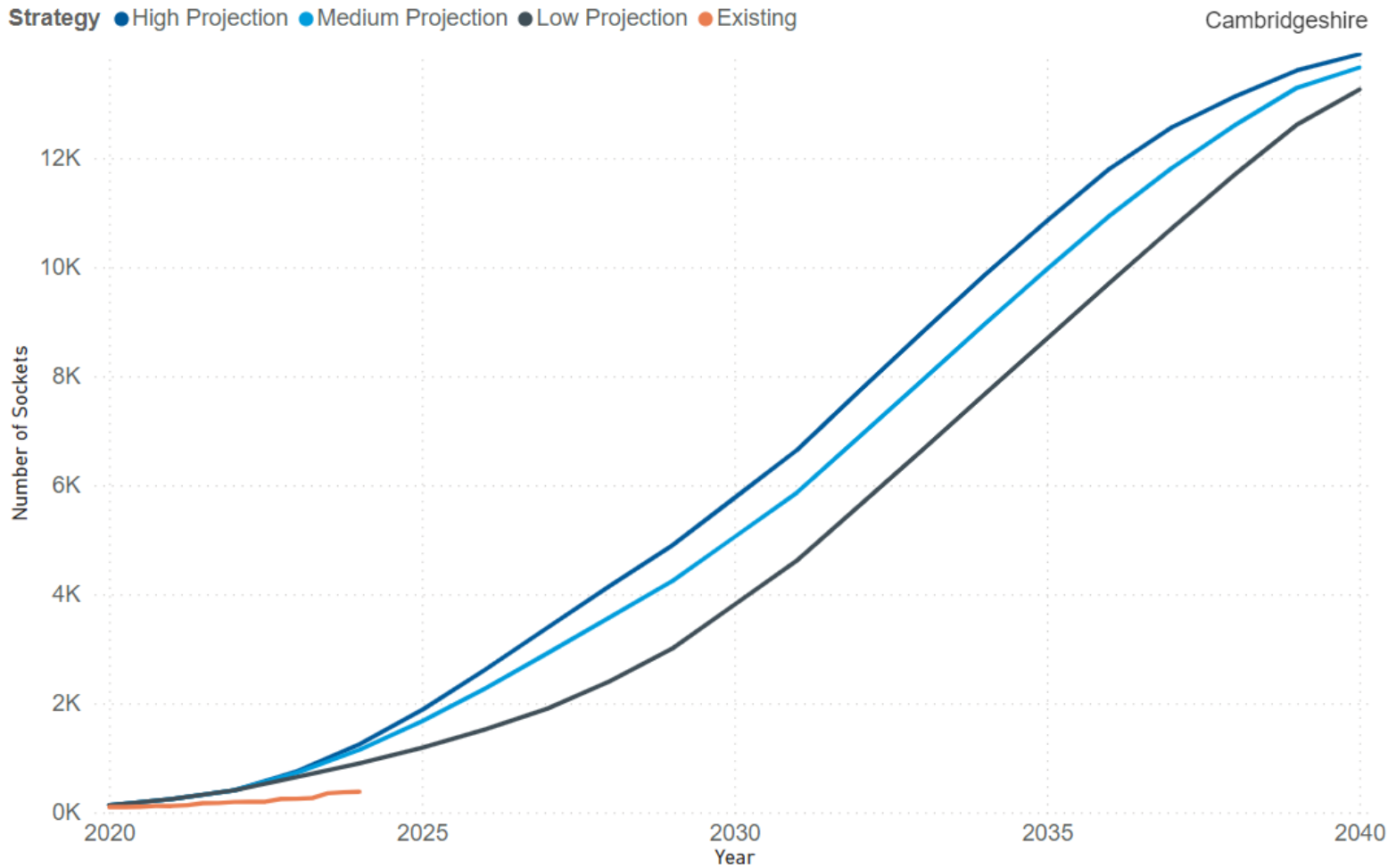
- Numbers of public EV Chargers in July 2023
- Uneven distribution
- Lower numbers in the East/north-east more rural of the region
- Most chargers are destination, located in car parks both on council and private sector land (e.g. supermarkets, forecourts etc)

Where are public chargers currently?



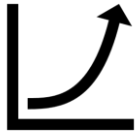
- Chargepoints tend to be in **more urban areas** of the County
- Coincides with density of homes without off-street parking
- But this misses many of our geographically spread communities

Where we need to get to in Cambridgeshire?



- Projected Public EV Charger Requirement have been modelled
- Different projections – working towards “medium”
- **By 2030 = 5,000 sockets**
- By 2035 = 10,000 sockets
- Most of these will need to be public chargers

Our Approach to EV Chargepoint Deployment



Increase numbers

Increase the number of public EV chargepoints to meet the charging needs of residents



Support Residents

Ensure residents without off-street parking have access to a range of convenient, accessible and reliable EV chargepoints



Fair & Equitable

Ensure chargepoints are fairly priced and inclusively designed



Support the switch

Support and encourage residents to transition to electric vehicles

Progress to date



Working with Cambridgeshire & Peterborough Combined Authority and Peterborough District Council on our EV Infrastructure Strategy.



Secured capacity funding to enable the Council to develop our approach



Working to secure up to £5 million funding from government's Local EV Infrastructure (LEVI) fund to deliver a 15-year infrastructure plan.
The bid will be submitted in mid-July 2024.

