

# OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held remotely using 'Zoom' video conferencing software on Tuesday, 9<sup>th</sup> June 2020 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 12<sup>th</sup> May 2020**. (attached to the agenda)
3. To receive **declarations of interest**.
4. 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>
20/00405/REM	Reserved Matters application for the erection of 55 dwellings, associated accesses and alterations to land levels. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. <b>Deadline for comments 10/06/2020</b>
20/00490/VCN	Demolition of existing dwelling (C3) and erection of a replacement dwelling (C3) (pursuant to the variation of conditions 2 on planning permission 19/01571/VCN to increase the height and width of the two storey rear projection of the dwelling, reposition the solar panels to the south west elevation, repositioning of the external staircase, and alterations to the internal layout and window arrangement). West Penwyth, Kirkby Lonsdale Road, Over Kellet. <b>Deadline for comments 19/06/2020</b>
20/00522/FUL	Change of use of open space to site 6 static caravans, creation of caravan sales, wetland and amenity areas, including laying of hardstanding, alterations to land levels and erection of retaining walls. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray. <b>Deadline for comments 17/06/2020</b>

5. To receive an update on **planning authority decisions** on previously considered applications (Clerk's report attached).
6. **Final Accounts and Annual Governance and Accountability Return 2019/20**. To consider and approve the timetable for the approval and submission of the AGAR and the period for public inspection. (Clerk's report attached).
7. **Covid-19 Emergency**. To consider current arrangements in relation to the emergency.
8. **Parish Plan**. To receive an update on measures taken to implement the Parish Plan.

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9. 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).

1. Public discussion
2. Clerk's report on activities and correspondence since the last meeting
3. Members updates and reports since the last meeting, including:

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

4. Report of District and County Councillors

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

Payee & Detail	£
<b>A. Invoices for authorisation and payment in May 2020 (schedule previously circulated to Councillors)</b>	
Derek Whiteway, Parish Clerk Salary and Expenses, May 2020	159.59
HMRC – PAYE March-April 2020	40.60

11. To confirm the **date and time of the next meeting** as 7.15pm on Tuesday, 14<sup>th</sup> July 2020.

Derek Whiteway  
Parish Clerk  
3<sup>rd</sup> June 2020

Tel: 01524 64908

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

## Note to Parishioners:

**Members of the public are very welcome to attend this meeting through the use of the video conferencing software. If you would like to attend, please contact the Parish Clerk by email (above) to request details and a link and password to join the meeting.**

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## Minutes of the Meeting held on 12<sup>th</sup> May 2020 at 7.00pm using Zoom video conferencing

**Present:** Councillor Graham Agnew – Chairman  
Councillor Derek Johnson  
Councillor Martin May  
Councillor Jean Metcalfe  
Derek Whiteway (Parish Clerk)  
Peter Clinch (Over Kellet View)

**In attendance:** No members of the public attended the meeting.

### 19/130 APOLOGIES FOR ABSENCE:

Apologies were received from County Councillor Phillippa Williamson.

### 19/131 MINUTES OF THE MEETING HELD ON TUESDAY, 10<sup>th</sup> MARCH 2020

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday 10<sup>th</sup> March 2020** be approved and signed without further amendment.

#### Matters Arising:

#### (1) **Min 19/127(7) Damage to the Village Green**

Councillor Metcalfe reported that she had discussed this matter with the Lengthsman, who had advised that any repairs were the responsibility of the County Highways, would require traffic control, and that he was not in a position to undertake any work. Other measures were discussed, including the installation of boulders or wooden posts near the corners.

**Action:** Further consideration to be given to introducing obstacles on the Village to discourage vehicle damage to the corners.

#### (2) **Min 19/119(2) Kirkby Lonsdale Road Post Box.**

Councillor Metcalfe suggested that under current circumstances, there was increased need for a replacement post box on Kirkby Lonsdale Road. She also reported that the damaged wall had been partially repaired.

**Action:** The Clerk to contact The Royal Mail once again providing an update on repairs to the wall and seeking information on when the replacement post box is to be installed.

### 19/132 DECLARATIONS OF INTEREST:

No changes were reported.

### 19/133 NEW PLANNING CONSULTATIONS

The following planning applications were considered. It was resolved to respond as set out against each individual case.

