

OVER KELLET PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held on Tuesday 12th June 2018
at the Wilson's Endowed School, Over Kellet commencing at 7.15pm**

A G E N D A

1. To receive apologies
2. To consider and approve Minutes of the Meeting held on Tuesday 15th May 2018
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
 - a) Public discussion
 - b) Clerk's report on activities and correspondence since last meeting
 - c) Members updates and reports since the last meeting
 - d) Report of District and County Councillors
5. To consider and approve the Annual Governance and Accountability Return for 2017/18 (Clerk's report attached)
6. To consider and comment on the list of planning applications and decisions set out below (details previously circulated):

Application No:	Description
18/00529/OUT	Outline application for up to 43 dwellings (C3) with associated access, land opposite Craggs Hill, Kirkby Lonsdale Road, Over Kellet.

7. To receive an update on planning authority decisions on previously considered applications (papers enclosed)
8. To authorise payment of the following accounts:

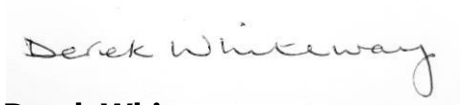
Cheque	Payee & Detail	£
1124	BHIB Councils – Insurance renewal 2018/19	484.87
1125	Tech-hub – G-Suite setup and annual licence	75.00
	Tech-hub – overkelletpc.org domain name registration 2018	16.20
1126	Mrs D Allen – Internal Audit services	60.00
1127	Bay Typesetters – Parish Plan Survey forms	95.00
	Mr R Bailey – Clerk's Fee and Expenses May 2018	tba

9. Community Speedwatch Scheme (item brought forward from public discussion item at the Council meeting on 12th April 2018)

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10. Village Hall and Garage facilities (item brought forward from the Council meeting on 12th April 2018)
11. To consider an update on issues with contractors working on the Village Green (Chair to report)
12. To consider an update on the development of the Parish Plan (Clerk to report)
13. To consider update on the General Data Protection Regulations (Clerk to report)
14. To consider date and time of next meeting (Clerk to Report)



Derek Whiteway
Parish Clerk

06 June 2018

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Kershaw Drive
Lancaster
LA1 3TF
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Email: clerk@overkelletpc.org

PARISH OF OVER KELLET
Draft Minutes of the Meeting of the Parish Council held at the
Over Kellet Village Hall on Tuesday 15th May 2018 at 7.15pm.

Present: Councillor Mr N Ward - Chair
Councillor Mr G Agnew
Councillor Mr S Atkins
Councillor Mrs R Lauder
Councillor Mr M May
Mr B Bailey (outgoing Clerk) and Mr D Whiteway (incoming Clerk)

In attendance: Twenty-seven members of the public

1 APOLOGIES FOR ABSENCE:

Apologies were received from County Councillor Mrs Phillippa Williamson and City Councillor Mr Roger Mace. The Chair also reported that he had received a letter of resignation from the Parish Council from Councillor Mrs Margaret Fowler.

It was **RESOLVED** that Councillor Fowler be formally thanked for her work and contribution to the Parish over her 13 years as a Councillor.

2 MINUTES:

It was **RESOLVED** that the Minutes of the meeting held on **Tuesday 10th April 2018** be approved and signed. It was further **RESOLVED** that matters arising under Minute numbers 4(i) and 9 be deferred for inclusion on the agenda for the next meeting (June 2018).

3 DECLARATIONS OF INTEREST:

There were no declarations of interest relating to items on the agenda for this meeting.

4 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

It was agreed that this item be deferred to item 15 – Open Forum on the agenda for the Annual Parish Assembly following this meeting.

5 PLANNING APPLICATIONS:

Application No:	Description:
18/00492/FUL	Erection of a single storey rear extension – Wilson Lodge Nether Kellet Road Over Kellet Carnforth Lancashire LA6 1DN
18/00385/FUL	Creation of a vehicular access point, construction of an access track, alterations to existing boundary wall and construction of a new boundary wall - Mousekill Barn Kellet Road Over Kellet Carnforth Lancashire LA6 1BS
18/00493/FUL	Changing of land levels, erection of an agricultural building with slurry store below and a bulk feed bin - Hoggetts Lane Farm Kirkby Lonsdale Road Over Kellet Carnforth Lancashire LA6 1DH
18/00509/LB	Listed building application to facilitate vehicular access application number 18/00385/FUL
18/00011/REF	APPEAL: Erection of 2 dwellings with associated landscaping and access – Land adjacent to the Eagles Head, Nether Kellet Road, Over Kellet

Members commented on the planning applications received and it was then **RESOLVED** that no representations be made.