Our Parish Council Offer

The Offer

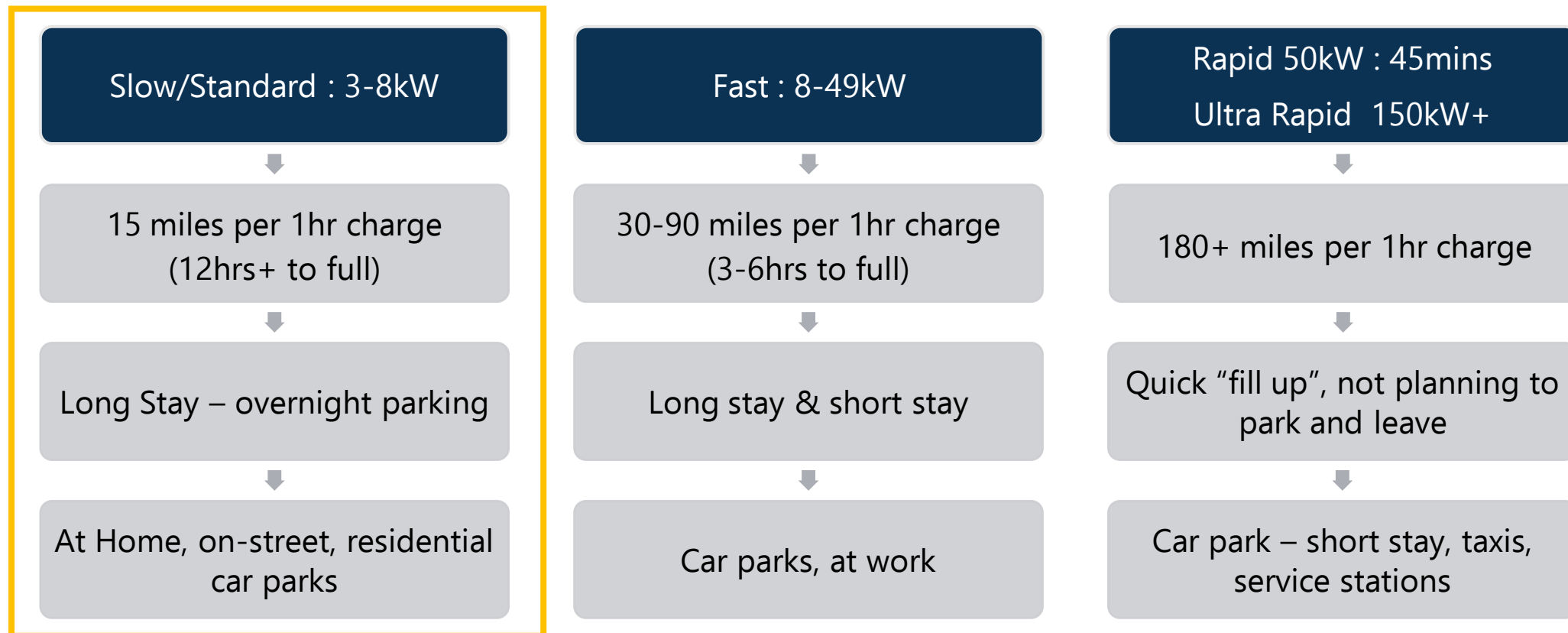
- EV chargepoints(s) installed at no cost to the Parish Council
- Up to 6 sockets (3 chargers) per location/Parish
- Up to 7kW chargers only

- Suitable locations must:
 - Be within walking distance of a number of homes that do not have off-street parking
 - Car parks owned or operated by the Parish Council (with permission of landowner)
 - *Certain types of community owned car parks may also be suitable*
 - Have (or be willing to change to), at a minimum, free overnight parking

- Parish Councils (and/or the landowner) must be willing to sign into a long-term contract with the Council for use of the car park for this purpose, including enabling access to site for installation and maintenance of the chargepoints.

Why 7kW chargers only?

- Different types of chargepoint are suited for different types of use
- We are targeting residential charging – ie where people will be parking for longer periods of time
- Funding limits use of rapid chargers



**Statistics vary depending on the size of the battery in the vehicle*

Key Details & Commitment

- Offer is **subject to a site audit** to ensure the site meets the LEVI funding criteria and has sufficient grid capacity
- Offer is **subject to a long-term agreement** with a minimum of 15 years
 - Unfortunately, if you are leasing the land and the lease is less than 15 years this offer would not be suitable for your Parish
- No financial cost to the Parish (unless you require legal review of documentations etc at your own cost)
- No revenue potential for the Parish Council
- Two electricity connection options:

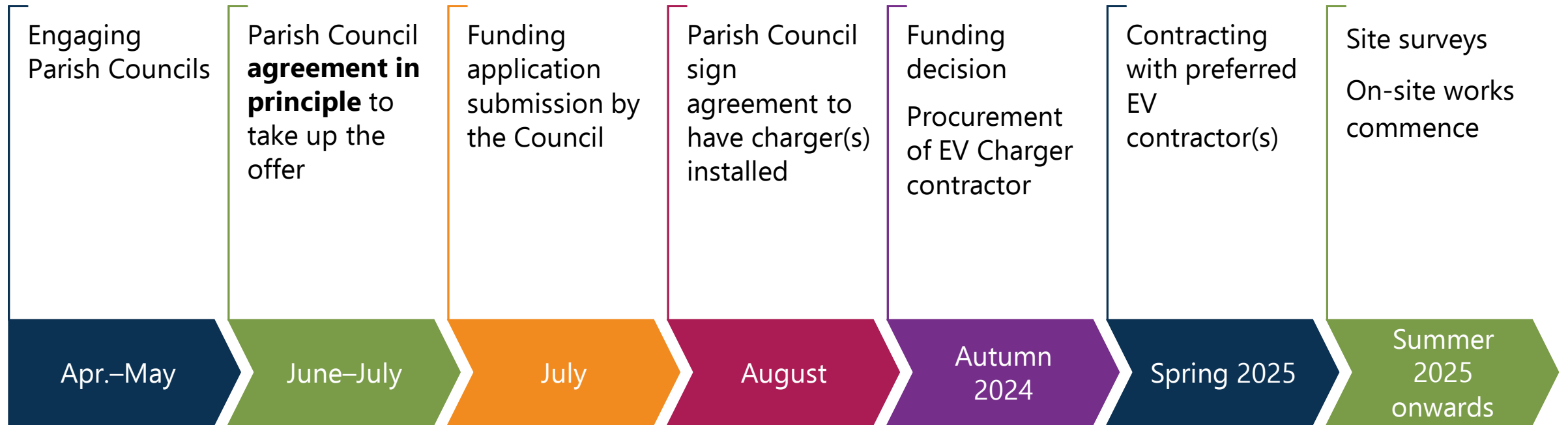
Where the site already has an electricity supply