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Application No:	Description
20/00315/FUL	Erection of a part single part two storey rear extension and construction of a dormer extension to the front elevation and a raised rear terrace. 4 Winder Garth, Over Kellet.
20/00370/FUL	Removal of existing steel container and erection of a summer house. Lakeland Fells View, Kirkby Lonsdale Road, Over Kellet.
20/00345/FUL	Change of use of agricultural barn to 3-bed dwelling (C3), relevant demolition of outrigger and erection of single storey rear extension, erection of detached garage and creation of parking area. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.
20/00346/LB	Listed building application for the demolition of rear outrigger, erection of single storey rear extension, etc. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.
20/00369/VCN	Erection of a 2-storey dwelling and creation of a vehicular access (pursuant to the variation of condition 2 and 7 on planning permission 18/00038/FUL to amend the design of the dwelling including alterations to the footprint, elevations, floor plans and the substitution of the carport with a garage). Old Hall, Kirkby Lonsdale Road, Over Kellet.
20/00459/FUL	Erection of a field shelter. Land At Grid Reference E353625 N469588 Swarthdale Road Over Kellet.
	<b>Resolved:</b> That comments submitted regarding earlier application 20/00069/FUL be resubmitted, seeking reassurance that the development will benefit from appropriate screening from the surrounding countryside and not interfere within the amenity of surrounding residents.
20/00468/FUL	Part retrospective application for the demolition of existing front and rear extensions and erection of a single storey front extension and part single storey, part two storey rear extension with Juliette balcony to rear. 8 Leapers View, Over Kellet
	<b>Resolved:</b> That a response be submitted expressing concern over the scaling of the development and its potential impact on the amenity of close neighbours on Leapers View and on Church Bank.

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20/00470/FUL	<p>Demolition of existing garage and side porch and erection of a single storey side and rear extension. 'Otago', 15 Kirklands Road, Over Kellet.</p> <p><b>Resolved:</b> That a response be submitted requesting clarity over the removal/cutting back of the leylandii hedge currently bordering the public footpath and an increased hazard to pedestrians using the footpath arising from the re-siting of the property's garage. Also, to request that, if approved, the development make the fullest possible use of existing materials.</p>
20/00473/AD	<p>Agricultural Determination for the erection of a feed preparation building and 4 feed bins and associated hardstanding. Restarigg Farm, Kirkby Lonsdale Road, Arkholme.</p> <p><b>Resolved:</b> That a response be submitted expressing concerns over potential noise, smell and air pollution arising from the proposed development and questioning the business need for the introduction of an industrial process on the site.</p>

## 19/134 UPDATE ON PREVIOUS PLANNING APPLICATIONS

**Porsche Garage and Industrial Units, adj A601(M).** The Clerk reported that, following correspondence from a resident, an email had been sent to the City Council Planning Service questioning the removal of hedgerow along the full length of the A601(M). The Planning Case Officer had responded to say that the works being undertaken were in relation to the Porsche dealership and he understood the applicant was seeking to mobilise on site towards the end of April 2020. The hedgerow removal, as long as it accords with the approved plans, would be acceptable in order to construct the access arrangements and ensure that the visibility splays are appropriate. The Case Officer confirmed that he had been in contact with, and held many discussions with the developer since the beginning of April 2020.

## 19/135 ST CUTHBERTS PAROCHIAL CHURCH COUNCIL (PCC)

The Clerk presented a letter from the PCC requesting a financial contribution from the Parish Council to assist with the cost of maintaining the church grounds during the current financial year, 2020/21. The Clerk advised that the grant given in recent years had been £540 and that this figure was included in the Council's budget.

Reference to discussions over hedge cutting issue arising in 2019 and relative responsibility of the PC, landowner, PCC and/or School.

**Resolved:** That a contribution of £540 be made to the PCC for the 2020/21 financial year.

## 19/136 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 (AGAR)

The Clerk presented a report into arrangements for the Council's consideration and approval of the 2019/20 AGAR. New Government regulations in response to the Covid-19 outbreak had provided a two months extension to normal timescales and deadlines. The Clerk therefore proposed that the AGAR be considered at the June meeting of the

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Parish Council and that the period of for public examination of the account should commence the week after the meeting.

The Clerk reported that the Internal Auditor had recently completed her review and had not raised any matters or recommendations to report to the Council.

**Resolved:** That the report is noted.

## 19/137 COVID-19 EMERGENCY

The Chairman reported that requests for assistance had been low, with just two request the previous week. In relation to reports made in some quarters about the high local rate of infection, the Chairman advised that this might be explained by the fact that the NHS Trust had been testing from the outset, contrary to national policy.