6 PLANNING DECISIONS:

It was **RESOLVED** that the latest position on planning applications be noted

7 PAYMENT OF ACCOUNTS:

1121	Mr R Bailey, Clerks Fee and Expenses March 2018	£ 228.93
1122	Mrs L Gee – Emergency Plan expenditure	£ 18.60
1123	Wilson’s Endowed C of E School - photocopying	£ 21.60

It was **RESOLVED** that the above accounts be paid.

8 VILLAGE GREEN – CONTRACTORS’ WORKS:

The Chair reported that he had met with the Parish Lengthsman, Mike Ashton earlier in the day to discuss the reinstatement of the green following work by British Gas (BG), United Utilities (UU) and British Telecomm (BT). It had been concluded that the Chair would contact both UU and BT regarding the work they had carried out, to request either satisfactory reinstatement or funding to allow the Lengthsman to undertake the work.

9 PARISH PLAN:

The Chair reported that the Parish Plan Working Group were in the process of finalising a residents survey questionnaire to be published for hard-copy or online completion and distributed to all residents along with the June edition of Over Kellet View. It was intended to collect and analyse responses over the summer, leading on to the development of a draft Parish Plan which will be issued to all households for consideration and comment.

10 GENERAL DATA PROTECTION REGULATIONS (GDPR) - UPDATE:

The Clerk reported on information received via NALC that the Government had tabled an amendment to legislation that would exempt Parish Councils from having to appoint a Data Protection Officer. It was also reported that the Information Commissioner had stressed that compliance with GDPR was a journey and that full compliance was not necessarily expected by the effective date of the legislation on 25th May 2018.

After some general comments and questions, it was **RESOLVED** that the latest update on GDPR be noted and the Clerk provide a further update to the next meeting.

11 DATE & TIME OF NEXT MEETING:

The next meeting of the Parish Council will be held on **Tuesday, 12th June 2018 commencing at 7.00pm** at the Wilson’s Endowed C of E Primary School.

The meeting closed at 7:30pm

.....Clerk of the Council

.....Chair

Date:

Over Kellet Parish Council

Meeting Date: 12th June 2018

Agenda Item:

5

Report of: The Parish Clerk

Annual Governance and Accountability Return

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts. For the 2017/18 financial year, ended on 31st March 2018, the required return has changed slightly and is now known as the Annual Governance and Accountability Return (AGAR).

The appointed external auditor for the Council is PKF Littlejohn.

2. Detail

A copy of the draft AGAR documentation is appended to this report.

The requirements of the return vary according to the size of the council and to a certain extent its historic governance and audit record. In accordance with the criteria set out in the return, the Parish is entitled to claim exemption from audit and the relevant Form of Exemption has been signed by the Chair and the Clerk and posted to the auditors.

For Councils claiming exemption from audit, the full approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the accounts	12/06/18 (Council Meeting)
b)	Public rights of inspection period	18/06/18 to 27/07/18

3. Internal Auditor's Report 2016/17

The AGAR contains the Annual Internal Audit Report for 2017/18 and it is pleasing to note that the internal auditor has given a positive response to each of the internal control objectives set out in the statement.

4. External Auditor's Report 2016/17

Following the external audit of the Council's 2016/17 return, the Auditor (then BDO) qualified the council's accounts due to the following issues:

- a) Asset valuations. Some assets purchased during 2016/17 needed to be added to the asset register and their value disclosed in the accounting statements; and
- b) Due to the timing of the approval of the accounts, the electors' rights period provided during 2016 for the 2015/16 accounts did not meet with statutory requirements.

These issues have been attended to following receipt of the auditor's report and in preparing the 2017/18 accounts and AGAR.

5. Recommendations

- (1) That the Annual Internal Audit Report 2017/18 is noted and accepted.**
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2017/18, is approved.**
- (3) That Section 2 of the AGAR – Accounting Statements 2017/18, is approved.**
- (4) That the period for the exercise of public rights to inspect the accounts is set as Monday 18th June to Friday 27th July 2018.**

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

ENTER NAME OF AUTHORITY
OVER KELLET PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

ENTER GROSS INCOME £00,000
£10,215

Annual gross expenditure for the authority 2017/18:

ENTER GROSS EXPENDITURE £00,000
£9,205

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED
D.C. Whiteway

01/06/2018

Signed by Chairman

Date

SIGNATURE REQUIRED
M.J. Ward

01/06/2018

Email

Telephone number

EMAIL ADDRESS REQUIRED
clerk@overkellatpc.org

07805 260976

*Published web address (not applicable to Parish Meetings)

PUBLISHED WEBSITE ADDRESS
www.overkellat.org/?over_kellat_Parish_Council

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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.			N/A.
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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

29/5/18

Name of person who carried out the internal audit

DAWN ALLEN

Signature of person who carried out the internal audit

[Signature]

Date

29/5/18.

