

OVER KELLET PARISH COUNCIL

**Annual Parish Council Meeting to be held at the Over Kellet Village Hall
on Tuesday, 18th May 2021, commencing at 7.15pm**

Note to Parishioners

The Parish Council is resuming physical meetings in the Village Hall and parishioners are welcome to attend. The Village Hall Committee has established limits on the numbers able to use the hall at this point and procedures to meet ongoing Covid restrictions. These will be observed at the meetings.

Alternatively, if parishioners have any comments or questions to raise on an agenda item, they are encouraged to do so in writing to the Clerk at clerk@overkelletpc.org

A G E N D A

1. To receive **apologies**.
2. **Election of officials 2021/22**
 - a) To elect the Chair of the Parish Council for the municipal year 2021/22
 - b) To elect the Deputy Chair of the Parish Council for the municipal year 2021/22.
 - c) To sign the Declaration of Acceptance of Office of Chair
3. To receive any changes to **declarations of interest of Parish Councillors**.
4. To elect **officers and representatives on outside bodies and groups** for the municipal year 2019-20
 - a) Trustees of Thomas Withers Charity
 - b) Lancashire Association of Local Councils
 - c) Quarry Liaison Committee
 - d) Village Hall Committee
 - e) Lengthsman liaison and Village Tidy Group
 - f) Twinning Association
 - g) Allotments Association
 - h) Emergency Planning Group
5. **Chairman's Annual Report 2020/21:** To receive the Chairman's Report for 2020/21.
6. To consider and approve the **minutes of the meeting held on Tuesday, 13th April 2021** (attached to the agenda)
7. **Final Accounts and Annual Governance and Accountability Return (AGAR) 2020/21.** To consider and approve the draft accounts and the AGAR and to set the period for public inspection. (Clerk's report attached)

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8. To consider and comment on new **planning applications** received since the last meeting, as set out below (substantive matters for consideration **set out in blue**):

Application No:	Description
21/00363/FUL	Relevant demolition of existing lean to, outriggers and agricultural buildings and change of use and conversion of existing barns to 5 dwellings (C3), installation of rooflights, replacement windows/doors, erection of detached garages, with associated access, parking and landscaping and erection of boundary walls, gates and fence. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.
21/00358/LB	Listed building application for removal of internal walls, works to partition walls, construction of replacement roof, alterations to existing openings, replacement window cills, installation of glazed entrance, installation of replacement windows/doors, reinstate first floor window, removal of concrete floor, installation of concrete floor, installation of steel frame, timber floor, insulated concrete slab, cast iron gutters, repointing, stonework, removal of external stairs, installation of rooflights, demolition of existing lean to, outriggers and outbuildings, erection of detached garages, erection of boundary walls, gates and fence and retrospective installation of steel frame, replacement roof, replacement leadwork, lime pointing and ridge, removal of internal wall, removal of suspended timber first floor, installation of replacement windows/doors and rooflights. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.
21/00443/FUL	Construction of a manège with altered land levels and associated hardstanding. Stables on Field Number 0045, Capernwray Road, Capernwray.

9. To receive an update on **planning authority decisions** on previously considered applications (Clerk's report attached).
10. **Parochial Church Council of St Cuthbert's Church.** Request for financial support to assist with the church grounds maintenance costs. Letter from the PCC's Treasurer attached.
11. **Parish Plan.** To consider progress on implementing the Parish Plan.
12. 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

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

Payee & Detail	£
Parochial Church Council of St Cuthbert's Church (see agenda item 10)	tbd
BHIB Ltd – Insurance Renewal 2021/22	513.13
Dawn Allen – Internal Audit 2020/21	45.00
Mike Ashton – mower fuel and materials 2020/21	90.00
Derek Whiteway, Parish Clerk - Salary and Expenses, April 2021	204.65
HMRC – PAYE April 2021	51.20

14. To confirm the **date, time and venue of the next meeting**.

Derek Whiteway
Parish Clerk
12th May 2021

Tel: 01524 64908
Email: clerk@overkelletpc.org

OVER KELLET PARISH COUNCIL

Minutes of the Meeting held on Tuesday, 13th April 2021 at 7.15pm using Zoom video conferencing

Present: Councillor Graham Agnew – Chairman
Councillors Stephen Atkins, Derek Johnson, Martin May and Jean Metcalfe
County Councillor Phillippa Williamson
Derek Whiteway (Parish Clerk)

In attendance: Peter Clinch (Over Kellet View) and 2 members of the public.