County Councillor Williamson had sent information that the County Council was re-opening the majority of its Household Waste and Recycling Centres (HWRCs), including the Salt Ayre site, from Wednesday, 13<sup>th</sup> May. Visits to the HWRCs were to be restricted by appointment made via the County website. Councillor Williamson advised that, whilst the Carnforth HWRC was not re-opening at this time, representations were continuing to be made.

## 19/138 PARISH PLAN – UPDATE

### (1) Speed Indication Devices (SpIDs)

The Clerk reported that arrangements for the installation of the new pole were on hold until the County Council's working arrangements returned to normal.

### (2) Goosegate and other Commemorative Plaques

The chairman reported that he had visited again the proposed site for a plaque near Greenbank Farm, where the culverted stream had originally been a mill-race, with a sluice gate in the farm. The Chairman felt that, due to very limited access, the site was impractical. It was agreed not to pursue this option at this time.

## 19/139 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

### REPORTS FROM MEMBERS OF THE PUBLIC:

No matters were raised.

### CLERK'S REPORT:

No new matters to report

### MEMBERS' REPORTS:

- (1) **LALC.** Nothing to report
- (2) **Quarries:** Nothing reported.
- (3) **Allotments:** Nothing to report.
- (4) **Village Hall.** Nothing to report.
- (5) **B4RN:** Councillor May confirmed that works were currently halted. It was noted that a very informative report had been included in the May edition of OK View.

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- (6) **Lengthsman:** It was noted that whilst the Top Green and most of the Village Green had been mown, the South-East quarter of the Village Green remained uncut. The appearance of this section of the Green was discussed, with the general consensus that it was attractive at the moment, with grass length not presenting any hazards to road users.

**Action:** Councillor Metcalfe to inform the Lengthsman that, for the time being, the Council would like the South-East quarter of the Village Green to be maintained in its current condition.

The Clerk had previously circulated an email from the County Council inviting Parish Councils to apply to the 'Local Delivery Scheme' regarding the maintenance of Public Rights of Way (PRoWs). For 2020/21 the County Council was proposing to provide a grant of £500 (compared to £250 in previous years) and increasing the range of works that Parish Councils could undertake on behalf of the County. The Chairman had received an email from the Lengthsman which included some questions about the scheme; the Chairman agreed to forward the email to Councillors.

**Resolved:** That the Parish Council should apply for inclusion in the Local Delivery Scheme.

**Actions:** The Clerk to contact the Lengthsman to obtain a report on work undertaken within the scope of the 2019/20 scheme, required for submission with the 2020/21 application. Councillor Metcalfe to discuss with the Lengthsman possible work within the terms of the scheme.

- (7) **Other Matters.**

**Increase in Vermin.** The Chairman reported that an increased number of rats had been spotted in the Hall Garth area and it was thought that this might be related to construction works in the vicinity. It was noted that rats had been noticed at other points in the village, including the hedge lines along Church Bank.

**Action:** The Chairman is to report the matter to the City Council's Environmental Health Service.

**Footpath on The Craggs.** Councillor Metcalfe reported on concerns raised by the landowner about an increase in use of the footpath and an increase in dog mess in the area.

**Action:** The Chairman to arrange for a further sign to be posted near the kissing gate and stile at the entrances to the footpath.

**Church Brow Green.** Councillor May commented on the current condition and appearance of the Church Brow green, which was displaying a range of May flowers and looking attractive. Some concerns were expressed over the possible presence of hidden dog faeces in the longer grass and the potential hazard to children. Maintenance of the green is undertaken by the City Council, who have suspended full cutting operations at this time. It was agreed that no action be taken at this point.

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**Hole in Pavement, Nether Kellet Rd.** Councillor Johnson reported that the hole that had opened up in the pavement on the Nether Kellet road near the Old School House appeared to be getting bigger. Workers had attended to inspect the hole and had installed a covering plate and warning bollard.

## CITY AND COUNTY COUNCILLORS' REPORTS:

(8) No further matters reported.

