

Hawstead Parish Council - Clerk report

8th September 2022

The aim of this report is to provide comments on agenda items and to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since July 2022
- Planning decisions

2.5 Suffolk Constabulary July 2022 newsletter [Constables country July 2022](#) (most up to date available)

Item 5.1 correspondence from PK Littlejohn

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Hawstead Parish Council,

*Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.*

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

*During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.***

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

*This is communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.*

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- *an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;*
- *the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).*
- *an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;*
- *an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;*
- *an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;*
- *any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.***

7.1 Planning decisions

Application for listed building consent - a. external render and joinery colour change to dwelling, outbuilding and garage b. driveway piers demolished and rebuilt c. internal alterations to kitchen and bathroom including removing of internal walls d. replacement of balusters and newel caps to internal staircase e. internal and external alterations to outbuilding f. installation of air source heat pump |cr| - Church House Church Road Hawstead Suffolk IP29 5NT

Ref. No: DC/22/0892/LB | Status: Application Granted | Case Type: Planning Application

Householder planning application - a. external render and joinery colour change to dwelling, outbuilding and garage b. driveway piers demolished and rebuilt c. installation of air source heat pump - Church House Church Road Hawstead Suffolk IP29 5NT

Ref. No: DC/22/0891/HH | Status: Application Granted | Case Type: Planning Application

Planning application - one dwelling (following the demolition of existing dwelling) - Church Farm Church Road Hawstead Suffolk IP29 5NT

Ref. No: DC/22/1117/FUL | Status: Application Granted

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10. Correspondence

Indication is given where an item has already been circulated by email and/ or is under consideration at this meeting and /or has been circulated for this meeting. Please request copies of anything you have not received

Date	Detail	Action	Email circulation	Agenda item	Circulated with agenda
18.07.22	SALC e bulletin		15/7/22		
19.07.22	SALC e bulletin		15.08.22		
19.07.22	SALC Fwd: FW: Short Term Holiday Lets Policy Consultation Briefing		15.08.22		
20.07.22	ICO certificate for 22/23				
20.07.22	Street light audit	Clerk responded 15/8/22			
21.07.22	RPA – offer of mirror agreement from 1 Jan 2023				
22.07.22	Anglian Water response on roadside verges		15.08.22		
25.07.22	WSC – annual canvass 2022		15.08.22		
25.07.22	SALC e bulletin		15.08.22		
27.07.22	SALC e bulletin		15.08.22		
28.07.22	SALC sub review		15.08.22		
28.07.22	WSC Phase Two discretionary Council Tax Rebate Grant		15.08.22		
29.07.22	OSS newsletter		15.08.22		
29.07.22	WSC Grass cutting schedule		15.08.22		
01.08.22	Headway info		15.08.22		
01.08.22	SALC newsletter		15.08.22		
02.08.22	SALC newsletter				
02.08.22	Amended Planning Consultation - DC/22/0695/HH	Mtg 17.08.22			
03.08.22	Play area inspection report for July 22			yes	
05.08.22	WSC invite to Battle of Britain Parade and Service - Sunday 18 September 2022				
05.08.22	WSC grass cut info				
08.08.22	Letter from WS Cllr N Wiseman		15.08.22		
08.08.22	SALC e bulletin		15.08.22		
09.08.22	SALC e bulletin		15.08.22		
12.08.22	Connecting communities info	To AP for website 15.08.22			
12.08.22	SAAA 2022 Opt-out Communication		15.08.22	yes	
15.08.22	SALC e bulletin		15.08.22		
15.08.22	WSC landscaping invoice	WITHDRAWN		yes	
19.08.22	Suffolk Bus Passenger Interest Group - save the date		22.08.22		
23.08.22	SALC e bulletin		27.08.22		
23.08.22	West Suffolk Council - Community Chest funding round for 2023-24 is now open		27.08.22		
23.08.22	SALC e bulletin		27.08.22		
23.08.22	Suffolk Climate Action Community Match Fund				
24.08.22	SALC e bulletin		27.08.22		
25.08.22	Fwd: SALC subscription review 2023		27.08.22		
26.08.22	SALC area forums - September 2022		27.08.22		

TRAINING

CLERK'S ACTIVITY July-August 2022

Date	Activity	Time
	Prepare for and minute PC meetings July and August 2022	
	Email correspondence, finance and admin; follow up on accounts and audit	
	TOTAL	30.00