At the beginning of the meeting, pending the slightly delayed arrival of Chairman, Councillor Atkins took the Chair.

21/001 APOLOGIES FOR ABSENCE:

None received.

21/002 MINUTES OF THE MEETING HELD ON TUESDAY, 9th MARCH 2021 AND THE EXTRAORDINARY MEETING HELD ON WEDNESDAY, 31st MARCH 2021

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday, 9^h February 2021** be approved and signed without further amendment.

Matters Arising:

(1) **Min 20/099(2) Planning application 20/01373/FUL**

The Clerk reported that the response to the application, as resolved, had been submitted to the City Council. The Clerk advised that the application had still not been allocated to a Case Officer and the City Council would therefore still be accepting comments from the public. It was noted that the Environment Agency had objected to the application on the grounds of inadequate assessment of the risk of pollution to surface water quality.

The resident who had raised the matter at the meeting on 9th February was again in attendance and expressed views on behalf of residents in the Capernwray area, the main objective being protecting/improving the visual amenity of the area should the development proceed.

Councillors advised the resident that the City Council might be more likely to take notice if more comments were received from members of the public and suggested action that he might take to facilitate this.

Councillor Agnew joined the meeting at this point and assumed the Chair.

(2) **Min 20/104 Spring Flowers on the Village Green**

Councillor Metcalfe reported that she had received a request from a resident that any flowers planted be native species. The Chairman confirmed that he had held some discussions with Mrs Cooper, who would be paying for the flowers.

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(3) **Min 20/105(9) Emergency Works at the Village Green.**

The Clerk reported that, following negotiations with United Utilities, a contribution of £150 had been received towards repair and reinstatement of the Village Green. The necessary work had now been completed by the Lengthsman.

(4) **Min 20/105(9) Bench removed from Baycroft Viewpoint.**

Councillor Metcalfe reported that agreement had been reached with the PCC to locate the bench alongside the existing bench beside the church.

It was **RESOLVED** that the Minutes of the Extraordinary Meeting of the Parish Council, held on **Wednesday, 31st March 2021** be approved and signed without further amendment.

21/003 DECLARATIONS OF INTEREST:

No further declarations were made.

21/004 NEW PLANNING CONSULTATIONS

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

Application No:	Description
20/00811/RCN	Change of use of agricultural land/recreation area to extension to existing holiday caravan park for additional forty caravans and create open space/recreation area and installation of sealed tank (pursuant to the removal of condition 4 on planning permission 92/01130/FUL to allow for all year round occupancy, as amended by 94/00002/FUL). Old Hall Caravan Park, Capernwray Road, Capernwray.
	Resolved: No response to be submitted.
20/01025/RCN	Use of land as holiday and touring caravan park (pursuant to the removal of condition 2 on planning appeal T/APP/5292/A/82/7780/09 to allow for all year round occupancy). Old Hall Caravan Park, Capernwray Road, Capernwray.
	Resolved: No response to be submitted.

Councillors discussed questions raised by a resident over cumulative traffic impacts of individual developments and how these are viewed and managed by the authorities. It was recognised that this is an ongoing issue with many planning applications considered by the Parish Council.

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21/005 UPDATE ON PREVIOUS PLANNING APPLICATIONS

The Clerk presented a report updating the status of previous planning applications. The report was noted.

Councillor May advised that the three applications for erection of 22 houses adjacent to Church Bank/Greenways would be heard at Planning Committee and that an application for the Parish Council to be notified and to speak at Committee ought to be submitted soon.

Councillor May also advised that application 20/00405/REM - Old Hall Farm, Kirkby Lonsdale Road, Over Kellet (Reserved Matters application for the erection of 55 dwellings, associated accesses and alterations to land levels) was on the Planning Committee agenda for 26th April 2021. It was agreed that Councillors Agnew and Metcalfe would apply to speak on the application at that meeting and that Councillor May would apply to speak on the Church Bank/Greenways applications in due course.