## 19/140 PAYMENT OF ACCOUNTS

Payee & Detail	£
<b>A. Invoices paid in April 2020 under the Clerk's delegated authority, with the emailed agreement of Parish Councillors. Presented for information only.</b>	
Over Kellet B4RN Committee – Loan for use as float by Emergency Plan Team in the Covid-19 response.	500.00
M Ashton – Lengthsman's invoice for material, 2019/20	78.44
Village Hall Committee – Hire of Hall, 10/03/2020 (£14.00) and Bus Shelter site rental 2020/21 (£10.00)	24.00
Bay Typesetters – printing of Covid-19 EPT flyers	85.00
Tech-Hub – G-Suite licence 2020	55.15
LALC – Annual Subscription 2020/21	156.90
Over Kellet View – Annual contribution 2020/21	500.00
<b>B. Invoices for authorisation and payment in May 2020 (schedule previously circulated to Councillors)</b>	
BHiB Insurance – 2020/21 Policy Renewal	507.70
St Cuthbert's Parochial Church Council (see agenda item 6)	540.00
Bay Typesetters – printing of 'narrow footpath' signs	30.00
Bolton-le-Sands Parish Council – Lengthsman Scheme 2020/21	1,774.00
Dawn Allen – Internal Audit Fee, 2019-20 Audit	45.00
Derek Whiteway, Parish Clerk Salary and Expenses, March-April 2020	440.28
HMRC – PAYE March-April 2020	107.20

**Resolved:** that the above accounts be paid.



# OVER KELLET PARISH COUNCIL

## **19/141 DATE & TIME OF NEXT MEETING**

The next meeting of the Parish Council will be held on Tuesday, 9<sup>th</sup> June 2020, using Zoom video conferencing, commencing at 7.15pm.

The meeting closed at 8.50pm

Clerk of the Council

Chairman

Date:

DRAFT

## Agenda Item: 5

### Planning Application Comments & Decisions

#### Update for May- June 2020

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>Part A – Applications decided since the last update</b>		
<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>Application Permitted</b>
<b>20/00121/FUL</b> - Retrospective application for the retention of 5 silos. Lower Addington Farm, Birkland Barrow Road, Nether Kellet.	Consultation response submitted objecting to the application on the grounds of necessity, noise and dust nuisance, and the impact on the visual amenity of the area.	<b>Application Withdrawn</b>
<b>20/00267/FUL</b> - Erection of a single storey rear extension to existing annex accommodation. 9 Church Bank, Over Kellet.	No comments submitted	<b>Application Permitted</b>
<b>20/00315/FUL</b> - Erection of a part single part two storey rear extension and construction of a dormer extension to the front elevation and a raised rear terrace. 4 Winder Garth, Over Kellet.	No comments submitted	<b>Application Permitted</b>
<b>20/00370/FUL</b> - Removal of existing steel container and erection of a summer house. Lakeland Fells View, Kirkby Lonsdale Road, Over Kellet.	No comments submitted	<b>Application Permitted</b>
<b>20/00473/AD</b> - Agricultural Determination for the erection of a feed preparation building and 4 feed bins and associated hardstanding. Restarigg Farm, Kirkby Lonsdale Road, Arkholme.	Response submitted expressing concerns over potential noise, smell and air pollution arising from the proposed development and questioning the business need for the introduction of an industrial process on the site.	<b>Prior Approval Refused</b>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>Part B – Undecided Applications</b>		
<b>19/01575/FUL</b> Erection of one dwelling (C3) with associated access and erection of a detached garage. Land At 2 Hall Garth Close, Capernwray Road, Over Kellet.	Response submitted covering: a) concerns about the accuracy and relevance of arboricultural information submitted with the application; b) a request that further pedestrian footpath is provided in front of the property to improve safety; and c) a request that the building's height and elevations specified in the application plans are adhered to in the construction.	<b>Awaiting Decision</b>
<b>20/00019/FUL</b> - Erection of an agricultural building for free range hens with associated parking. Lower Addington Farm, Birkland Barrow Road, Nether Kellet.	A consultation response had been submitted on 5th February 2020 reiterating the Parish Council's concerns over further development on this site.	<b>Awaiting Decision</b>
<b>20/00136/FUL</b> - Erection of one dwelling (C3) with associated access and regrading of land. Field Adjacent to Woodlands View, Over Kellet.	Consultation response submitted, not objecting to the application, but seeking answers and reassurance regarding the proposed hedge line and future use of the lower field.	<b>Awaiting Decision</b>
<b>20/00002/REFAppeal</b> - Change of use of agricultural/equestrian workers dwelling (C3) to a children's home for up to 3 children (C2). Blackthorne Cottage, Borwick Road, Capernwray.	It was agreed that the response agreed to the original application, ref 19/01034/CU should be re-submitted.	<b>Appeal in Progress</b>
<b>20/00214/FUL</b> - Erection of a single storey side extension and construction of a raised terrace. Clear Water Bistro And Bar, Clear Water Fisheries, Kellet Lane, Over Kellet.	No comments submitted	<b>Awaiting Decision</b>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>20/00345/FUL</b> - Change of use of agricultural barn to 3-bed dwelling (C3), relevant demolition of outrigger and erection of single storey rear extension, erection of detached garage and creation of parking area. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.	No comments submitted	<b>Awaiting Decision</b>
<b>20/00346/LB</b> - Listed building application for the demolition of rear outrigger, erection of single storey rear extension, etc. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.	No comments submitted	<b>Awaiting Decision</b>
<b>20/00369/VCN</b> - Erection of a 2-storey dwelling and creation of a vehicular access (pursuant to the variation of condition 2 and 7 on planning permission 18/00038/FUL to amend the design of the dwelling including alterations to the footprint, elevations, floor plans and the substitution of the carport with a garage). Old Hall, Kirkby Lonsdale Road, Over Kellet.	No comments submitted	<b>Awaiting Decision</b>
<b>20/00459/FUL</b> - Erection of a field shelter. Land At Grid Reference E353625 N469588 Swarthdale Road Over Kellet.	Comments submitted as for earlier application 20/00069/FUL, seeking reassurance that the development will benefit from appropriate screening from the surrounding countryside and not interfere within the amenity of surrounding residents.	<b>Awaiting Decision</b>
<b>20/00468/FUL</b> - Part retrospective application for the demolition of existing front and rear extensions and erection of a single storey front extension and part single storey, part two storey rear extension with Juliette balcony to rear. 8 Leapers View, Over Kellet	Response submitted reporting concerns expressed over the scaling of the development and its potential impact on the amenity of close neighbours on Leapers View and on Church Bank.	<b>Awaiting Decision</b>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p><b>20/00470/FUL</b> - Demolition of existing garage and side porch and erection of a single storey side and rear extension. 'Otago', 15 Kirklands Road, Over Kellet.</p>	<p>Response submitted requesting clarity over the removal/cutting back of the leylandii hedge currently bordering the public footpath and an increased hazard to pedestrians using the footpath arising from the re-siting of the property's garage. Also, to request that, if approved, the development make the fullest possible use of existing materials.</p>	<p><b>Awaiting Decision</b></p>

