

**Parish Council Meeting to be held on Tuesday 11<sup>th</sup> June 2019  
at the Over Kellet Village Hall, commencing at 7.15pm**

**A G E N D A**

1. To receive **apologies**
2. To consider and approve **minutes of the Annual Meeting held on Tuesday 14<sup>th</sup> May 2019** (attached to the agenda)
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 the last meeting
- c. Members updates and reports since the last meeting, including:

1) LALC	2) Quarries	3) Village Hall
4) B4RN	5) Lengthsman	6) Other matters

- d. Report of District and County Councillors

5. **Membership of the Parish Council.** To consider the co-option of members to vacant seats.
6. **Annual Governance and Assurance Return 2018/19.** To consider and approve the annual return. Report of the Parish Clerk attached.
7. **Parish Plan.** To receive an update on measures taken to implement the Parish Plan.
8. To consider and comment on new **planning applications** received since the last meeting, as set out below (details previously circulated):

<b>Application No:</b>	<b>Description</b>
19/00616/FUL	Erection of a single storey rear extension. 10 Greenways, Over Kellet <b>Deadline for comments 15<sup>th</sup> June 2019</b>
19/00636/CU	Change of use of land for the siting of 16 static caravans/lodges, creation of an amenity area, alterations to land levels and associated landscaping. McCarthy Caravan Parks, Castle View Caravan Park, Borwick Road <b>Deadline for comments 22<sup>nd</sup> June 2019</b>

9. To receive an update on **planning authority decisions** on previously considered applications (report attached).

10. To authorise payment of the following **accounts**:

Payee & Detail	£
Village Hall Committee – Hire of Hall, 14/05/19	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, May 2019	151.54
HMRC – PAYE May 2019	35.80
Dawn Allen – Internal Audit Services, 2018/19 Audit	60.00
Mrs Jane Ward – Reimbursement of gift vouchers to retiring Councillors	50.00

11. To consider **date and time of next meeting**.
12. **Exclusion of public and press.** To exclude the public and press from the Council's consideration of the following exempt item.
13. **Parish Clerk.** To consider the outcome and recommendations from an annual review of the Parish Clerk's employment and performance. This item is deemed to be exempt under Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972. (Previous Chairman's report to be provided at the meeting).



Derek Whiteway  
Parish Clerk  
5<sup>th</sup> June 2019

Tel: 07805 260976

Email: [clerk@overkelletpc.org](mailto:clerk@overkelletpc.org)

**PARISH OF OVER KELLET**  
**Draft Minutes of the Annual Meeting of the Parish Council held at the**  
**Over Kellet Village Hall on Tuesday 14<sup>th</sup> May 2019 at 7.15pm.**

**Present:** Councillor Mr N Ward – Outgoing Chair  
Councillor Mr G Agnew – Incoming Chair  
Councillor Mr S Atkins  
Councillor Mr M May  
Councillor Miss J Metcalfe  
City Councillor Michael Mumford  
County Councillor Phillippa Williamson  
Mr D Whiteway (incoming Clerk)

**In attendance:** Twenty members of the public

**19/13 APOLOGIES FOR ABSENCE:**

No apologies were received

**19/14 MINUTES:**

It was **RESOLVED** that the Minutes of the last Annual Meeting, held on **Tuesday 15<sup>th</sup> May 2018** be approved and signed.

**19/15 ELECTION OF CHAIR:**

Councillor May proposed Councillor Agnew as Chair. The proposal was seconded by Councillor Metcalfe and carried unanimously.

Councillor Agnew then took the Chair, expressing his and the Parish's sincere thanks to the retiring Chairman, Councillor Ward for his years of service to the community. Councillor Agnew stated that the parish had remained essentially the same over his 36 years as a resident and that, as Chairman, he would endeavour to deliver the Parish's wishes.

**19/16 ELECTION OF DEPUTY CHAIR:**

Councillor May proposed Councillor Atkins as Vice-Chair. The proposal was seconded by Councillor Metcalfe and carried unanimously.

**19/17 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR:**

Councillor Agnew signed the declaration.

**19/18 DECLARATIONS OF INTEREST:**

No changes to Councillors' declarations of interest were reported.