- We will aim to connect to the existing supply
- No cost to the bill payer – reimbursed for the electricity used by the chargepoint
- A sub-meter would be installed to measure consumption by the chargepoint(s)

Where the site has no electricity supply, or connecting to the existing supply is not feasible

- A new electricity connection solely for the EV charger would be installed

Indicative Timeline*



* The timeline is governed by the LEVI funders – unfortunately, we would not be able to deliver ahead of the times indicated

Your Next Steps

1. Review the offer with your Parish Council.
2. Complete the **agreement in principle form**, which will be circulated after the 2nd workshop. This will only commit you to explore this with CCC further. **Forms must be returned by 5 July 2024.**

Any questions?



Please raised your virtual hand if you have a question



Please mute yourself after you have raised your question.



Use the chat to ask questions.



Following the meeting all questions asked (including any unanswered in the chat) will be answered and shared among all parishes for clarity.



Any other questions? Please do get in touch by email Electricvehicles@cambridgeshire.gov.uk

Extra information slides if needed

Types of EV Chargepoint

- Govt recently updated the categories following the Public EV Chargepoint Regulation, Nov 2023
 - Sets out requirement on payment processes, particularly pay-as-you-go functionality
- Slow (or Standard) – 3.7 to 8 kW
- Fast – 8 kW to 49 kW
- Rapid – 50 kW to 149 kW
- Ultra-Rapid – 149 kW and over

- Faster charger = faster to charge
- Bigger battery = longer range = longer to charge

Typical use-case	Charger type ↓	Battery size →	25kWh	58kWh	100kWh+
			Nissan leaf	VW ID3	Tesla Model S
Residential parking	7 kW		4 hr	8 hr	14 hr
Short term parking	22kW		1 hr	3 hr	6 hr
Short term parking	50kW		36 min	53 min	2 hr
Destination	150kW		10 min	18 min	22 min
Destination	350kW		3 min	7 min	15 min

Members Seminar 2021: EV Charging Infrastructure

Emily Bolton
Climate Change Officer
Cambridgeshire County Council



Transport Decarbonisation in the UK

- Decarbonisation of all forms of transport:
 - Increasing walking/cycling
 - Zero emissions buses/coaches
 - Railways
 - Zero emissions cars, vans, motorcycles & scooters
 - Maritime & and aviation
- While remaining generally technology agnostic, **electrification is highlighted** as key mechanism for smaller vehicles


Place-based solutions to emissions reduction




- By 2050 every place in the UK will have its own net zero transport network
- We will reform the way local transport infrastructure is funded to drive decarbonisation at a local level
- All places will have the ability to take bold action to decarbonise transport, to radically change how people travel and level up the UK

Co-benefits


Air quality




Noise




Congestion



Health



Jobs & growth



Department for Transport

Decarbonising Transport

A Better, Greener Britain

Forecasting the transition

BBC

nhlmbol01



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Science & Environment

Ban on new petrol and diesel cars in UK from 2030 under PM's green plan

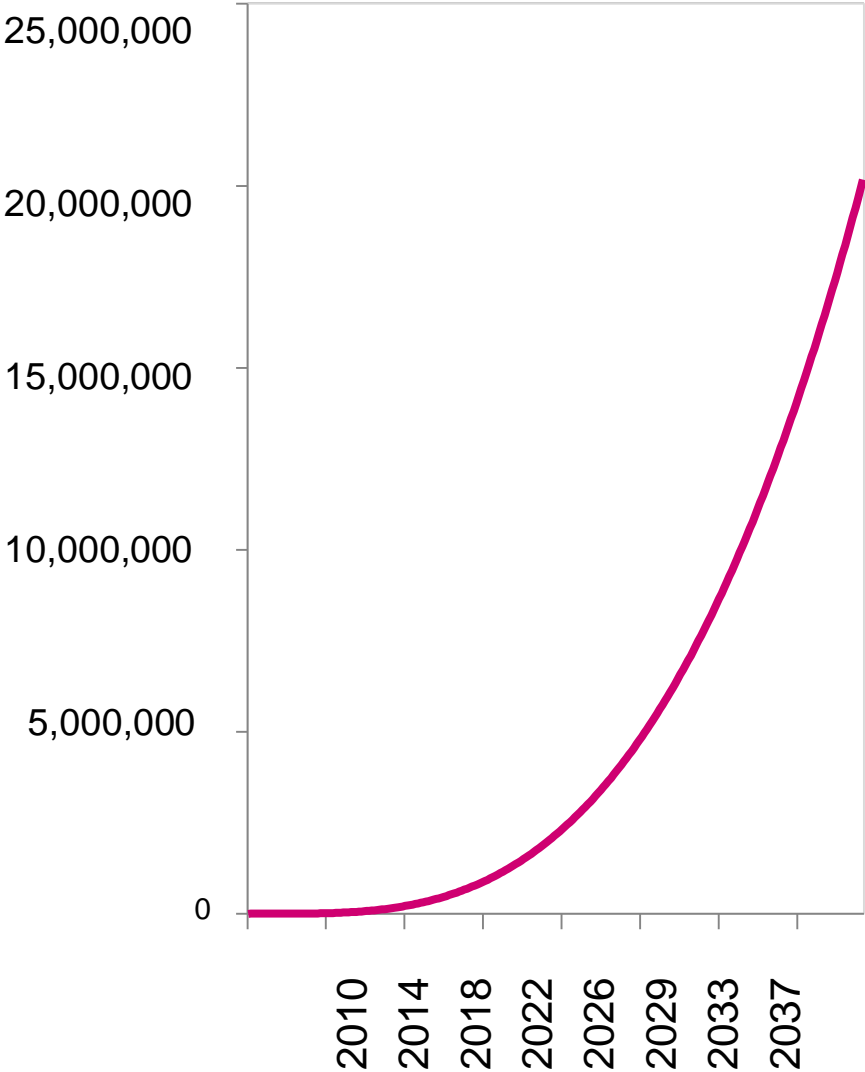
By Roger Harrabin
BBC environment analyst