## Over Kellet Parish Council

**Meeting Date:** 9th June 2020

**Agenda Item:**

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**Report of:** The Parish Clerk

### 2019/20 Accounts and 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, known as the Annual Governance and Accountability Return (AGAR).

Under recently issued regulations in response to the Covid-19 emergency, revised deadlines incorporate a two months extension to the usual timetable. The deadline for submission of the AGAR is therefore 31<sup>st</sup> July 2020. The appointed external auditor for the Council is PKF Littlejohn

#### 2. Detail

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

As with the previous financial year the Parish Council is entitled to claim exemption from external audit. The 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	09/06/20 PC Meeting
b)	Public rights of inspection period	15/06/20 to 24/07/20

#### 3. Internal Auditor's Report 2019/20

The draft AGAR contains the Annual Internal Audit Report for 2019/20 and it is pleasing to note that the Internal Auditor has once again given a positive response to each of the internal control objectives set out in the statement. The Internal Auditor has not raised any matters or made any recommendations for consideration by the Parish Council.

#### 4. Final Accounts 2019/20

Also appended to this report is a summary of the 2019/20 final budget outturn. This shows the year-end balances on the General Fund and the Parish Council's earmarked reserves, as follows:

<b>Account/Reserve</b>	<b>£</b>
General Account	12,563
Emergency Planning Reserve	875
Allotments Fund	200
Gala Fund	420
Wind Turbine Reserve	6,324
Transparency Fund	127
<b>Totals</b>	<b>20,509</b>

Councillors will recall that in setting the budget for 2020/21, a target level of General Account reserve of £8,000 was agreed. The balance on the General Account at 31<sup>st</sup> March 2020 stood at £12,563, suggesting that £4,563 is available to allocate to other purposes.