**19/19 ELECTION OF OFFICERS AND REPRESENTATIVES ON OUTSIDE BODIES AND GROUPS:**

The following appointments and group memberships were proposed and agreed without opposition:

a) Trustees of Thomas Withers Charity	Mrs P A Lawson (Chairman), Mrs M Mosey, Mr J M Briggs, Councillor Mr G Agnew
b) Lancashire Association of Local Councils	Councillor Mr G Agnew
c) Quarry Liaison Committee	Councillor Mr G Agnew
d) Village Hall Committee	Councillor Mr S Atkins
e) Lengthsman Liaison and Village Tidy Group	Councillor Miss J Metcalfe
f) Twinning Association	Councillor Miss J Metcalfe
g) Allotments Association	Councillor Mr S Atkins
h) Emergency Planning Group	Councillors Mr G Agnew and Mr M May

**19/20 CHAIR'S REPORT:**

Councillor Mr N Ward presented his annual report for 2018/19, a copy of which is appended to these minutes.

**19/21 MINUTES OF THE MEETING HELD ON TUESDAY 12TH MARCH 2019**

It was **RESOLVED** that the Minutes of the last Meeting of the Parish Council, held on **Tuesday 9<sup>th</sup> April 2019** be approved and signed.

**Matters Arising:**

- a) **Min 19/2(f) Makeshift parking area, Bay Croft adj 1 Longtons Cottages.** The City Council's Planning Enforcement Team are looking into this and have asked for further information to assist with their enquiries.
- b) **Min 19/2(g) Collapsed wall and sealed post box, Kirkby Lonsdale Road.** The Royal Mail are seeking authorisation to remove this postbox from the wall on the grounds of safety to their customers and employees, and intend to replace the box with a similar sized pedestal box. A position at Winder Garth has been identified, however a they advise that positioning a new box can take several months to complete.
- c) **Min 19/2(j) Beech hedge on footpath 10 near Greenways.** The owners of no 44 Greenways have now replied acknowledging that the hedge is on their land and they will ensure it is maintained appropriately.
- d) **Min 19/2(l) LCC Local Plan Inspection.** Cllr Metcalfe attended the Inspection Hearing and expressed the Council's views regarding the Parish being identified as a 'sustainable settlement'. The Inspector was planning to visit the Parish on 8<sup>th</sup> May and the outcome of this visit is awaited.
- e) **Min 19/4(2) Parish Council Election.** The election on 2nd May resulted in your 4 Councillors being appointed. The Parish Council now has 35 days to co-opt to the 3 vacant seats, which will need to be confirmed at the next meeting on 11th June 2019.
- f) **Min 19/4(3) Eagle's Head Car Parking.** **Action:** The meeting confirmed that the Clerk should contact the pub owners about the safety concerns raised over parking arrangements in front of the pub.

**19/22 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:  
REPORTS FROM MEMBERS OF THE PUBLIC:**

- (1) No reports were made.

**CLERK'S REPORT:**

- (2) **Painting of the Kissing Gates.** The Community Payback service is due to start painting of the kissing gates on Thursday, 16th May 2019. Some stretches of footpath will be closed at various times as the paint dries. **Action:** The Clerk is to inform the Lengthsman and the School Head Teacher.
- (3) **Parish Council's Mower.** The Lengthsman had moved the Parish Council's mower into storage at the Village Hall, under new arrangements. **Action:** It was agreed that the Clerk should write to express thanks to the Galloway family, who have allowed the Council to store the mower at their property for the last 5-6 years.

**MEMBERS' REPORTS:**

- (4) **LALC.** Nothing to report.
- (5) **Quarries:** Nothing to report.
- (6) **Village Hall.** Nothing to report.
- (7) **B4RN:** Activities were being covered in the Parish Assembly, following this meeting.
- (8) **Lengthsman:** With an eye on the Best Kept Village judging, which commences on 8<sup>th</sup> June, Councillor Metcalfe was arranging a first Village Tidy working party on Saturday, 18<sup>th</sup> May, with the support of the Lengthsman. She reported that the village was already looking very tidy.

