

Dalton Parish Council

Clerk: Mrs Elizabeth-Anne Broad JP, LLB (Hons), MA, CiLCA
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**Minutes of the meeting of Dalton Parish Council at 7:00 pm on Monday 22nd May 2017
in St Michael's C E Primary School.**

**Present: Cllr Louise Howard, Cllr Iain Pearce, Cllr Gillian Rainford,
Christopher Murphy, County Councillor Paul Greenall.**

ANNUAL GENERAL MEETING

1 To elect the Chairman and receive declarations of acceptance of office

Cllr Louise Howard was elected Chairman. Declaration of acceptance of office was read out, witnessed and duly signed.

2 To elect a Vice-Chairman and receive declarations of acceptance of office

Cllr Iain Pearce was elected Vice-Chairman. Declaration of acceptance of office was read out, witnessed and duly signed.

3 To record apologies for absence

None, all present.

4 To receive declarations of interests

None declared.

5 To co-opt new member to fill long-standing vacancy

It was resolved to co-opt Christopher Murphy to fill the vacancy. Declaration of acceptance of office was read out, witnessed and duly signed.

6 To sign as a correct record the minutes of the meeting held 10th April 2017

The Minutes were accepted as a correct record of the meeting and duly signed by the Chairman.

7 To hear matters introduced by members of the public (Time Limit – 10 Minutes)

This time was spent apprising new county councillor of the issues that affect Dalton, potholes and road issues at the forefront, quarries and minerals and waste policy.

Dalton Parish Council resolved to undertake a traffic survey of Higher Lane in order to establish what effect building on land at Whalleys, Skelmersdale would have on traffic

volume. County councillor Greenall suggested asking for advice from Lancashire County Council as to whether they could conduct such a survey on a purchase order basis.

8 To receive the internal audit report and complete audit forms

The following report was noted:

INTERNAL AUDIT REPORT 2016-17

An internal audit was undertaken following examination of the accounts and minutes as presented by Mrs E Broad, Clerk to the Council and RFO.

It was found that overall the processes in place show a good standard of internal control. Sample checks of income, expenditure and bank statements were carried out and the audit trail was found to be in order, highlighted by the implementation of last year's audit recommendations from both the internal and external auditors including showing the correct figure for the precept in box 2 on the Annual Return, ensuring that the minutes state the correct cheque numbers regarding payments and not formally authorising the Annual Return prior to the internal audit process. The cashbook is maintained and balanced on a regular basis. In addition, it was found that the Clerk had ensured that the Parish Council had complied with its legal obligations regarding automatic enrolment duties in relation to pension provision.

However, there were a few instances, which I bring to the Council's attention:

1. **Expenditure – Supporting Documentation**

All invoices were found to be in place when the sample checks were carried out. However, there were a number of instances where details of payments were not detailed on the invoices, such as:

- Payment for Information Commission on cheque number 379
- Payment for Zurich Insurance on cheque number 380
- Payment for Society of Local Council Clerks on cheque number 390

It is recommended that all invoices are clearly marked with the relevant cheque number to ensure that payments are not made twice in error.

2. **VAT claim**

A VAT claim had not been submitted in recent times due to the low level of expenditure. An organisation must make a claim for no less than £100 within three years of the due date of its return for the prescribed accounting period in which VAT becomes chargeable.

It is recommended that a check be made each year to assess if the £100 barrier has been reached within the previous three years, in order to ensure that the Parish Council maximises its income.

3. Annual Review of Risk Assessment Register

It was found that the Parish Council risk assessment register had not been formally reviewed during the past 12 months. The Clerk confirmed that the risk assessment register had been reviewed as part of the budget setting process, but there was no mention of this in the minutes.

It is recommended that the risk assessment register is reviewed every 12 months and the review is formally noted in the minutes. The review must take place to ensure that the Parish Council can show that it has assessed all areas of risks within the business and taken the appropriate action to minimise the risks as far as possible.

It was resolved to submit a VAT claim as soon as the amount met the criteria. The risk assessment register was reviewed alongside the following Item.

9 To consider Standing Orders & Financial Regulations, Asset register, and individual Register of Interest Forms updating where necessary

Standing Orders were amended to alter the time of meetings from 7.30pm to 7 pm. The asset register was confirmed. Individual Register of Interest forms were checked but no update required.

10 To consider any policing issues

No issues raised though an explanation of the Dalton Watch scheme was made.

11 To consider any road and footpath (public rights of way) issues

It was resolved to ask that LCC do not cut the grass verges along Hillock Lane and Dungeon Lane because they are becoming eroded by vehicles driving on them and longer grass discourages this behaviour giving the ground a chance to recover.

There was again complaint about the behaviour of those visiting the area to complete Duke of Edinburgh Scheme expeditions. The candidates themselves were not keeping to public rights of way, leaving gates open, disturbing livestock, leaving litter and the Leaders were parking inconsiderately, blocking field gates and residents' driveways. A cctv recorded incident from Sunday 7th May 2017 involved an altercation between residents and a Leader accompanying by other adults in a school minibus (clearly labelled Our Lady Queen of Peace High School). The Clerk was requested to write to the Head Teacher of the school and the Duke of Edinburgh contact at Tawd Vale scout camp.

12 Accounts for ratification and payment

E A Broad	300417	salary (April 2017)	s.o.	£187.49
Zurich	160517	Insurance	400	£167.44*
S Jones	160517	Internal audit report	401	£15.00

Vince Brady 220517 Grass cutting 402 £60.00

The accounts were ratified and authorised for payment.

13 To discuss any other planning issues; updates to enforcement action and planning applications

The following appeal was noted as being in progress:

Blackbirds Farm Lees Lane Dalton Wigan Lancashire WN8 7RB
Ref. No: 2016/0040/19 | Received: Mon 31 Oct 2016 | Status: Appeal In Progress
Use of the site for the repair, storage and sale of motor vehicles.

14 Update on a website for Dalton Parish Council

The website is in progress.

15 Matters introduced by Members for inclusion on a future agenda

Items for future agenda:
Traffic survey of Higher Lane.
Reimbursement for cost of ink for printing newsletters.
Completion of a new bank mandate with additional signatories to the accounts.

There being no further business, the Chairman closed the meeting at 8.00 pm.

3rd July 2017

Cllr Louise Howard (Chairman)