I am therefore recommending that Councillors transfer up to £4,563 from the General Account to either a) a new reserve to support the Parish Plan implementation, b) other existing reserves, or c) other new reserve as felt appropriate (or a combination of any of these three options).

## **5. Recommendations**

- (1) That the Annual Internal Audit Report 2019/20 is noted and accepted.**
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2019/20, is approved.**
- (3) That Section 2 of the AGAR – Accounting Statements 2019/20, is approved.**
- (4) That the period for the exercise of public rights to inspect the accounts is set as Monday 15<sup>th</sup> June to Friday 24<sup>th</sup> July 2020 inclusive.**
- (5) That up to £4,563 is transferred from the General Account to either:**
  - a) a new reserve to support the Parish Plan implementation; or**
  - b) other existing reserves; or**
  - c) other new reserve as felt appropriate; or**
  - a combination of any of these three options**

# Annual Governance and Accountability Return 2019/20 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 2019/20

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 all 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) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; 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 2020**.

## 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 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, 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 2019/20 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 2019/20, 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 2020. 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 Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- 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 before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), 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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- 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 2020**.

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 for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	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 2019/20 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20:

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 was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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 Local 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, 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 2020. **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

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

Telephone number

AUTHORITY 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, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT**

## Annual Internal Audit Report 2019/20

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 2020.

The internal audit for 2019/20 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.			
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. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



RE REQUIRED

Date

DD/MM/YYYY

\*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 2019/20

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 2020, 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 must 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 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<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 gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</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 2020 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



# Over Kellet Parish Council

## Budget Summary - Year Ended 31st March 2020

		Actuals for Year Ended 31/03/2020						
Budget Heading	Approved Budget	General Account	Emergency Planning Reserve	Allotments Fund	Gala Fund	Wind Turbine Reserve	Transparency Fund	Grand Total
<b>Opening Balances</b>		<b>13,466</b>	<b>903</b>	<b>160</b>	<b>420</b>	<b>5,194</b>	<b>226</b>	<b>20,370</b>
<b>Receipts</b>								
Precept	8,100	8,100						8,100
VAT Reclaimed		13					78	91
Wind Turbine Grant	1,100					1,130		1,130
Lengthsman Scheme	250	250						250
Bank Interest		25						25
Allotment Rents	40			40				40
<b>Total Receipts</b>	<b>9,490</b>	<b>8,388</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>1,130</b>	<b>78</b>	<b>9,637</b>
<b>Payments</b>								
Clerk's Salary (incl PAYE)	- 2,630	- 2,644					-	2,644
Clerk's Expenses	- 355	- 55					-	55
Councillors Expenses	- 50	-						-
Lengthsman Scheme	- 2,912	- 1,605					-	1,605
Insurance	- 500	- 503					-	503
Hire of Venue	- 200	- 168					-	168
Grounds Mtce - St Cuthberts PCC	- 540	- 540					-	540
OK View Contribution	- 350	- 350					-	350
The Kelleys Twinning Association	- 50	- 60					-	60
Internal Audit Fees	- 65	- 60					-	60
Subscriptions	- 60	- 175					-	175
Printing, Postage & Stationery	- -	74					-	74
Events	- -	20					-	20
Bus Shelter Site Rental	- 10	- 10					-	10
Miscellaneous Expenses	- 50	- 43					-	43
Section 137 Expenditure	- -	174					-	174
Maintenance	- 50	- 163					-	163
Electricity	- 10	- 11					-	11
Remembrance Day	- 45	- 55					-	55
Election Expenses	- 120	- 120					-	120
Bank Fees	- -	36					-	36
Christmas Tree	- -	33					-	33
Assets (new SpID)	- -	1,889					-	1,889
IT Services	- 150					-	177	177
Emergency Plan Expenses		-	28				-	28
Recoverable VAT		505					-	505
<b>Total Payments</b>	<b>- 8,147</b>	<b>- 9,292</b>	<b>- 28</b>	<b>- 40</b>	<b>-</b>	<b>- -</b>	<b>177 -</b>	<b>9,497</b>
<b>Net Receipts/Payments</b>	<b>1,343 -</b>	<b>904 -</b>	<b>28</b>	<b>40</b>	<b>-</b>	<b>1,130 -</b>	<b>99</b>	<b>139</b>
<b>Closing Balances</b>		<b>12,563</b>	<b>875</b>	<b>200</b>	<b>420</b>	<b>6,324</b>	<b>127</b>	<b>20,509</b>