

# OVER KELLET PARISH COUNCIL

**Annual Parish Council Meeting to be held at the Over Kellet Village Hall  
on Tuesday, 16<sup>th</sup> May 2023, commencing at 7.15pm**

## A G E N D A

1. To receive **apologies**.
2. **Chairman's Annual Report 2022/23:** To receive the Chairman's Report for 2022/23.
3. To consider and approve the **minutes of the meeting held on Tuesday, 11<sup>th</sup> April 2023** (attached)
4. **Election of officials 2023/24**
  - a) To elect the Chair of the Parish Council for the municipal year 2023/24
  - b) To elect the Deputy Chair of the Parish Council for the municipal year 2023/24.
  - c) To sign the Declaration of Acceptance of Office of Chair
5. To receive any changes to **declarations of interest of Parish Councillors**.
6. To elect **officers and representatives on outside bodies and groups** for the municipal year 2023/24:
  - a) Trustees of Thomas Withers Charity
  - b) Lancashire Association of Local Councils
  - c) Quarry Liaison Committee
  - d) Village Hall Committee
  - e) Lengthsman liaison
  - f) The Kelleys Twinning Association
  - g) Allotments Association
  - h) Emergency Planning Group
7. **Lancaster City Council Elections.** To receive an update on the outcome of the election on Thursday, 4<sup>th</sup> May 2023.
8. **Annual Governance and Accountability Return (AGAR) and Final Accounts 2022/23.** To approve the AGAR and consider the draft accounts for 2022/23. (Clerk's report attached)
9. **Risk Register Review 2023/24.** To consider the conclusions and recommendations from a review of the Council's risk register (Clerk's report attached).
10. **Review of Council Policies and Procedures.** To consider the conclusions and recommendations from a review of the following (Clerk's report attached):
  - a. Standing Orders;
  - b. Financial Regulations;
  - c. Information Management and Data Protection Policy, Privacy Notice, and Publication Scheme; and
  - d. Complaints Procedure.

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11. 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
23/00458/FUL	<b>Retrospective application for the erection of a single storey rear extension.</b> 7 Craggs View, Over Kellet <div>Deadline – 12<sup>th</sup> May 2023 – No comments submitted</div>
23/0051/TPO	<b>Fell T1-Oak and T2 – Ash.</b> Cragg House, Kirkby Lonsdale Road, Over Kellet. <div>Deadline – 9<sup>th</sup> May 2023 - No comments submitted</div>
22/01328/REM	<b>Reserved matters application for the approval of layout, scale, appearance, and landscaping following planning permission 22/00562/VCN for the development of 8,397sqm of employment (Use Classes B1(c), B2 and B8).</b> Land Adjacent to Porsche Centre South Lakes, 1 Electric Drive, Carnforth. <div>Deadline for comments – 25<sup>th</sup> May 2023</div>
23/00525/FUL	<b>Erection of a single storey side extension, construction of raised decking to the rear and installation of solar panels to the front elevation.</b> Parklands View, Borwick Road, Capernwray. <div>Deadline for comments – 26<sup>th</sup> May 2023</div>
23/00509/FUL	<b>Erection of two storey side extension, construction of hip to gable extension, construction of raised decking, installation of external steps, erection of a carport and erection of an erection of outbuilding to create ancillary accommodation in association with Old Watermill.</b> Old Watermill, Capernwray Road, Capernwray. <div>Deadline for comments – 27<sup>th</sup> May 2023</div>
23/00518/FUL	<b>Erection of a dwelling (C3) with associated access.</b> Land At Grid Reference E352250 N470040, Kirkby Lonsdale Road, Over Kellet. <div>Deadline for comments – 31<sup>st</sup> May 2023</div>

12. To receive an update on **planning authority decisions** on previously considered applications (Clerk's report attached).
13. **Current issues.** To consider current issues impacting the Parish.

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- 14.** 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

- 15. Payments.** To authorise payment of accounts. Report attached.

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

**Derek Whiteway**  
**Parish Clerk**  
**10<sup>th</sup> May 2023**

**Tel: 01524 64908**  
**Email: [clerk@overkelletpc.org](mailto:clerk@overkelletpc.org)**

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## Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 11<sup>th</sup> April 2023 at 7.15pm

**Present:** Councillor Graham Agnew – Chairman  
Councillors Derek Johnson and Martin May  
Derek Whiteway (Parish Clerk)

**In attendance:** 4 members of the public.

### 23/001 Apologies For Absence:

Apologies were received from Councillor Stephen Atkins and County Councillor Phillippa Williamson.