**CITY AND COUNTY COUNCILLORS' REPORTS:**

- (9) Newly elected City Councillor Michael Mumford was introduced and welcomed to the Parish Council.
- (10) County Councillor Williamson reported the following:

**Budget:** The County Council had successfully balanced its budget to 2022/23.

**Transport:** The Bus Service through the village had been secured. Electric car-charging points are due to be installed in Carnforth in the near future. It has been confirmed that obsolete digital display equipment attached to the Village Hall bus shelter can be removed if the shelter is replaced.

**Highways:** Following resurfacing of the A6 near Tesco in Carnforth in 2018, Cllr Williamson's priority is to seek resurfacing of Kellet Road exiting Carnforth.

**Libraries:** Libraries at Silverdale and Carnforth are to continue. The County Council is carrying out a review of the mobile library service throughout the County.

**Rail:** Plans were progressing for the Carnforth ticket office to be managed by a community group.

**Waste:** The HWRC at Keer Bridge is to remain open on reduced hours, 5 days per week, including Bank Holidays.

**19/23 PARISH PLAN – UPDATE**

- (1) **Village Gateways**  
The Clerk has written to County Highways informing them of the Council's objectives in installing a low pedestrian gate at each of the four road entrances to the village. The County has been asked for views and whether they have any objections to the

proposals. The Clerk has also had a preliminary discussion with The Lengthsman about sourcing/constructing and installing the gates.

(2) **Village Hall Bus Shelter**

It has been confirmed that a new shelter would be eligible for grant funding via the County Council's Parish Champion. The Clerk has made initial contact with the Lengthsman about devising a design and firmer estimate for a new shelter.

(3) **Meeting with The Wildlife Trust re The Dub**

Councillor May reported verbally on a recent meeting with Steve Ryder from the Wildlife Trust about potential improvements to The Dub. Councillor May also presented a short drone-filmed video of the locality at the start of the Parish Assembly.

(4) **Speed Indication Devices**

The Clerk is preparing a full report and costings on a further purchase for the June meeting.

## 19/24 NEW PLANNING CONSULTATIONS

The following planning applications was considered. It was **RESOLVED** not to comment on any of these applications.

Application No:	Description
19/0053/TPO	Works to various trees. Capernwray Hall, Borwick Road, Capernwray.
19/00412/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension. Yew Tree Cottage, Kellet Road, Over Kellet.
19/00345/CU	Change of use of mixed-use building comprising a ground floor shop (A1) with associated living accommodation over 2 floors (C3) to a dwelling (C3). The Cottage, The Green, Over Kellet.
19/00483/FUL	Erection of single storey extensions to the front, side and rear elevations. 2 Kirklands Road, Over Kellet.
19/00520/FUL	Erection of a two-storey detached dwelling (C3) with associated access and installation of a package treatment plant. Land Adjacent to The Willows, Moor Close Lane, Over Kellet.
19/00542/AD	Agricultural determination for the erection of a storage building. Walling UK Group, Kirk House Farm, Main Road, Over Kellet.

## 19/25 PAYMENT OF ACCOUNTS

Payee & Detail	£
Village Hall Committee – hire of hall, 09/04/19	14.00
BHiB Insurance – renewal premium 2019/20	502.65
Derek Whiteway, Parish Clerk's Salary, April 2019	143.55
Derek Whiteway, Parish Clerk's Expenses, April 2019 (comprising printing & postage £4.84, stationery £21.96, mileage £7.20 and materials for painting of kissing gates £195.60)	229.60

HMRC – PAYE April 2019	35.80
Mike Ashton (Lengthsman) – materials for refurbishment of village benches	64.99
Councillor Lauder – reimbursement re gift to Cllr Ward	79.40
E-On – 2018 Xmas Tree Lights Supply	5.05

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

**19/26 DATE & TIME OF NEXT MEETING:**

The next meeting Of the Parish Council will be held on Tuesday, 11<sup>th</sup> June 2019, commencing at 7.15pm at the Over Kellet Village Hall.

Clerk of the Council

Chair

Date:

## Over Kellet Parish Council

**Meeting Date:** 11<sup>th</sup> June 2019

**Agenda Item:**

6
---

**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 2018/19 financial year, ended on 31<sup>st</sup> March 2019, the required return is 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	11/06/19 (Council Meeting)
b)	Public rights of inspection period	17/06/19 to 26/07/19

#### 3. Internal Auditor's Report 2018/19

The AGAR contains the Annual Internal Audit Report for 2018/19 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. Recommendations

- (1) That the Annual Internal Audit Report 2018/19 is noted and accepted.
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2018/19, is approved.
- (3) That Section 2 of the AGAR – Accounting Statements 2018/19, is approved.
- (4) That the period for the exercise of public rights to inspect the accounts is set as Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2019.