Agreed: That a request be sent to the City Council asking to be notified when the Church Bank/Greenways applications are scheduled to be considered at Planning Committee, and that the Parish Council reserves the right to speak. Also, that Councillors Agnew and Metcalfe apply to speak at Planning Committee on 26th April regarding the Old Hall Farm application.

21/006 PLANNING APPLICATIONS 20/01072/REM AND 20/01073/FUL FOR THE ERECTION OF 22 DWELLINGS, LAND SOUTH EAST OF CHURCH BANK, CHURCH BANK, OVER KELLET.

The Clerk shared on screen a statement that the Chairman had drafted and circulated following the Extraordinary Meeting on 31st March 2021 and asked if Councillors had any further comments.

The Chairman's statement set out the Parish Council's conclusions about the desired application of potential s106 contributions arising from the planning applications.

Following further discussion, Councillors agreed the Chairman's statement be used as the basis for a response to the City Council's Public Realm officer. It was agreed that works to renovate the School playground should be the priority and that a more formal agreement is necessary between the School and Parish Council regarding its use out of school hours.

Resolved: That the Chairman's statement be used as the basis for the Parish Council's response to the City Council's Public Realm officer.

21/007 OVER KELLET VIEW

The Clerk presented a letter from the Over Kellet View Board of Management requesting funding of £800 for the financial year 2021/22, an increase from the 2020/21 level of £500. The Clerk reminded Councillors that, in anticipation of this increase, £800 had been included in the approved budget for 2021/22.

The Chairman thanked the Over Kellet View for its continued production of the monthly magazine.

Resolved: That the request from Over Kellet View Board of Management for funding of £800 for the year 2021/22 is approved.

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21/008 ANNUAL MEETING AND FUTURE COUNCIL MEETING ARRANGEMENTS

The Clerk reported that he had recently been notified that emergency regulations, introduced in May 2020 to allow Councils to meet remotely, were due to expire on 7th May 2021. The Government was not intending to introduce primary legislation necessary to extend the arrangements, meaning that any meeting following 7th May 2021 will have to be held physically, with appropriate Covid-related measures in place. This would therefore impact the Council's next meeting (the 2021 Annual Parish Council Meeting) scheduled for 11th May. The Clerk advised that a judicial review of the Government's decision had been called for, and he was also expecting comments and advice from LALC/NALC on how Parish Councils should proceed.

The Clerk advised that he had contacted the Village Hall co-ordinator who had confirmed that the Village Hall could be used following 7th May, subject to appropriate Covid safety measures.

The Clerk also advised that the Government had initiated a 'call for evidence' regarding Council's use and experience of remote meetings, with a view to possibly introducing legislation in the longer term.

Following discussion it was agreed that, subject to any further announcements or guidance from the Government or NALC/LALC, the next Parish Council Meeting should be delayed a week, to 18th May 2021.

Resolved: That arrangements be made to hold the Annual Parish Council Meeting at the Village Hall, commencing at 7.15pm on Tuesday, 18th May 2021.

21/009 FINAL ACCOUNTS AND ANNUAL RETURN 2020/21

The Clerk reported that he had now received the documentation for production of the 2020/21 Annual Governance and Accountability Return (AGAR). The Clerk's proposed programme was to complete the final accounts and paperwork for consideration and approval at the May meeting of the Parish Council.

The Clerk advised that one component of the process is to have the annual Internal Audit carried out and that the previous Auditor, Mrs Dawn Allen was again willing to provide the service.

Resolved: That Mrs. Dawn Allen be appointed as the Parish Council's Internal Auditor for the 2020/21 audit.

21/010 PARISH PLAN

(1) **Goosegate Plaque**

The Chairman reported that Lengthsman had now installed the plaque. It was agreed that an official 'unveiling' should be arranged, including Councillors, Mr Bob Escolme and former Chairman, Nick Ward. The Chairman agreed to make the necessary arrangements.

Action: The Chairman will make arrangements for an official unveiling of the Goosegate plaque.

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(2) **SpID**

Councillor Metcalfe advised that she had held an initial discussion with the Clerk on how best to report concerns to the Lancashire Road Safety Partnership (LRSP). Current concerns, aside from the volume and speed of traffic, include the apparently increasing number of HGVs passing through the village. County Councillor Williamson advised that, if details of any such hauliers can be taken, there is a channel available to pass the information to Highways England to seek some remedy with the hauliers.