### 23/002 Minutes of The Meeting Held on Tuesday, 14<sup>th</sup> March 2023

**Resolved:** That the Minutes of the Meeting of the Parish Council, held on Tuesday, 14th March 2023 be approved and signed

#### Matters Arising:

#### (1) Minute 22/103(3) - Church Bank to Greenways Public Footpath.

A resident reported further incidents, including a delivery van having driven up and down the path from the Church Bank end. Councillors are increasingly concerned about safety issues on the path and, with the help of County Councillor Phillippa Williamson, are pressing for action. The resident had separately reported concerns to the County Council's Public Rights of Way (PRoW) service, without success.

Councillors agreed that the support of County Councillor Williamson again be sought in an effort to resolve these concerns.

**Action:** The Clerk will seek the support of County Councillor Williamson in reporting further concerns about concerns over cyclists' use of the footpath.

#### (2) Minute 22/109 Church Bank Picnic Benches.

Councillors agreed to follow up on the recent offer from a resident to provide funding for a future community project. It was also agreed that Councillor Martin May (who is retiring from the Council on 4<sup>th</sup> May 2023) should be involved in arrangements for siting the benches.

**Action:** The Clerk will follow up on the recent offer from a resident to provide funding for a future community project. Councillor Martin May will be asked to involved in arrangements for siting the benches.

#### (3) Minute 22/114(3) Pavement Obstructions, Kirklands Road

The Clerk advised that he had reported the concerns to the local PCSO and a response was awaited.

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## **(4) Minute 22/114(4) Vehicle Damage to Church Bank Green Space**

The Clerk advised that he had reported the concerns to the local PCSO and a response was awaited.

## **23/003 Declarations of Interest**

No further declarations or changes to existing declarations were made.

## **23/004 New Planning Consultations**

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

<b>Application No:</b>	<b>Description</b>
<b>23/00053/FUL</b>	<p><b>Demolition single storey dwelling, erection of two storey dwelling (C3) and installation of a package of treatment plant.</b> Pastordale Farm, Kellet Lane, Over Kellet.</p> <p>Following discussion, Councillors resolved that a response should be submitted expressing some concerns over the visual impact of the proposed dwelling and suggest that the design of the new building should be more sympathetic to the site's rural setting.</p> <p><b>Resolved.</b> that a response be submitted suggesting that the building's design should be more sympathetic to the rural setting.</p>

## **23/005 Update on Previous Planning Applications**

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

**Resolved:** The report was noted.

## **23/006 Parish Council Election, May 2023**

The Chairman reported that nominations to stand as Parish Councillor had been received from seven residents. This tallied with the number of Councillor seats available and the seven candidates were therefore duly elected. The Parish Council from 4<sup>th</sup> May 2023 will therefore comprise:

Graham Agnew, David Burns, Josie Candlin, William Candlin, Derek Johnson, Joan Littlewood and Liz Moody.

The Chairman, Graham Agnew thanked and paid tribute to retiring Councillors Martin May and Stephen Atkins for their valuable contributions and commitment to the Parish over many years.

**Resolved:** That the Parish Council's sincere thanks are expressed to retiring Councillors Martin May and Stephen Atkins for their valuable contributions and commitment to the Parish over many years.

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**City Council Elections, 4<sup>th</sup> May 2023.** The Clerk reported that several changes had been brought in by the Local Government Boundary Commission, which meant that Over Kellet (including Capernwray), Nether Kellet, Arkholme and Gressingham are now included in a City Council Ward with Halton and Aughton. The new Ward is called *Halton-with-Aughton and Kellet* and will have **two** City Councillor positions.

Borwick parish is now included, along with Priest Hutton and Yealand Conyers in a new-look Warton Ward.

## 23/007 Current Issues

### (1) Potholes

The Chairman commented on reports received regarding potholes on Nether Kellet Road in the vicinity of the Eagles Head. Councillors agreed that further investigation should be carried out and any issues reported to Lancashire County Highways.

**Resolved:** That the Parish Council will review the condition of several potholes in the Parish and consider whether any further reports to Lancashire County Council are required.

## 23/008 Adjournment For Public Discussion and Information Only Updates:

### Reports From Members of The Public:

#### 1. Footpath Signpost

A resident reported that a signpost on footpath 1-24-FP009 was down near the Chapel on Kirkby Lonsdale Road. This will be reported to the Lengthsman for reinstatement.