# Annual Governance and Accountability Return 2018/19 Part 2

**To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review**

## Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both); and
  - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2019**.

## Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2018/19**, page 4
- **Section 1 – Annual Governance Statement 2018/19**, page 5
- **Section 2 – Accounting Statements 2018/19**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2018/19 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

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 Part 2 of the Annual Governance and Accountability Return 2018/19, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2019. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. 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.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 6**, should a question be raised by a member of the public. There is guidance provided in the *Practitioners' Guide*\* that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
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', is an explanation available should a question be raised by a local elector and/or an interested party?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

\* **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption – AGAR 2018/19 Part 2

To be completed 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2018/19, 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 2018/19:

ENTER AMOUNT £00,000

Annual gross expenditure for the authority 2018/19:

ENTER AMOUNT £00,000

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 2015
- In relation to the preceding financial year (2017/18), 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

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 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

Email

Telephone number

EMAIL ADDRESS REQUIRED

TELEPHONE NUMBER

\*Published web address

PUBLISHED WEBSITE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.**



# Annual Internal Audit Report 2018/19

## OVER KELLET PARISH COUNCIL

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 2019.

The internal audit for 2018/19 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	Not applicable <input checked="" type="checkbox"/>		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>

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

15/05/2019

DD/MM/YYYY

DD/MM/YYYY

Dawn Allen NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

*Dawn Allen*

SIGNATURE REQUIRED

Date

15/05/2019

\*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 2018/19

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 2019, 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.			<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>

\*For any statement to which the response is 'no', an explanation should be published

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 Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

## Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
<b>1.</b> Balances brought forward			<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>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.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Agenda Item: 9

### Planning Application Comments & Decisions

#### Update for May/June 2019

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>18/00983/FUL</b> - Erection of caravan reception/office building with warden accommodation with associated car parking. Old Hall Caravan Park, Capernwray Road, Capernwray.	No comments submitted	<b>Awaiting Decision</b>
<b>18/01207/FUL</b> - Full application for the erection of 2 detached dwellings with associated regrading of land, access, landscaping and construction of a new retaining wall and footpath. Development Land - Plot 1 And 2 Kirkby Lonsdale Road.	Consultation response submitted commenting on the need to protect the public right of way.	<b>Awaiting Decision</b>
<b>19/00153/FUL</b> - Resurfacing of existing hardstanding and erection of steel railings and gates. Capernwray Hall, Borwick Road, Capernwray.	None submitted.	<b>Application Permitted</b>
<b>19/0040/TCA</b> - Fell 2 x Birch Trees. Plough House, The Green, Over Kellet.	None submitted	<b>Application Permitted</b>
<b>19/0053/TPO</b> Works to various trees. Capernwray Hall, Borwick Road, Capernwray.	None submitted	<b>Application Permitted</b>
<b>19/00412/FUL</b> Demolition of existing rear conservatory and erection of a single storey rear extension. Yew Tree Cottage, Kellet Road	None submitted	<b>Awaiting Decision</b>
<b>19/00345/CU</b> Change of use of mixed-use building comprising a ground floor shop (A1) with associated living accommodation over 2 floors (C3) to a dwelling (C3). The Cottage, The Green, Over Kellet.	None submitted	<b>Awaiting Decision</b>
<b>19/00483/FUL</b> Erection of single storey extensions to the front, side and rear elevations. 2 Kirklands Road, Over Kellet.	None submitted	<b>Awaiting Decision</b>
<b>19/00520/FUL</b> Erection of a two-storey detached dwelling (C3) with associated access and installation of a package treatment plant. Land Adjacent to The Willows, Moor Close Lane, Over Kellet.	None submitted	<b>Awaiting Decision</b>
<b>19/00542/AD</b> Agricultural determination for the erection of a storage building. Walling UK Group, Kirk House Farm, Main Road, Over Kellet.	None submitted	<b>Prior Approval Refused</b>