Following further discussions on the issues, Councillor Metcalfe agreed, in liaison with the Clerk, to draft a submission to the LRSP.

Agreed: Councillor Metcalfe and the Clerk will draft a submission to the LRSP.

21/011 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

REPORTS FROM MEMBERS OF THE PUBLIC:

- (1) **Land at Woodlands View.** A resident reported that the field at the end of Woodlands View had been sold subject to contract and development work seemed imminent. The resident expressed concerns about contractors' traffic accessing the site via Kirklands Road and Woodlands View and also highlighted the expectation that the land not used for housing is retained as 'agricultural land'.

CLERK'S REPORT:

- (2) **Proposals for a Bay Local Authority.** The Clerk reported that an online meeting on the proposals had been arranged by LALC for Friday, 16th April including a presentation by the City Council Leader, Dr Erica Lewis. The Chairman advised that he was planning to attend the online meeting.

MEMBERS' REPORTS:

- (3) The Chairman referred to the death of HRH Prince Phillip, Duke of Edinburgh and paid tribute to his service to the country. Councillors agreed that the Parish Council extend its sincere condolences to the Queen and the Royal Family. The Clerk agreed to consider what avenues had been established for the public to express their condolences.
- (4) **LALC.** Nothing further to report.
- (5) **Quarries:** The Chairman reported that recent blasting activity continued to be within established thresholds.
- (6) **Allotments:** Nothing to report.
- (7) **Village Hall.** Nothing further to report.
- (8) **B4RN:** Nothing to report.
- (9) **Lengthsman:** The Chairman reported that the Lengthsman had recently cut the grass on Church Bank and Top Green. Councillor Metcalfe mentioned the damaged Village Pump and some other repairs that were necessary around the village. It was agreed that these matters should be raised with the Lengthsman.

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(10) **Other Matters.**

Gate on footpath between Church Bank and Greenways. Councillor May reported that he had now replaced the gate.

CITY AND COUNTY COUNCILLORS' REPORTS:

- (11) County Councillor Williamson reported that she had asked Highways to send inspectors to have a look at work ongoing on Kellet Road as there appeared to be little activity. Also, to inspect work around The Millennium Stone. Councillor Williamson agreed to report to the Clerk any updates.
- (12) Councillor May queried the potentially misleading signage on the now derestricted A601(M). Councillor Williamson agreed to feed this back to County Highways.
- (13) Councillor Williamson advised that, regarding proposed work at the Netherbeck bridge over the A601(M), that proposals should be expected towards the end of 2021.

21/012 PAYMENT OF ACCOUNTS

Payee & Detail	£
LALC – Subscription 2021/22	156.96
Over Kellet Village Hall – Hire of bus shelter site 2021/22	10.00
Over Kellet View – see Minute no 21/007	800.00
Derek Whiteway, Parish Clerk - Salary and Expenses, March 2021	204.65
HMRC – PAYE March 2021	51.20

Resolved: that the above accounts be paid.

21/013 DATE & TIME OF NEXT MEETING

Following on from the resolution in Minute no 21/008, the 2021/22 Annual Meeting of the Parish Council is scheduled to be held on Tuesday, 18th May 2021 at Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 9.15pm

Clerk of the Council

Chairman

Date:

Over Kellet Parish Council

Meeting Date: 18th May 2021

Agenda Item:

7

Report of: The Parish Clerk

2020/21 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).

The deadline for submission of the AGAR is 30th June 2021. 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	18/05/21 PC Annual Meeting
b)	Public rights of inspection period	07/06/21 to 16/07/21

3. Internal Auditor's Report 2020/21

The draft AGAR contains the Annual Internal Audit Report for 2020/21 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 2020/21

Also appended to this report is a more detailed report of the 2020/21 final budget outturn. This shows the year-end balances on the General Fund and the Parish Council's earmarked reserves, as follows:

Account/Reserve	£
General Account	10,316
Emergency Planning Reserve	843
Allotments Fund	240
Gala Fund	420
Wind Turbine Reserve	7,466
Parish Plan Support Reserve	3,795
Transparency Fund	0
Totals	23,080

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 as at 31st March 2021 stood at £10,316, suggesting that £2,316 is available to allocate to other purposes.

