

Dalton Parish Council

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ANNUAL GENERAL MEETING

Minutes of the Meeting of the Parish Council at 7.00 pm on Monday 16th May 2022 at Dalton St Michael's School, Higher Lane, Dalton, WN8 7RP.

Present: Cllr Ian Pearce (Vice-Chairman), Cllr Gill Rainford, Cllr Chris Murphy and one member of the public.

Apologies were received from Borough Councillor David Whittington, and County Councillor Rob Bailey.

MINUTES

1. To elect Chairman and hear declaration of acceptance of office

Cllr Louise Howard was elected Chairman. Declaration of acceptance of office will be arranged administratively as soon as practicable.

2. To elect Vice Chairman and hear declaration of acceptance of office

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

3. To record apologies for absence

Apologies were accepted from Cllr Louise Howard.

4. To receive declarations of interest, and check Registration of Interest Forms are up to date

No declarations received. Register of Interest Forms were confirmed as up-to-date.

5. Public Participation: Any item raised by a member of the public will be discussed at this point.

No issues raised.

6. To ratify as a correct record the Minutes of the meeting held 4th April 2022

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

7. To set schedule of meetings for 2022/23

The next meeting will be held on Monday 27th June 2022. It was resolved to set the schedule thereafter administratively and distribute the dates by email, as the school calendar was not available at this meeting. The meetings will start at 7pm on a Monday at roughly six-weekly intervals with no meeting in August due to summer recess.

8. To agree annual memberships - CPRE, LALC, SLCC

Annual Memberships were confirmed to be the Campaign to Protect Rural England, Lancashire Association of Local Councils and Society of Local Council Clerks.

9. To amend Standing Orders where necessary

New Standing Orders and Financial Regulations based on the NALC (National Association of Local Councils) latest available model were agreed.

10. Accounts for ratification and payment

E A Broad	280421	Salary - April 2022	s.o.	£259.45
Daniel Hankey	260422	Grass verge cutting	b.t.	£45.00
Daniel Hankey	160522	Grass Verge cutting	b.t.	£45.00
Zurich Municipal	160522	Insurance premium (LTA)	b.t.	£167.44
Sandra Jones	160522	Internal Audit fee	b.t.	£15.00

The accounts were ratified and authorised for payment. Payments by bank transfer were set up and authorised on 16th May for payment out of the account on 20th May 2022.

11. To receive Internal Audit of accounts for financial year 2021/22 and complete Audit Forms, including the Annual Governance and Accountability Return

The following report was received:

INTERNAL AUDIT REPORT 2021-22

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. The cashbook is maintained and balanced on a regular basis and the Risk Assessment Register has been reviewed during the year.

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

1. **Accuracy of Parish Council meeting minutes**

It was found that there was a discrepancy with the minutes as described:

April Minutes

- Mrs E Broad salary stated £280.86, however payments spreadsheet stated £248.54 as the total payment.

It is recommended that adequate checks are carried out to ensure that all Parish Council meeting minutes are accurate and complete. It is vital that those checks are carried out as Parish Council minutes are legal documents once signed.

2. **Expenditure – Confirmation of Payment**

Invoices were found to be in place when the sample checks were undertaken. However, there were some instances where invoices were not labelled as being paid with a relevant cheque number.

- Zurich Insurance £167.44, Cheque no 477
- Mrs E Broad expenses £16, Cheque no 480
- Royal British Legion £35, Cheque no 488
- Online Design 4U £29.40, Cheque no 491

It is recommended that all invoices are marked as being paid with the relevant cheque number to minimise the chance of a payment being made twice in error.

3. **Transparency Code Requirements**

It was noted that a list of payments over £100 made during the previous financial year 2020-21 was not included on the website as part of the Transparency Code requirements. This could be due to the fact that this item was not directly listed as being required on the guidance pages which were included with the Annual Governance and Accountability Return (AGAR) from the External Auditors, PKF Littlejohn.

It is recommended that a list of any payments made over £100 is included as part of each financial year's AGAR when published on the Parish Council website in order to comply with the Transparency Code regulations.

4. **Review of Standing Orders and Financial Regulations**

It was noted that there did not appear to have been a formal review of the standing orders and financial regulations during the past financial year.

It is recommended that the standing orders and financial regulations are reviewed during this financial year to ensure that they are up to date (latest version from NALC should be used) and adequately reflect the way the Parish Council will be run, especially during an emergency such as the recent Covid pandemic.

5. **Website Requirements**

Although not strictly part of the internal audit requirements, it has been noted that there is no Accessibility Statement published on the Dalton Parish Council website. This is a legal requirement under The Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018.

It is recommended that an Accessibility Statement is published as soon as possible in order to comply with the Accessibility regulations.

The Council resolved to note the recommendations and work to meet these requirements. Standing Orders, Financial Regulations and Website Accessibility Statements were agreed in this meeting for use going forward.

12. To note successful Capital Grant bid to create an artistic map of the parish

The meeting heard that the follow grant had been awarded.

Scheme Name:	Artistic Rights of Way Map
Total Expected Cost:	£4,000
Maximum WLBC Grant (“the Grant”):	£3,000
Percentage Grant Rate:	75%

Project completion date 31st March 2023

It was resolved to start by seeking a suitable artist. As the project proceeds decisions will be taken as to how the finished artwork will be displayed but initial ideas surround creating an information board in a publicly accessible place (first suggestion is at Higher Lane/Lees Lane junction), producing leaflets, putting it on the website and any interested Facebook or other social media sites and perhaps a mail-drop to all homes in Dalton parish, as the finances allow.

13. To record any police issues

No issues raised at this point.

14. To record any highway or public rights of way issues

The Clerk was asked to raise the issue of Lees Lane again, with regard to LCC workmen having coned the edges off years ago now and yet still not addressed the problem.

15. To consider any planning issues or applications

Application Number 2022/0434/FUL

Location: Cross House Farm, Lees Lane, WN8 7RE

Proposal: Alterations and extensions

Parish Council Response: No objections to this proposal.

Location: The plot of the 0.18 acre agricultural land, located to the western side of Higher Lane and opposite the junction with Hillock Lane

The meeting noted the follow response from the Planning Enforcement Officer, following residents' concerns about development of this plot.

I can confirm the works carried out to date are permitted without planning permission and therefore there is no breach of planning control at this time. In respect of the future development intentions, I can confirm the following:

- The laying of a cellular cast type material (grass crete) at the access into the site would not require planning permission and would be considered suitable by the Local Planning Authority (LPA).
- The facilitation of water into the site does not require planning permission.
- The erection of the proposed gate does not require planning permission
- As the site is less than 5 hectares, the erection of any new building on the site would require planning permission

In summary

There is no breach of planning control at this time and the matter is now closed.

Application Number: 2022/0349/CON

Boydells Farm, Hillock Lane, WN8 7RJ

Approved discharge of conditions was noted.

The Chairman closed the meeting at 7.30pm to commence the Annual Parish Assembly of Dalton Parish.

Cllr Louise Howard
Chairman

27th June 2022