**Action:** The Lengthsman will be asked to reinstate the displaced signpost.

### Clerk's Report:

#### 2. Annual Reporting and Internal Audit Arrangements.

The Clerk reported that he had now received the paperwork for the 2022/23 Annual Governance and Accountability Return (AGAR). The completed AGAR would be submitted to the May meeting of the Parish Council. The Clerk asked the Parish Council to agree to again engaging Dawn Allen to conduct the annual Internal Audit.

**Resolved:** That Dawn Allen be appointed to conduct the Council's Internal Audit for 2022/23.

### Members' Reports:

**3. LALC.** Nothing to report.

**4. Quarries.** Councillor Johnson advised that a public consultation event into proposed future development of the quarries is now expected to take place during June/July 2023.

**5. Allotments.** Nothing to report.

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**6. Village Hall.** Nothing further to report.

**7. Lengthsman.** Nothing further to report.

**8. Other Matters.** The Chairman referred to plans for the government and mobile network operators to carry out an Emergency Alerts service test across the UK on Sunday, 23<sup>rd</sup> April 2023.

## City and County Councillors' Reports:

None received.

## 23/009 PAYMENT OF ACCOUNTS

Payee & Detail	£
Over Kellet Village Hall – Hire of Hall on 14 <sup>th</sup> March 2023	14.00
Over Kellet Village Hall – Room Hire for Post Office Outreach Service, Dec 2022 to March 2023. 16 days x 2hrs x £3.50	112.00
Mike Ashton. Lengthsman Services, Dec 2022 to March 2023	451.60
Dennis Barnfield – Annual Service of Mower (Note 1)	372.64
LALC – Annual Subscription 2023/24	156.06
Derek Whiteway – Parish Clerk salary and expenses, March 2023	212.20
HMRC – PAYE deductions, March 2023	50.80

**Resolved:** That the above accounts are approved for payment

## 23/010 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 16<sup>th</sup> May 2023 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 8:50pm

Clerk of the Council

Chairman

Date:

## Over Kellet Parish Council

**Meeting Date:** 16<sup>th</sup> May 2023

**Agenda Item:**

8
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**Report of:** The Parish Clerk

### **2022/23 Annual Governance and Accountability Return (AGAR) and Final Accounts**

#### **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 30<sup>th</sup> June 2023. The appointed external auditor for the Council is PKF Littlejohn. A copy of the draft AGAR documentation is appended to this report.

#### **2. Reporting Responsibilities**

As a smaller authority (i.e. having a turnover not exceeding £25k) the Parish Council is again able to claim exemption from the 'limited assurance' external audit process. The Council is required to resolve to claim exemption and submit a duly completed and signed Exemption Certificate.

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	16/05/23 PC Annual Meeting
b)	Public rights of inspection period	19/06/23 to 28/07/23 (inclusive)

#### **3. Internal Auditor's Report 2022/23**

The draft AGAR contains the Annual Internal Audit Report for 2022/23 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 2022/23**

Also appended to this report is a more detailed report of the 2022/23 final budget outturn. This includes the year-end balances on the General Fund and the Parish Council's earmarked reserves, which are summarised as follows:



<b>Account/Reserve</b>	<b>£</b>	<b>Note</b>
General Account	4,241	1
Allotments Fund	280	
Elections Reserve	1,000	
Emergency Planning Reserve	819	
Gala Fund	270	
Parish Plan Support Reserve	2,621	2
Wind Turbine Reserve	9,800	3
<b>Totals</b>	<b>19,031</b>	

Notes:

1. The adjusted balance on the General Account, to account for £2,053 of VAT incurred in 2022/23 and recovered in April 2023, was £6,294. Further receipts in April 2023, including the late Local Delivery and Biodiversity Grants (£800) and funds from the sale of the old mower (£900) effectively bring the balance to £7,994. This aligns well with the Council's established target level of balances of £8,000.
2. Following receipt of a donation of £2,930 from the Over Kellet Play Group in April 2023 towards the new soft play surface, the Parish Plan Support Reserve now effectively stands at £5,551.
3. In March 2023, the Parish Council resolved to make a grant of £9,000 from the Wind Turbine Reserve to the Jubilee Bells Project. This grant was paid in April 2023, leaving a current balance on the Wind Turbine Reserve of £800.

I have no recommendations regarding the Council's reserves at this stage.

## **5. Banking Considerations**

At 30<sup>th</sup> April 2023, the Parish Council's bank balances totalled £22,640, being £13,038 in the Current Account and £9,602 in the Instant Access Account. The Instant Access Account currently attracts interest at 2.15%p.a. Having produced an outline cash flow forecast for 2023/24, I recommend that, taking account of projected spending to September 2023, the Council transfers £6,000 from the Current to the Instant Access Account.