I am therefore recommending that Councillors make a contribution of up to £2,316 from the General Account to the Parish Plan Support Reserve to provide additional funds to enable the implementation of the Plan in the coming years.

5. Recommendations

- (1) That the Annual Internal Audit Report 2020/21 is noted and accepted.**
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2020/21, is approved.**
- (3) That Section 2 of the AGAR – Accounting Statements 2020/21, is approved.**
- (4) That the period for the exercise of public rights to inspect the accounts is set as Monday 7th June to Friday 16th July 2021 inclusive.**
- (5) That a contribution of up to £2,316 is made from the General Account to the Parish Plan Support Reserve.**

Annual Governance and Accountability Return 2020/21 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 2020/21

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 2021**. 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)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must 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 the authority website/webpage **before 1 July 2021**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available 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 2020/21**, page 4
- **Section 1 – Annual Governance Statement 2020/21**, page 5
- **Section 2 – Accounting Statements 2020/21**, 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

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 (AGAR) 2020/21, 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 2021. 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 2021**. 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 AGAR 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 before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR 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 AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, 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 2021**.

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 or from www.ada.org.uk

Certificate of Exemption – AGAR 2020/21 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2020/21, 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 2020/21:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21:

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 2017
- In relation to the preceding financial year (2019/20), 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 the authority website/webpage* before 1 July 2021.

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

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE 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 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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 bank account reconciliations were properly carried out during the year.			
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 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

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



URE 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 2020/21

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 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
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

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<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>
1. 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>
2. (+) 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>
3. (+) 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>
4. (-) 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>
5. (-) 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>
6. (-) 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>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. 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 – To agree with bank reconciliation.</i>
9. 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>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (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 2021 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

FINAL ACCOUNTS 2020/21

A. Budget Headings	General Account			Earmarked Reserves						Grand Totals
	Approved Budget	Actuals To 31/03/21	Variances favourable (adverse)	Emergency Plan	Allotments	Gala Fund	Transparency	Wind Turbine	Parish Plan Support Reserve	
Balances Brought Forward		12,604		869	200	420	92	6,324	-	20,509
Receipts										
Precept	8,100	8,100	0							8,100
PRoW Local Delivery Grant	250	500	250							500
Miscellaneous Receipts (UU Compensation)	-	150	150							150
Bank Interest	30	16	(14)							16
VAT Reclaimed	-	505	505							505
Allotment Annual Rent	-	-	0		40					40
Wind Turbine Grant	-	-	0					1,142		1,142
Total Receipts	8,380	9,271	891	-	40	-	-	1,142	-	10,453
Payments										
Recurring Expenses										
Clerk's Salary (incl PAYE)	2,770	2,751	19							2,751
Clerk's Expenses	240	72	168							72
Printing, Postage and Stationery	-	125	(125)							125
Councillors' Expenses	50	-	50							-
Hire of Venue	200	86	114							86
Subscriptions	100	157	(57)							157
Insurance	520	508	12							508
Lengthsman Scheme	2,950	1,852	1,098							1,852
Repairs & Maintenance	100	-	100							-
Rent of Bus Shelter	10	10	0							10
Grounds Maintenance - St Cuthberts	540	540	0							540
OK View - Annual Contribution	500	500	0							500
Twinning Association - Annual Contribution	60	-	60							-
Xmas Tree Electricity	10	7	3							7
Remembrance Wreath & Expenses	55	55	0							55
Audit Fees - External Audit	-	-	0							-
Audit Fees - Internal Audit	60	45	15							45
Section 137 Expenditure	100	-	100							-
IT Expenses	-	114	(114)				92			206
Bank Fees	75	72	3							72
Miscellaneous Expenses	60	-	60							-
Recoverable VAT	-	102	(102)							102
Sub-Total	8,400	6,996	1,404	-	-	-	92	-	-	7,088
Non-Recurring Expenses										
Emergency Plan Expenses	-	-	0	26						26
Goosegate Plaque	-	-	0						268	268
SplD Pole Installation	-	-	0						500	500
Transfer to Parish Plan Support Reserve	-	4,563	(4,563)						-	4,563
Sub-Total	-	4,563	(4,563)	26	-	-	-	-	-	3,795
Total Payments	8,400	11,559	(3,159)	26	-	-	92	-	-	7,882
Net Receipts/Payments	-20	-2,288	(2,268)	-26	40	0	-92	1,142	3,795	2,571
Closing Balances		10,316		843	240	420	0	7,466	3,795	23,080