*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 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2018, that:

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated

DD/MM/YY

Signed by the Chairman and Clerk where approval is given:

Chairman

SIGNATURE REQUIRED

Signed by:

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	14,730	15,963	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	8,100	8,100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,113	2,115	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	1,638	2,860	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	13,342	6,345	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	15,963	16,973	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	15,963	16,973	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	3,000	6,234	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

OVER KELLET PARISH COUNCIL

ACCOUNTING STATEMENTS 2017/18

BANK RECONCILIATION 31st MARCH 2018	
Bank Accounts	£
Current Account	16,973
Deposit Account	-
Less unrepresented cheques	-
Add uncleared payments received	-
Balance	16,973
Add Petty Cash	-
Total as at 31st March 2018	16,973
Cash Book	
Opening balance at 01/04/2017	15,963
Add: Receipts during the year	10,215
Less: Payments during the year	- 9,205
Closing balance per the Cash Book	16,973
Figure in Box 8 in Section 2 of the AGAR	16,973

EXPLANATION OF SIGNIFICANT VARIANCES						
Box no in Section 2 of the AGAR (Accounting Statements)	This Year 2017/18	Prev Year 2016/17	Difference		> £100 or > 10%	Explanation
	£	£	£	%		
Box 1 - Balance Brought Forward	15,963	14,730				
Box 2 - Precept	8,100	8,100	-	0%	N	
Box 3 - Other Receipts	2,115	8,113	- 5,998	-74%	Y	2016/17 included Emergency Plan Grant (£4,858) and donations (£1,250)
Box 4 - Staff Costs	- 2,860	- 1,638	- 1,222	75%	Y	New Parish Clerk undertook additional hours after appointment and on a higher salary grade than his predecessor
Box 5 - Loan interest/capital repayments	-	-	-	0%	N/A	
Box 6 - All Other Payments	- 6,345	- 13,342	6,997	-52%	Y	Includes footpath improvements (£1,008),marquee purchase (£1,414), Emergency Plan costs (£3,140) and new shelter (£1,825)
Box 7 - Balances carried forward	16,973	15,963				Balanced to Bank Reconciliation
Box 8 - Cash Balances	16,973	15,963				
Box 9 - Fixed Assets	6,234	3,000	3,234	108%	Y	The value of assets was understated in 2016/17 due to the non-inclusion of recently acquired assets. This has now been corrected. It is recommended, however that the full list is reviewed during 2018/19 to determine and record true valuations in accordance with established Governance and Accountability guidance.
Box 10 - Borrowings	-	-	-	0%	N/A	

Planning Application Comments & Decisions

April/May 2018

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
17/01311/FUL: Demolition of existing machinery store and stables, erection of an agricultural building for free range laying unit, change of use of existing agricultural building for egg packing facilities, construction of two bulk feed bins, installation of staff facilities with associated package treatment unit and associated landscaping - Martin Mulligan, Parsons Field, Restarigg Farm, Kirkby Lonsdale Road, Arkholme LA6 1BQ	Objection, subsequently withdrawn following visit to the premises	Awaiting Decision
18/00492/FUL - Erection of a single storey rear extension – Wilson Lodge Nether Kellet Road Over Kellet Carnforth Lancashire LA6 1DN	No representation	Application permitted
18/00385/FUL - Creation of a vehicular access point, construction of an access track, alterations to existing boundary wall and construction of a new boundary wall - Mousekill Barn Kellet Road Over Kellet Carnforth Lancashire LA6 1BS	No representation	Awaiting Decision
18/00509/LB - Listed building application to facilitate vehicular access application number 18/00385/FUL	No representation	Awaiting Decision
18/00493/FUL - Changing of land levels, erection of an agricultural building with slurry store below and a bulk feed bin - Hoggetts Lane Farm, Kirkby Lonsdale Road, Over Kellet, Carnforth, Lancashire LA6 1DH	No representation	Application Withdrawn
18/00011/REF - APPEAL: Erection of 2 dwellings with associated landscaping and access – Land adjacent to the Eagles Head, Nether Kellet Road, Over Kellet	No further representation following appeal	Appeal in Progress