## **6. Recommendations**

- (1) That the Internal Auditor's report is accepted and noted.
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2022/23, is approved.
- (3) That Section 2 of the AGAR – Accounting Statements 2022/23, is approved.
- (4) That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.
- (5) That the period for the exercise of public rights to inspect the accounts is set as Monday 19<sup>th</sup> June to Friday 28<sup>th</sup> July 2023 inclusive.
- (6) That the Council transfers £6,000 from the Current to the Instant Access Account.

# Annual Governance and Accountability Return 2022/23 Form 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 Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 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 2023**. 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 (Form 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 2023**.

## 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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 Form 3 of the AGAR 2022/23 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 **£210 +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.

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 Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, 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 2023. 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 2023**. 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. 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	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 2022/23 Form 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2022/23, 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 2022/23:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23:

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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), 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 the above statements apply and 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 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**



# Annual Internal Audit Report 2022/23

## OVER KELLET PARISH COUNCIL

www.overkelletpc.org ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

07/05/2023 10/05/2023 DAWNIE ALLEN AUDITOR

Signature of person who carried out the internal audit

DAWNIE ALLEN

Date

10/05/2023

\*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 2022/23

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 2023, 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

### 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 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<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>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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 Outturn Report 2022/23										
Heading	General Account		Allotments Reserve	Elections Reserve	Emergency Plan Reserve	Gala Fund	Parish Plan Support Reserve	Wind Turbine CBF Reserve	Totals	Notes
	Budget £	Actuals £	Actuals £	Actuals £	Actuals £	Actuals £	Actuals £	Actuals £	Actuals £	
Balance Bfwd	9,349	10,550.17	280.00	1,000.00	828.76	420.00	5,111.00	8,482.34	26,672.27	
Receipts										
Precept	8,300	8,300.00							8,300.00	
Other Receipts										
Allotment Rents	-	-	-	-	-	-	-	-	-	
Bank Interest	-	169.98	-	-	-	-	-	-	169.98	
Local Delivery Scheme	500	-	-	-	-	-	-	-	-	1
Lengthsman Grant	420	420.00	-	-	-	-	-	-	420.00	
Assets - New Mower (NK Contribution)	-	2,500.00	-	-	-	-	-	-	2,500.00	2
Wind Turbine CBF Grant	-	-	-	-	-	-	-	1,317.31	1,317.31	
VAT Refund	8	166.77	-	-	-	-	-	-	166.77	
<b>Total Receipts</b>	<b>9,228</b>	<b>11,556.75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,317.31</b>	<b>12,874.06</b>	
Payments										
Staff Costs										
Parish Clerk Salary	- 2,410	- 2,533.34	-	-	-	-	-	-	- 2,533.34	3
PAYE	- 602	- 633.40	-	-	-	-	-	-	- 633.40	
Other Payments										
Meeting Room Hire	- 202	- 140.00	-	-	-	-	-	-	- 140.00	
Bus Shelter Site Rental	- 10	- 10.00	-	-	-	-	-	-	- 10.00	
Parish Clerk Training	-	-	-	-	-	-	-	-	-	
Parish Clerk Expenses	- 60	- 21.60	-	-	-	-	-	-	- 21.60	
Councillors Expenses	- 50	- 10.80	-	-	-	-	-	-	- 10.80	
Subscriptions	- 165	- 162.56	-	-	-	-	-	-	- 162.56	
ICO Registration	-	- 35.00	-	-	-	-	-	-	- 35.00	
Insurance	- 520	- 566.62	-	-	-	-	-	-	- 566.62	
Printing & Stationery	- 120	- 153.37	-	-	-	-	-	-	- 153.37	
Internal Audit	- 60	- 60.00	-	-	-	-	-	-	- 60.00	
Lengthsman Services	- 3,072	- 1,775.43	-	-	-	-	-	-	- 1,775.43	4
IT Services	- 170	- 91.92	-	-	-	-	-	-	- 91.92	
Repairs & Maintenance	- 100	- 61.28	-	-	-	-	-	-	- 61.28	
Grounds Maintenance - St Cuthberts PCC	- 540	- 540.00	-	-	-	-	-	-	- 540.00	
OK View Contribution	- 800	- 800.00	-	-	-	-	-	-	- 800.00	
The Kellets Twinning Association	- 60	-	-	-	-	-	-	-	-	
Post Office Outreach Service	- 375	- 301.17	-	-	-	-	-	-	- 301.17	
Section 137 Expenses	- 100	-	-	-	-	-	-	-	-	
Remembrance Wreath & Donation	- 75	- 75.00	-	-	-	-	-	-	- 75.00	
Xmas Tree Electricity & Supplies	- 10	- 22.30	-	-	-	-	-	-	- 22.30	
Miscellaneous	- 60	-	-	-	- 9.61	-	-	-	- 9.61	
Donation	-	-	-	-	-	- 150.00	-	-	- 150.00	5
Bank Charges	- 72	- 72.00	-	-	-	-	-	-	- 72.00	
Recoverable VAT	-	- 2,053.31	-	-	-	-	-	-	- 2,053.31	6
Assets - New Mower	-	- 5,000.00	-	-	-	-	-	-	- 5,000.00	2
Queens Platinum Jubilee	-	- 196.98	-	-	-	-	-	-	- 196.98	7
Village Hall Soft Play Area	-	-	-	-	-	-	- 5,040.00	-	- 5,040.00	8
<b>Total Payments</b>	<b>- 9,633</b>	<b>- 15,316.08</b>	<b>-</b>	<b>-</b>	<b>- 9.61</b>	<b>- 150.00</b>	<b>- 5,040.00</b>	<b>-</b>	<b>- 20,515.69</b>	
<b>Net Receipts/Payments</b>	<b>- 405</b>	<b>- 3,759.33</b>	<b>-</b>	<b>-</b>	<b>- 9.61</b>	<b>- 150.00</b>	<b>- 5,040.00</b>	<b>1,317.31</b>	<b>- 7,641.63</b>	
Transfer	-	- 2,550.00					2,550.00		-	9
<b>Balance Carried Forward</b>	<b>8,944</b>	<b>4,240.84</b>	<b>280.00</b>	<b>1,000.00</b>	<b>819.15</b>	<b>270.00</b>	<b>2,621.00</b>	<b>9,799.65</b>	<b>19,030.64</b>	