Agenda Item: 9

Planning Application Comments & Decisions

Update for April – May 2021

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
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.	Response submitted expressing concerns or raising questions about the following aspects of the application (Minute 20/016): 1. The proposed spread, density and design of the affordable housing units; 2. Arrangements for the future management and maintenance of proposed recreational areas and associated landscaping; and 3. Aspects of the proposed Traffic Management Strategy (TMS) and the Construction and Traffic Method Statement (CTMS)	Application Permitted

Part B – Undecided Applications		
19/01575/FUL 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.		

Part B – Undecided Applications

20/00811/RCN - Change of use of agricultural land/recreation area to extension to existing holiday caravan park for additional forty caravans and create open space/recreation area and installation of sealed tank (pursuant to the removal of condition 4 on planning permission 92/01130/FUL to allow for all year round occupancy). Old Hall Caravan Park Capernwray Road Capernwray

No comments submitted (Minute 20/048)

20/01025/RCN - Use of land as holiday and touring caravan park (pursuant to the removal of condition 2 on planning appeal T/APP/5292/A/82/7780/09 to allow for all year round occupancy). Old Hall Caravan Park, Capernwray Road, Capernwray.

No comments submitted (Minute 20/048)

20/01072/REM Reserved matters applications for the erection of 15 dwellings. Land South East of Church Bank, Church Bank, Over Kellet.

20/01073/FUL Erection of 7 dwellings and associated access road. Land South East of Church Bank, Church Bank, Over Kellet.

20/01220/VCN Outline application for the erection of up to 15 dwellings and creation of a new access (pursuant to the variation of condition 2 on approved application 16/01572/OUT to amend the red edge of the approved location plan). Land South East of Church Bank, Church Bank, Over Kellet.

A response was submitted objecting to all three of the applications covering the following areas of objection (Min 20/083):

- a) ground conditions and drainage issues;
- b) ecological impacts;
- c) traffic and access impacts; and
- d) housing need in the village.

20/01154/FUL - Erection of a replacement stable and storage building. Pastordale Farm, Kellet Lane, Over Kellet.

No comments submitted (Minute 20/083)

20/01192/VCN - Erection of a two storey detached dwelling (C3) incorporating balconies with associated access and installation of a package treatment plant (pursuant to the variation of conditions 2,3,4,5, 6 and 8 on approved application 19/01462/FUL to amend the approved plans including alterations to the footprint, the internal layout, window arrangement, the balustrade material, include a chimney and agree details on materials, landscaping, surface water and foul drainage). Land Adjacent To The Willows, Moor Close Lane, Over Kellet.

No comments submitted (Minute 20/058)

Part B – Undecided Applications

20/01193/VCN - Change of use of agricultural land to domestic garden, demolition of existing dwelling and erection of a part single storey and part two storey replacement dwelling incorporating terrace and installation of a package treatment plant (pursuant to conditions 2, 4, 5, 6, 7 and 9 on approved application 19/01555/FUL to widen the garage door, increase the parking and turning area to the front, alter the balustrade material, include a chimney and agree details on materials, landscaping, surface water and foul drainage). The Willows, Moor Close Lane, Over Kellet.

No comments submitted (Minute 20/058)

20/01201/FUL - Change of use of open space to site 3 static caravans, creation of caravan sales area, wetland and amenity areas, including laying of hardstanding, alterations to land levels and erection of retaining walls. Castle View Caravan Park, Borwick Road, Capernwray.

No comments submitted (Minute 20/058)

20/01246/FUL - Erection of 9 dwellings with associated access and alterations to land levels. Land Southwest Of Church Bank Main Road, Over Kellet.

Response submitted objecting to the following aspects of the application:

- a) The future of the beck on the western boundary of the site, and potentially adverse impacts of increased rainwater 'run-off' on drainage systems; and
- b) the impact of the development on the landscape and visual amenity, in particular any impact on views towards and from St Cuthbert's church.