18 November 2020

Climate change



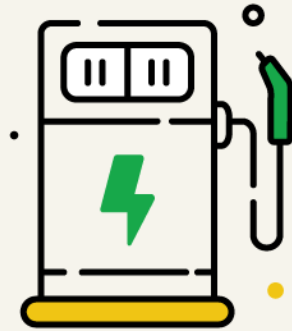
Forecasted EV Registrations



Benefits of Electric Vehicles to the Driver



Lower
**maintenance
costs**



Save on
fuel costs



Tax
breaks



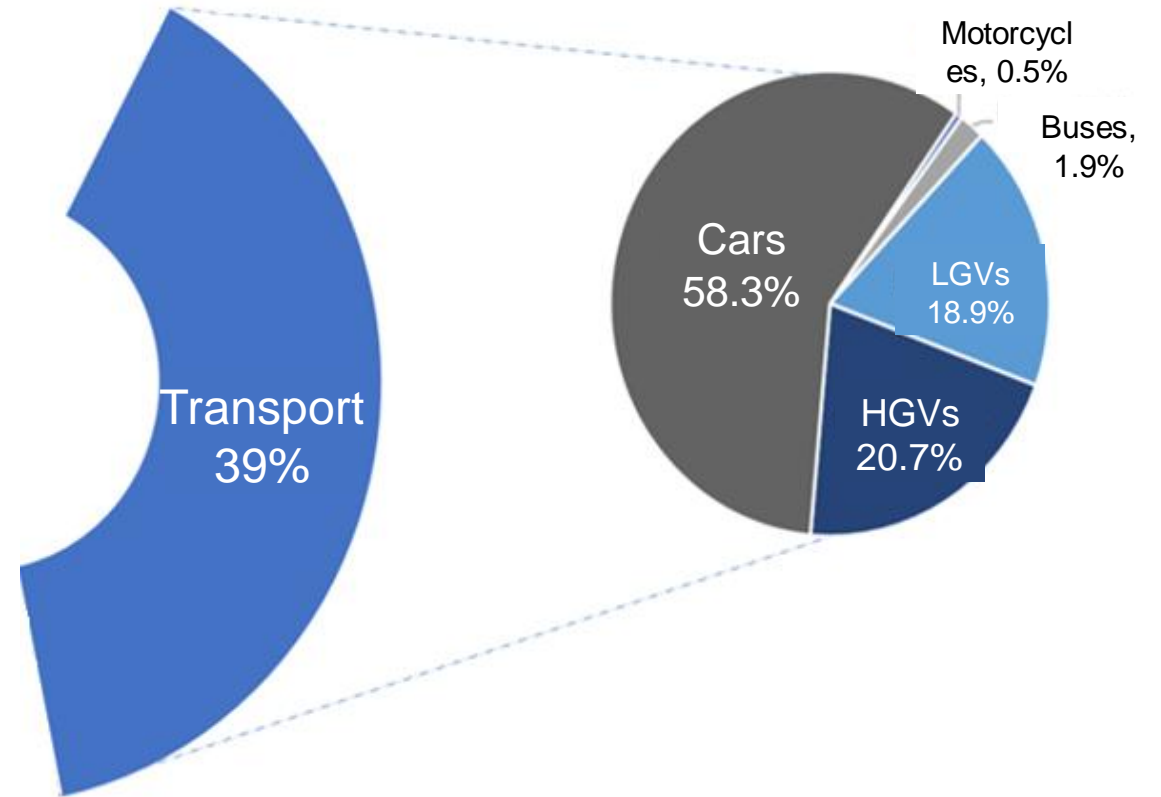
Healthier
for the
environment



Grants
available

Cambridgeshire Picture

- Transport is our 2nd largest source of carbon emissions
- Approach currently disparate across the LAs
 - CPCA - Alternative Fuel Strategy
 - Cambridge City - EV Infrastructure Strategy
 - SCDC are working on a Strategy
- Current CCC approach:
 - On the Steering Group of the CPCA strategy
 - Collaborating with Districts and Parishes to support delivery of their strategies
 - Identifying the opportunities and limitations of using CCC assets to host infrastructure
 - Tackling the biggest barrier which is electricity upgrades



Cambridgeshire & Peterborough emissions from transport, 2017

Collectively, across all levels of Government greater alignment is needed, a delivery strategy and strategic procurement of suppliers

Cambridgeshire Picture

Government's EV Charging Statistics Oct 2021 tell us:

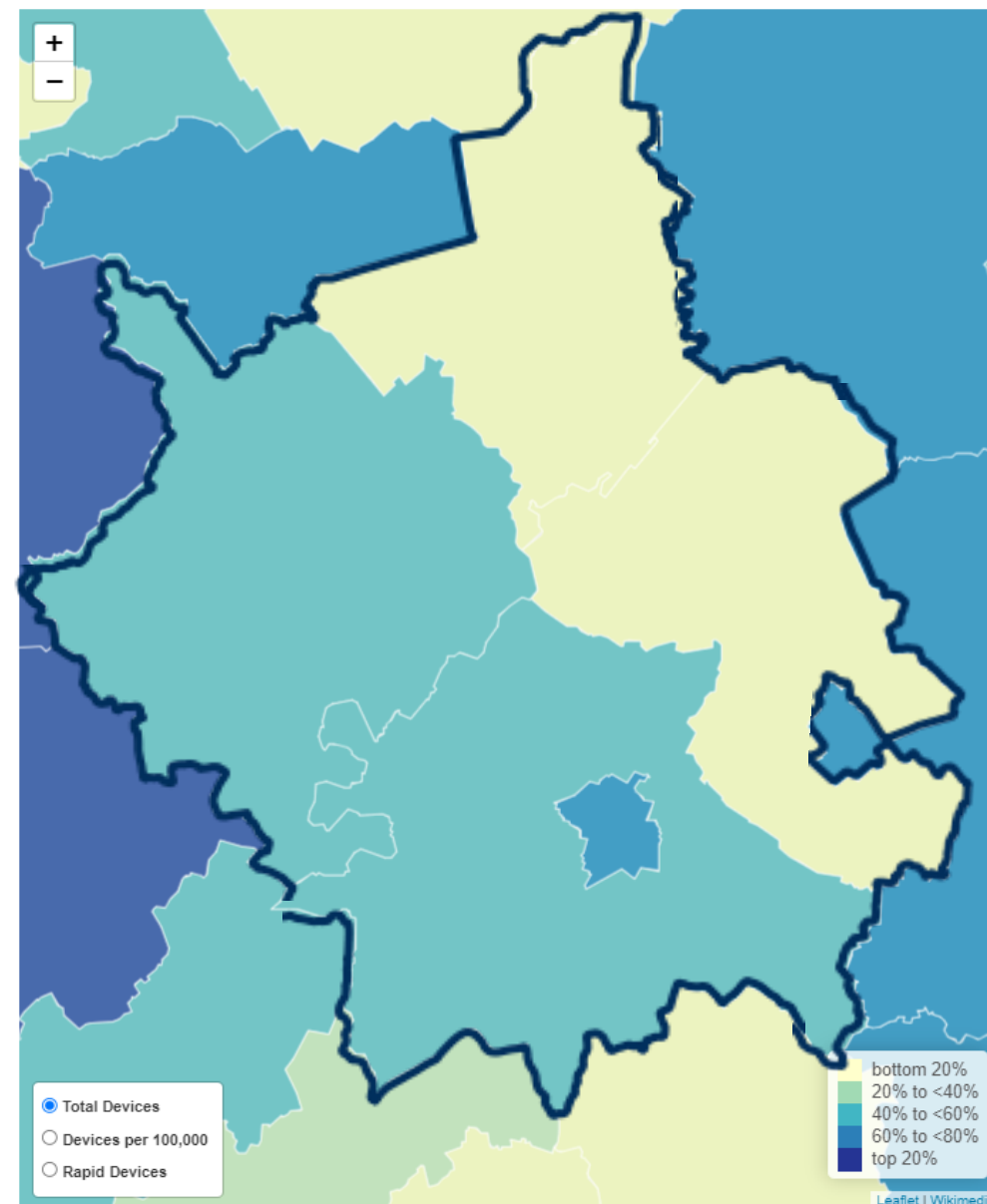
	Total public EVC	EVC per 100,000 population
Cambridge	80	45
East Cambridgeshire	22	22
Fenland	6	5
Huntingdonshire	60	25
South Cambridgeshire	55	28
Total	223	

To be compatible with net zero:

- 50% of cars in Cambridgeshire electric by 2030 (*UKPN modelling*)

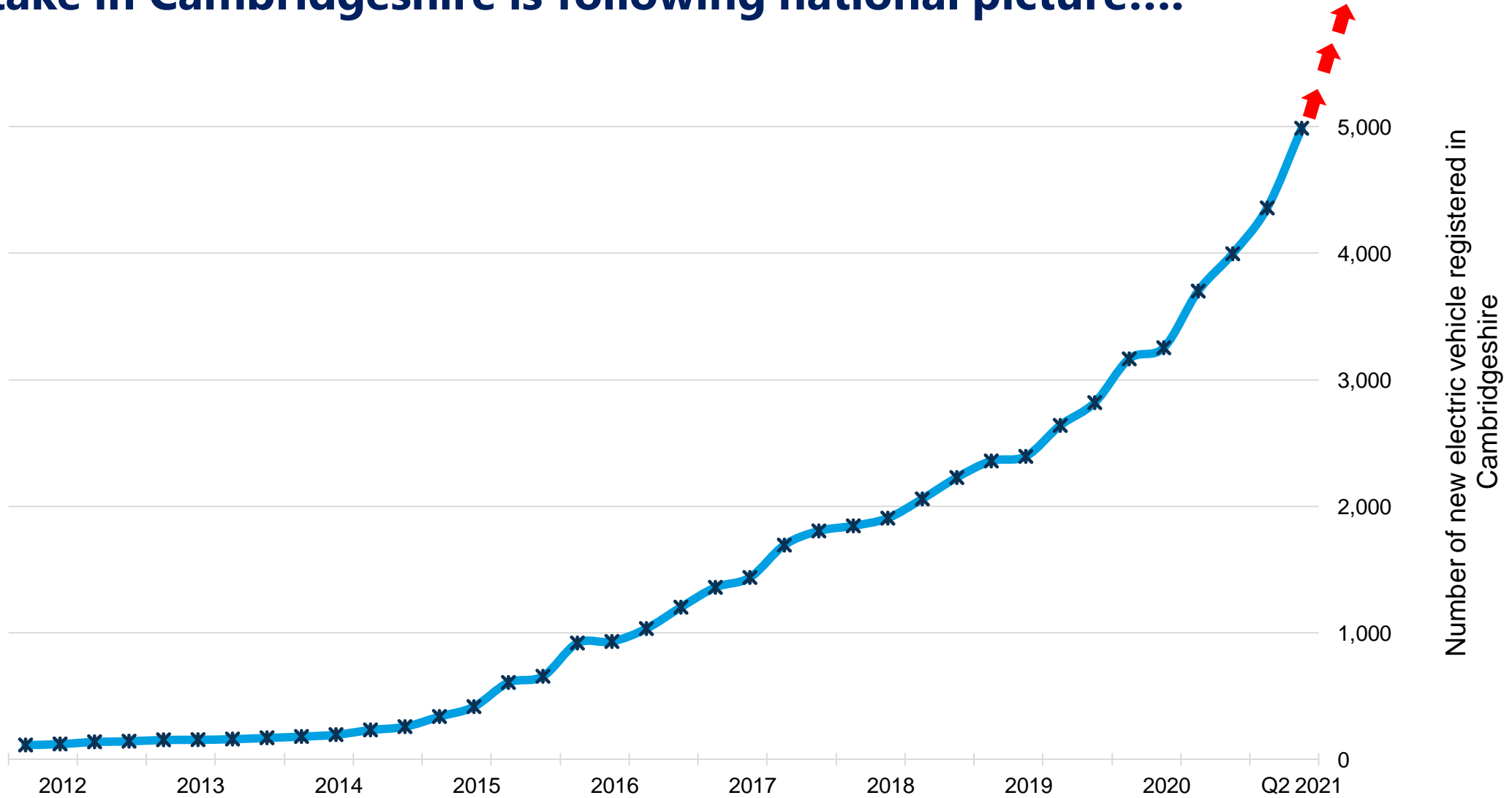
We need:

- 3500 public chargepoints plus
- Over 50 Rapids on the strategic network (*CUSPE, 2019*)



<https://maps.dft.gov.uk/ev-charging-map/index.html>

Uptake in Cambridgeshire is following national picture....



Emergence of DIY solutions

- Increasing requests/queries about on-street EVC*
- Numerous and increasing numbers of FOI re EVCs
- Emergence of requests for permission for DIY solutions



*EVC = **E**lectric **V**ehicle **C**hargepoint/**C**harging

Type of Chargepoint relates to charging behaviour....

Price increases for: chargepoint unit, electricity connection and fee to use

Slow : 3kW

15miles per 1hr charge
(6-12hrs to full)

Long Stay – overnight parking

At Home – needs off-street parking

Standard/Fast : 7-22kW

30-90miles per 1hr charge
(3-4hrs to full)

Long stay & short stay

On-Street, car park, at work

Rapid 50kW : 45mins
Ultra Rapid 150kW+

180+miles per 1hr charge

Quick “fill up”, not planning to park
and leave

Car park – short stay, taxis, service
stations

Investment in EV Public chargepoints is key to unlocking uptake...

The number of EVs is set to increase rapidly over the next decade, and is key to achieving Net Zero commitments



1.7m

Public chargepoints required by 2030

Source: SMMT (Sep 2020)²

The under provision of chargepoints could hamper this. But at the same time, until there are enough EVs, investing in public chargepoints isn't an attractive proposition for investors – a chicken and egg problem



44%

Customers citing a lack of chargepoints as a barrier to purchasing an EV

Source: SMMT (Sep 2020)²

Barriers to on-street chargepoint installation for LAs

Market Immaturity

- Chargepoints only become profitable when people have EVs; people will only get EVs when there are enough chargepoints
- A **chicken & egg situation**

Externalities

- More chargepoints encouraging EVs could improve air quality
- This **benefit** is spread across many organisations and **is not realised by CCC**

Policy Uncertainty

- While Govt. has declared a target for almost every vehicle to be net zero by 2050, the **national strategy to deliver is still developing**

Upfront connection costs

- Existing network constraints make **electricity connections costly**
- These costs can make chargepoint **delivery financially unviable**

Practical Barriers

- Finding **suitable locations** on the highway can be challenging
- e.g. space, distance from other electricals, other street furniture

Progress to date

• Charge Collective

- UKPN innovation project
- Explored how UKPN can work with LAs to facilitate onstreet chargepoints
- Invited to take part along with City Council

• Cambridge EV Chargepoints

- Collaboration with City Council & UKPN
- 19x7kW & 4x50kW public EVCs
- Leveraging funding of:
 - £1.2 million Green Recovery Fund
 - £118,000 OZEV grant (75% capex)
 - £39,000 City Council (match funding)

• Workplace Chargepoints

- Installation at c.16 offices = 18 sockets, 2 at each site
- New Shire Hall has 11 chargepoints (=22 sockets). Coming online later this month.

• Park and Rides

- bpChargemaster: 7kW at all except Newmarket Rd.
- Tesla Ultra Rapid Hub: Trumpington
- Smart Energy Grid Projects:
 - St Ives & Babraham will have additional EVC

Progress to date

Upskilling to become intelligent clients

- Discussions with various suppliers with different innovations
- Exploring alternative solutions & legal implications
 - Oxford City/Oxfordshire Gul-e System
 - Hants CC allowing cables across pavements
- Understanding of practical challenges & mitigations:
 - Pavement width vs build outs (& loss of parking spaces)
 - Proximity to other electrical features (public & private)



Example: River Lane, Cambridge



Business models to install On-Street

Less control over locations and pricing but less resource intensive and shifts risk to supplier

LA Own & Operate

LA pays capex and owns equipment but pays supplier to install equipment, operate and maintain it.

LA have total control over location and full revenue if desired

Most resource intensive, ongoing revenue costs, unlikely to payback within lifespan of the chargepoints

Match Funding

LA and supplier match fund, agreements reached on revenue, ownership, and upgrades

Contractual arrangements can be complex

Concession Framework

Suppliers own and operate the equipment but are given initial incentives (eg LA pay CAPEX)

LA has more control over locations and little ongoing involvement required. Revenue shares possible.

Used for the Cambridge EV Project

Free infrastructure / supplier leasing

Supplier install and maintain charge points for free or pay LA to lease land.