## Notes

1. **Local Delivery Scheme.** Lancashire County Council's grant to the PC for 2022/23 was unpaid at 31<sup>st</sup> March 2023. This has now been received in April 2023, along with a new grant of £300 for biodiversity projects.
2. **New Mower.** A new mower purchased for use by the Lengthsman and shared with Nether Kellet PC. The net cost of the mower is shared equally between the two PCs. The old mower was sold for £900 in April 2023.
3. **Parish Clerk Salary and PAYE.** Overspend of £123 caused by a higher than anticipated NJC Pay Award from 01/04/22.
4. **Lengthsman Services.** Underspend of £997. Fewer hours delivered during the year.
5. **Donation.** £150 donated from the Gala Fund to support a local event celebrating the Platinum Jubilee.
6. **Recoverable VAT.** £2,053 of VAT incurred during 2022/23, mainly on the mower (£1,000) and the Soft Play Area (£1,008). This has now been recovered from HMRC and the effective balance on the General Account is therefore increased to £6,294 (£4,241 + £2,053).
7. **Queen's Platinum Jubilee.** £197 spent on a commemorative tree and plaque installed in the Village Hall grounds.
8. **Village Hall Soft Play Area.** Total cost of the project was £5,040, funded from the Parish Plan Support Reserve. A donation of £2,930 from the Over Kellet Play Group towards the project has now been received. This will raise the balance on the Parish Plan Support Reserve to £5,551 (£2,621 + £2,930)
9. **Parish Plan Support Reserve.** A transfer of £2,550 from General balances to the Parish Plan Support Reserve was approved in June 2022 (min 22/021)

## Over Kellet Parish Council

Meeting Date: 16<sup>th</sup> May 2023

Agenda Item: 

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Report of: The Parish Clerk

### Review of the Risk Register

#### 1. Introduction

Smaller local councils are statutorily required to complete an annual review of their risk management arrangements, normally at the annual meeting. The current register was approved by Council on 10<sup>th</sup> May 2023.

#### 2. Detail

A review has been completed of the Risk Register, with the proposed update attached, showing substantive changes and key issues highlighted in yellow. Existing risks have been updated with any additional mitigations adopted since the last review. No new risks have been added.

The main changes are summarised as:

Risk R1: **Failure to represent community interest effectively in relation to matters likely to impact the parish.** No change to risk level (Medium), but an acknowledgement that the current Parish Plan expires in March 2024 and arrangements to replace it need to be considered.