Also to express concerns about the suggestion of an access route being introduced through an area of protected trees on the northern boundary of the site. (Minute 20/072)

20/01371/LB - Listed building application for the erection of a boundary wall and gate, removal of external render, repairs to stonework, repointing, relocation of rainwater and soil pipes from rear to eastern elevation, removal and installation of internal partition walls, removal of plaster to internal walls and ceiling, repointing to internal walls and installation of supporting gallows post to support existing beam, removal of flooring and floor joints, lowering of part of the floor and installation of new flooring and removal of internal garden wall. Yew Tree House, Kirkby Lonsdale Road, Over Kellet

No comments submitted (Minute 20/083)

20/01373/FUL - Change of use of agricultural land to site 27 static caravans with alterations to land levels, creation of an access track, amenity areas, hardstandings and installation of a package treatment plant. New England Caravan Park, Capernwray Road, Capernwray, Carnforth.

No comments submitted (Minute 20/092)

Part B – Undecided Applications

20/01462/FUL - Demolition of two existing stable buildings and erection of three single storey buildings for use as office (Class E) and training facilities (Class F1) with staff facilities building and stable block. Addington Lodge Addington Road Nether Kellet.

Response submitted expressing concerns over the apparently commercial development in a rural setting and the potential for this to lead to further development in the future, not only of this particular site, but the overall business including the adjacent chicken farm. Also, concerns relating to sustainability issues and traffic impacts (Minute 20/092).

20/01463/FUL - Erection of a part two storey, part single storey, front, side and rear extension and erection of a detached garage. 15 Church Bank, Over Kellet.

No comments submitted (Minute 20/092)

21/00076/FUL - Change of use of land for the siting of seven static caravans with associated amenity space and landscaping. Redwell Caravan Park, Kirkby Lonsdale Road, Arkholme.

No response to be submitted (Minute 20/101).

21/00105/FUL - Erection of a two storey detached dwelling house (C3). Land Adjacent Hill Top Farm, Kellet Road, Over Kellet.

Response submitted making no objection in principle to the application but expressing concerns over the proposed disposal of all surface water via the mains sewer (Minute 20/101)

21/00116/VCN - Erection of a block of five stables and farm office block (pursuant to the variation of conditions 3 and 6 of planning permission 12/00505/FUL to amend plans and change the wording of the use of the buildings condition). Addington Lodge, Addington Road, Nether Kellet.

Subject to further research by the Clerk and Councillor Metcalfe to confirm the details of the application, a response be submitted objecting to any further commercial development at the site (Minute 20/101). Subsequently confirmed that no response should be submitted.

20/00811/RCN - Change of use of agricultural land/recreation area to extension to existing holiday caravan park for additional forty caravans and create open space/recreation area and installation of sealed tank (pursuant to the removal of condition 4 on planning permission 92/01130/FUL to allow for all year round occupancy, as amended by 94/00002/FUL). Old Hall Caravan Park, Capernwray Road, Capernwray.

No response to be submitted (Minute 21/004).

20/01025/RCN - Use of land as holiday and touring caravan park (pursuant to the removal of condition 2 on planning appeal T/APP/5292/A/82/7780/09 to allow for all year round occupancy). Old Hall Caravan Park, Capernwray Road, Capernwray.

No response to be submitted (Minute 21/004).

ST CUTHBERT'S CHURCH, OVER KELLET

Treasurer: H S Dickens, Sycamore House, 131b North Road, Carnforth. LA5 9LU

Derek Whiteway
Clerk to Over Kellet Parish Council

21 April 2021

Dear Derek

I am writing on behalf of the Parochial Church Council of St Cuthbert's Church, as we would be grateful if the Parish Council would be prepared to continue the annual contribution to assist with the church grounds maintenance costs.

This support is invaluable in enabling us to maintain the churchyard, car park and verges in excellent condition.

We are fortunate to have a dedicated and hardworking band of volunteers whose labours cutting the grass are greatly appreciated by the many visitors to the churchyard each week. It would be very much appreciated if the Parish Council were able to continue their contribution in this way as it would help us to maintain the churchyard in a condition which is a credit and asset to our historic and beautiful village.

Yours sincerely

Sally Dickens