Only will happen for most 'prime' spots, contracting can be complex if leasing the space from the LA

Revenue opportunity for the LA, least resource intensive

Larger scale, bigger procurements and longer term contracts

Looking forward

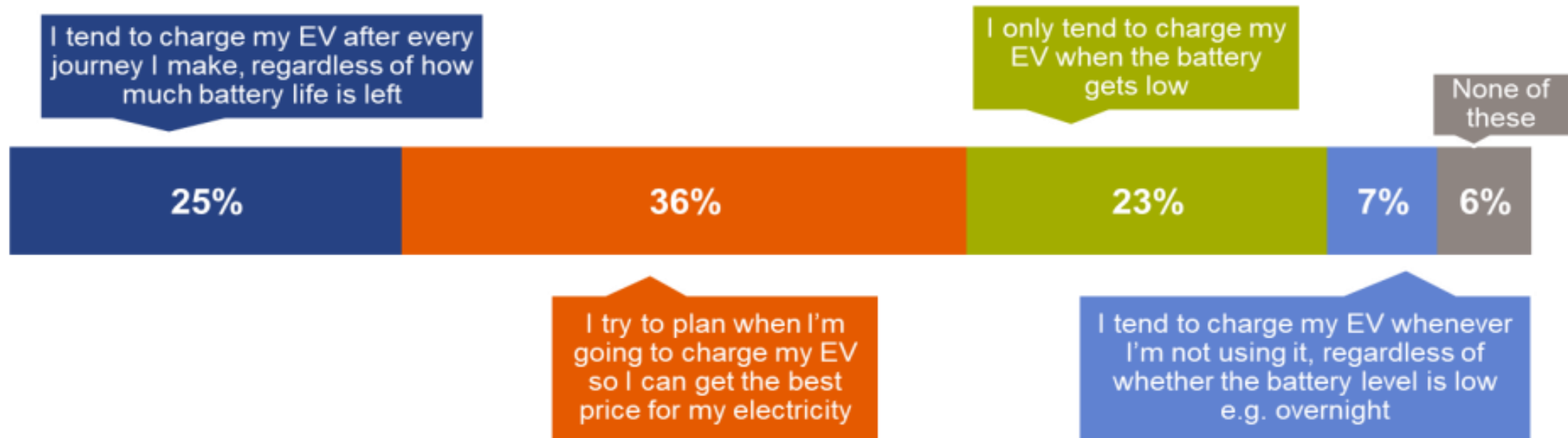
- **CPCA Alternative Fuel Strategy** (for CPCA & New Anglia LEP areas)
 - Due March 2021 for integration into the new LTCP
 - CCC has 2 reps on the Steering Group
- Keenness amongst our LA partners to **collaborate** on a **strategic delivery approach** to enable:
 - Credible network creation
 - Economies of scale
- On-Street context **increasingly important & must have CCC involvement** as Highways Authority
 - Hardest chargepoints to deliver, but largest opportunity for benefits
 - Suite of solutions needed → both actual chargepoints and facilitating solutions
- DfT consultation on **making provision a statutory responsibility** (for LAs or other parties)
 - Arguably forces our hand as the Highways Authority to have an approach to EVCs

End

Ofgem survey on EV consumers 2021

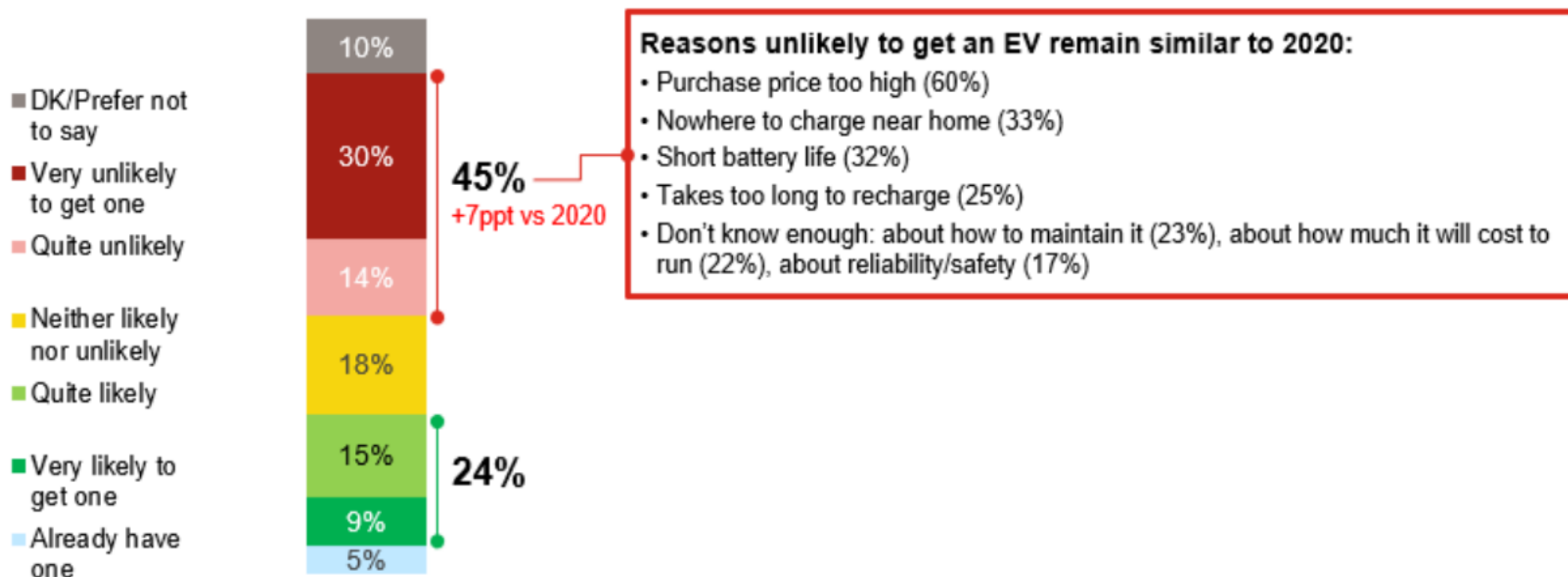
- Studies indicate flexibility in charging behaviour

Figure 2: Charging preferences among plug-in electric vehicle users



Ofgem survey on EV consumers 2021

Figure 1: Intentions to take up electric vehicles and barriers to uptake



FAQ's for CCC Parish Council EV chargepoints

Q1 What is the cost to the Parish councils for installing chargepoints under this scheme?