Risk R13: **Unidentified / inadequate general and/or earmarked reserves.** No change to risk level (Medium). Associated with risk R1, the level of reserves held by the Council had increased annually until 2022/23. Following a number of initiatives in 2022/23, the levels are significantly reduced. The purpose of, and plans for using, earmarked reserves need to be reviewed.

Risk R16: downgraded **The Council's performance may be affected by the existence of Member vacancies.** Risk downgraded to 'Low' following the election in May 2023 and the appointment of a full complement of Councillors.

In other areas, risk levels have generally remained static and no other clearly emerging or escalating risks have been identified.

Councillors are asked to consider the draft Risk Register and make suggestions for amendments or the inclusion of any additional risks.

#### 3. Recommendations

- (1) That, subject to any further agreed changes or additions, the draft Risk Register for 2023/24 is approved and adopted.

## Over Kellet Parish Council

### Risk Assessment and Log

Review Date: 16<sup>th</sup> May 2023

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
<b>Strategic and Operational</b>					
R1.	Failure to represent community interest effectively in relation to matters likely to impact the parish	<p>A five-year Parish Plan was adopted in January 2019.</p> <p>Arrangements for consulting parishioners established via the parish magazine OK View and the Parish Council website.</p> <p>Parish Council is consulted by principal authorities and agencies.</p> <p>Membership of NALC / LALC provides a source of advice.</p>	Medium	<p>Consider whether/how the Council wishes to continue with the current format of the Parish Plan.</p> <p>See also Risk R13</p>	Council / Clerk
R2.	Personal injury / damage to members of the public or their property arising from defects on the council's property	<p>Property comprises fixed installations (i.e. seats and benches; bus shelter etc). Undertake regular maintenance and prompt repair to any damage by the Lengthsman.</p> <p>Lengthsman maintains equipment / assets owned / provided by the council. Insurance includes employee liability cover for Lengthsman.</p>	Low	<p>Lengthsman will maintain equipment / assets owned / provided by the council. Insurance includes employee liability cover for Lengthsman. Periodically review insurance cover and timely renewal to avoid compensation claims</p>	Council / Clerk / Lengthsman

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R3.	Minutes are inaccurate and/or decisions may be illegal or ultra-vires.	Meetings are conducted in accordance with standing operational procedures and Financial Regulations.  Minutes are approved by the parish council at every meeting.	Low		
R4.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Low risk given current limited activities of parish council.  Ensure parish council decisions are based on full information including professional advice where necessary  Appropriate Insurance cover is in place	Low	Monitor position as parish council develops and implements plans for the parish.	Council / Clerk
R5.	Action against the council for libel or slander	Meetings are conducted in accordance with standing operational procedures, Financial Regulations and Members' Code of Conduct.  Appropriate insurance cover is in place	Low		Council / Clerk
<b>Financial</b>					
R6.	The parish council undertakes / makes a payment that is illegal / outside its powers	Formal financial regulations adopted and reviewed annually.  Appropriate insurance cover is in place	Low	Ensure councillors are aware and kept up-to-date on the legal powers of parish councils	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R7.	Financial records inadequately / incorrectly maintained	<p>Clerk is a qualified accountant/audit professional.</p> <p>All payments are supported by an invoice / receipt or valid claim.</p> <p>Financial accounts are checked annually by internal and external auditors</p> <p>Details of receipts and payments are reported to each meeting of the council.</p>	Low		Council / Clerk
R8.	Financial loss due to ineffective procedures or banking error	<p>Bank statements are scrutinised by Clerk upon receipt.</p> <p>Banking arrangements are periodically reviewed and accounts are annually checked by internal and external auditors and at least quarterly by council.</p>	Low		Clerk
R9.	Loss of monies due to fraudulent act (internal or external)	<p>All payments are countersigned/approved by two councillors and checked against invoices.</p> <p>All expenditure is approved by the council and accounts subject to scrutiny by council and internal and external auditors and the public (annually)</p> <p>Appropriate insurance cover is in place</p>	Low		Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R10.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	<p>Precept for the following year is considered in January.</p> <p>Amount of precept required is based on plans for the coming year and the forecasted difference between income and expenditure.</p> <p>A robust budget planning process has been introduced prior to determining the required level of precept for the following year.</p> <p>Submission of precept order and receipt of monies is checked by the Clerk.</p>	Low		Council / Clerk
R11.	VAT incorrect / not reimbursed / not properly accounted for	<p>VAT analysed in accounts maintained by Clerk and scrutinised by council.</p> <p>VAT returns agreed and submitted annually. VAT arrangements are reviewed by internal and external auditors.</p>	Low		
R12.	Income tax / NI not properly accounted for and paid to HMRC	<p>HMRC PAYE account has been established.</p> <p>Payroll arrangements and system has been established and is operating effectively.</p>	Low		