The funding will cover all capital installations of the chargepoints and any associated infrastructure. The chargepoint operator will reimburse the Parish for any electrical costs.

Q2 How do the public pay for the electricity?

The payment processing is completed by the chargepoint operator. So, what you get installed is a unit that has 2 sockets, that two cars can plug into. There will either be the ability to touch your credit card onto the actual chargepoint to start and stop your charging event and take the fees or the option for you to use your mobile phone via the chargepoint operators app. A reimbursement mechanism will be established to ensure the Parish Council is reimbursed for the electricity used. The chargepoint operator will then pay the County Council any excess revenue from that. The County Council can then use that funding to put more chargepoints in across the county.

Q3 There are a number of offerings out there by different companies, what the potential charge per kilowatt unit is going to be?

Price will depend on who wins that procurement process, so we can't confirm that yet. We will work with the chargepoint operator to have it on par with similar types of chargepoints nationally. But we are exploring other options; preferential rates for residents, time of use, tariffs, that can drive down those costs. Within the procurement contract, we will be putting in place some quite stringent parameters around how the pricing is set because the last thing we want is for our communities having installed a chargepoint to be priced out of using them.

Q4 My parish council would need to know pricing charges before committing to any projects.

Unfortunately, the council would not be able to provide that. The process we must go through in order to get this grant funding means that we haven't undertaken a procurement yet, so we don't yet have a chargepoint operator. Part of the process of the procurement will be asking them about how they think they will set the pricing and then we will negotiate position between us and what we need to see as Cambridgeshire and them. One of the things we're trying to do, is to get that private sector partner to invest into the chargepoint, so the public purse isn't footing the whole bill. It means we won't know those pricing charges ahead of time. We will be doing everything within our gift to manage and maintain those prices as low as can practically be achieved. Different pricing mechanisms to support residents, will also be explored as part of that process. It should also be noted that electricity prices vary over time so it would not be possible to commit to a per kwh price now and this will vary over the 15-year period.

Q5 Is there any get out clause if the Parish decides the kWh rate is too high?

No. The reason for that is because the chargepoint operator and the grant funder will have invested in the site by the time the pricing is established and there will be an expectation that the site is maintained throughout the term of the contract. The County Council will make sure that the pricing is within parameters that we feel are suitable based on what the wider market is saying.

Q6 We don't have any Parish Carparks, would a pub/café car park be suitable? Is a community owned car park such as a village hall suitable?

Community owned car parks may be suitable subject to ownership arrangements. Private car parks such as pubs, shops and cafes are not suitable.

Q7 Can chargepoints be installed at other locations such as creating new parking space on County Council or Parish owned land such as verges?

Not as part of this project. On street chargepoints may also be delivered separately by the Council.

Q8 We are unsure of our existing electricity connection - will there be capacity for adding in chargepoints?

All installations are subject to technical electrical surveys. If required and subject to the technical feasibility a new electricity connection may be possible. Please note this connection would be owned by Cambridgeshire County Council.

Q9 Could we get a new connection to the electricity grid as we don't have one near the car park?

Yes, Subject to the technical feasibility a new electricity connection may be possible. Please note this connection would be owned by Cambridgeshire County Council.

Q10 Who will be the provider of the chargepoints?

Yet to be confirmed. We will be going through a procurement process following the submission of the bid. The provider and chargepoint operator will be in a contract with Cambridgeshire County Council through which strict performance and delivery measures will be monitored.

Q11 Will the infrastructure be future proofed so that if you decide to go for faster charging down the line, the points can easily be changed over?

This would be built into our procurement process. We will ensure that future proofing is covered within that process.

Q12 In our village carpark we already have cabling for standard and fast chargers. Will the LEVI fund will only cover standard chargers? Is there any way that we could through negotiation with the chargepoint operator maybe have one standard charge and one fast charger?

The basic offer is for the seven kilowatts only. However, there is scope on a limited number of sites to potentially do things slightly differently. That is the sort of thing we can explore on a case-by-case basis on the principle that you've already got the underground infrastructure in place. Alternatively, there are other grants available that some of the parishes can access that may also support you to get a get a faster chargepoint. We cannot say yes now, but we can certainly factor it into our thinking.

Q13 If we were to put chargepoints in our village hall carpark, would it include the costs include digging up the tarmac in the car park from the electricity point to where we want the charging points?

Yes. All capital costs associated with the installation of the chargepoint would be included.

Q14 All our car parks are owned and managed by the District Council - can they apply for this programme?

We are working with the district councils on this project too. Where the district council owns a car park it will be for them to decide whether to allow the installation to take place. If you have a site in mind, please do suggest those sites in the Agreement in Principle form that has been circulated.

Q14 Our village hall has a parking area in front of it, which we've used for many years. It is not clear who owns it. Would that be an appropriate place for us to put some of these chargepoints?

We can have a look at who owns the land. Once that's clear we will be able to make a decision as to whether this is going to be suitable or not. Please contact us on electricvehicles@cambridgeshire.gov.uk if you are unsure who owns the carpark(s) in your Parish.

Q15 Is it more advantageous if we go along with this scheme, than going independently with our own supplier and obtaining government grants?

As far as we are aware, there are not currently any grants for electric vehicle chargepoints available to a Parish Council. At the turn of the financial year, the previously available On-Street residential chargepoint scheme was ceased.

Q16 To get the best deal, what numbers of Parish Councils do you need on board?

There is no minimum threshold of numbers of parishes we need to take part in this. This offer is forming a small subset of a much larger project that the Council's running. So we will take all who want to take part and have suitable, eligible locations.

Any further questions please contact us on: electricvehicles@cambridgeshire.gov.uk