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R13.	Unidentified / inadequate general and/or earmarked reserves	<p>Amount of reserves required for the following year is considered as part of the budget process on the basis of available funds and costed plans for the coming year.</p> <p>Earmarked Reserves are reviewed during the budget process.</p> <p>The level of funds in earmarked reserves has reduced significantly during 2022/23 due to a small number of high value applications.</p>	Medium	<p>Consider the introduction of a formal Reserves Policy</p> <p>Review the purpose and plans for earmarked reserves in light of any proposed initiatives and review of the Parish Plan</p>	Council / Clerk
R14.	Risk of a by-election being called for on the occurrence of a 'casual vacancy' on the Council. An estimated cost of £5,700 has been advised by Lancaster City Council.	<p>The Parish Council still has two vacancies following the election in May 2019.</p> <p>The target level of General Reserve has been set to take account of the estimated cost of holding an election.</p>	Low	Review the estimated cost of a by-election	Council / Clerk
R15.	Inadequate management of financial and other risks associated with the activities of the parish council	A register of significant risks was produced and approved in 2017/18 and reviewed annually to ensure that risks are identified and mitigated	Low	Review significant risks annually	Council / Clerk
<b>People</b>					
R16.	The Council's performance may be affected by the existence of Member vacancies	<p>There have been two Member vacancies since the election in May 2019.</p> <p>The Council has a full complement of Councillors following the election on 4<sup>th</sup> May 2023.</p>	<p>Medium</p> <p>Low</p>	Consider a recruitment exercise/advertisement to fill the two vacant Council seats.	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R17.	Councillor or employee performance may be inefficient or ineffective	Potential development need for the newly elected Parish Councillors	Medium	Council will support the Clerk and Councillors' development through attendance at training where appropriate.	Council / Clerk
R18.	Loss of employee support (Clerk) through illness / early resignation etc.	No issues apparent at present. Clerk's contract and terms of employment reviewed in April 2022.	Low		Council
<b>Regulatory</b>					
R19.	Failure to comply with Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014	Requirements of the acts specifically in relation to the annual return and audit arrangements are brought to Members attention when considering the annual return.	Low		Council / Clerk
R20.	Compliance with Transparency Code for Smaller Authorities (the Code)	Information is published on the Parish Council's own website Periodic reviews of compliance with the Code and the effectiveness of current publication arrangements.	Low		Council / Clerk



Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R21.	Compliance with General Data Protection Regulations (GDPR)	<p>Implications of GDPR brought to Members attention in April 2018.</p> <p>Parish Clerk designated as the Data Protection Officer.</p> <p>Data holdings and processing arrangements have been assessed and controls established to ensure compliance and mitigate the risk of any GDPR breaches.</p> <p>Data Protection Policy established in December 2018</p> <p>Dedicated email addresses for Councillors introduced in February 2020</p> <p>The Parish Council is registered as a Data Controller with the Information Commissioner's Office.</p>	<p>Medium</p> <p>Low</p>	Monitor compliance and review arrangements on a regular basis.	Council / Clerk
R22.	Compliance with Freedom of Information Act 2000	<p>Requirements and implications of the Freedom of Information Act 2000 brought to Members attention in April 2018.</p> <p>A publication scheme setting out the classes of information that the Parish Council publishes, or intends to publish, including how that information may be obtained and any charges that may be made was established in December 2018.</p>	Low	Monitor compliance and review arrangements on a regular basis.	Council / Clerk

## Over Kellet Parish Council

**Meeting Date:** 16<sup>th</sup> May 2023

**Agenda Item:**

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**Report of:** The Parish Clerk

### Review of Policies and Procedures

#### 1. Introduction

Recommended practice is that local councils annually review their significant policy documents, normally at the annual meeting. The current policies can be viewed on the Parish Council website at <https://overkelletpc.org/policies/>

#### 2. Detail

A review has been completed of the following key policy documents (last approved on 10/05/2022) to ensure they remain accurate, current and fit for purpose.

- a) **Standing Orders**  
No proposed changes
- b) **Financial Regulations**  
No proposed changes
- c) **Information Management and Data Protection Policy**  
No proposed changes
- d) **Privacy Notice**  
No proposed changes
- e) **Publication Scheme**  
No proposed changes
- f) **Complaints Procedure**  
No proposed changes

Councillors are asked to consider these conclusions and make suggestions for any further amendments necessary.

#### 3. Recommendations

- (1) **That, subject to any agreed changes or additions, the following existing policy documents are confirmed, approved and adopted:**
- a) Standing Orders
  - b) Financial Regulations
  - c) Information Management and Data Protection Policy
  - d) Privacy Notice
  - e) Publication Scheme
  - f) Complaints Procedure

## Agenda Item: 12

### Planning Application Comments & Decisions

#### Update for April – May 2023

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>Part A – Applications decided since the last update</b>		
<b>22/00784/FUL:</b> Part retrospective application for alterations to site access and track and erection of a stable block. Land Off B6254 Adjacent Swarthdale Road, Kirkby Lonsdale Road, Over Kellet.	No comments to be submitted (Minute 22/105)	<b>Application Permitted</b>
<b>22/00662/FUL:</b> Part retrospective application for the widening of an existing access and erection of a gate. Field West Of Woodlands View, Over Kellet.	A response is to be submitted restating previous objections and comments. (Minute 22/047)	<b>Application Permitted</b>

<b>Part B – Undecided Applications</b>
<p><b>20/01220/VCN:</b> 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.</p> <p>A response was submitted objecting to all three inter-related the applications covering the following areas of objection (Min 20/083):</p> <ul style="list-style-type: none"><li>a) ground conditions and drainage issues;</li><li>b) ecological impacts;</li><li>c) traffic and access impacts; and</li><li>d) housing need in the village.</li></ul> <p>A letter was submitted to the City Council expressing concerns over the way in which the development and applications are being progressed and the potential impacts of current plans on groundwater levels at the site. (Minute 21/032)</p>
<p><b>22/00237/CCC and LCC/2022/0006</b> County Council Consultation request for the variation of condition 1 of planning permission LCC/2016/0061 to allow for continued operation of the concrete batching plant until 21 February 2034, with all buildings, plant and associated equipment being removed and the site restored by 21 February 2035. Dunald Mill Quarry, Long Dales Lane, Nether Kellet.</p> <p><b>Resolved:</b> No comments to be submitted (Minute 21/118)</p>

## Part B – Undecided Applications

**22/00034/ENF** Appeal against enforcement notice for operation of haulage business. Field At Grid Reference 351950 471570, Netherbeck, Carnforth.

**Resolved:** A response is to be submitted expressing the Council's consistent objection to the development of a haulage business at this site, reiterating concerns over flooding and including satellite images illustrating changes to the site over the past 10 years. (Minute 22/047)

**22/01203/FUL** Change of use of open space for the siting of 9 caravans with associated internal road, parking spaces, hardstanding and drainage and construction of a pond. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.

**Resolved:** No comments to be submitted (Minute 22/060)

**22/01328/REM** Reserved matters application for the approval of layout, scale, appearance, and landscaping following planning permission 22/00562/VCN for the development of 8,397sqm of employment (Use Classes B1(c), B2 and B8). Land Adjacent To Porsche Centre South Lakes 1 Electric Drive Carnforth

**Resolved:** No comments to be submitted (Minute 22/075)

**23/00059/FUL** Erection of workshop, relocation of carpark including level alterations and associated drainage. Porsche Centre South Lakes, 1 Electric Drive, Carnforth.

**Resolved.** No comments to be submitted (Minute 22/105)

**23/00005/HAS (Householder Planning Appeal)** Erection of a part single part two storey rear/side extension. 8 Church Bank, Over Kellet.

**Included for information only – no opportunity given to submit comments at this stage.**

**23/00053/FUL** Demolition single storey dwelling, erection of two storey dwelling (C3) and installation of a package of treatment plant. Pastordale Farm, Kellet Lane, Over Kellet.

**Resolved.** That a response be submitted suggesting that the building's design should be more sympathetic to the rural setting. (Minute 23/004)

# OVER KELLET PARISH COUNCIL

**Parish Council Meeting, 16<sup>th</sup> May 2023**

**Agenda Item 15 – Payments for Authorisation**

Payee & Detail			£
Over Kellet Village Hall	Hire of Hall on 11 <sup>th</sup> April 2023	£14.00	24.00
	Bus Shelter Rent 2022/23	£10.00	
Mike Ashton. Lengthsman Services, April 2023			tbc
Dawn Allen – Internal Audit 2022/23			68.00
Derek Whiteway – Parish Clerk salary and expenses, April 2023			223.52
HMRC – PAYE deductions, April 2023			54.60