

# OVER KELLET PARISH COUNCIL

**Annual Parish Council Meeting to be held at the Over Kellet Village Hall  
on Tuesday, 14<sup>th</sup> May 2024, commencing at 7.15pm**

## AGENDA

### **Part A – Annual Parish Council Meeting**

1. To receive **apologies**.
2. **Chairman’s Annual Report 2023/24:** To receive the Chairman’s Report for 2023/24.
3. **Election of officials 2024/25**
  - a) To elect the Chair of the Parish Council for the municipal year 2024/25
  - b) To elect the Deputy Chair of the Parish Council for the municipal year 2024/25.
  - c) To sign the Declaration of Acceptance of Office of Chair
4. To elect **officers and representatives on outside bodies and groups** for the municipal year 2024/25:
  - a) Trustees of Thomas Withers Charity
  - b) Lancashire Association of Local Councils
  - c) Quarry Liaison Committee
  - d) Village Hall Committee
  - e) Lengthsman liaison
  - f) Footpaths Officer
  - g) The Kelleys Twinning Association
  - h) Allotments Association
  - i) Emergency Planning Group
5. **Annual Governance and Accountability Return (AGAR) and Final Accounts 2023/24.** To approve the AGAR and consider the final accounts for 2023/24. (Clerk’s report attached)

### **Part B – Monthly Parish Council Meeting**

6. To consider and approve the **minutes of the meeting held on Tuesday, 9<sup>th</sup> April 2024** (attached)
7. To receive any changes to **declarations of interest of Parish Councillors**.
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**):

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Application No:	Description
24/00424/VCN	<p><b>Part retrospective application for alterations to site access and track and erection of a stable block (pursuant to variation of condition 5 on planning permission 22/00784/FUL to allow small scale commercial activity).</b> Land Off B6254 Adjacent Swarthdale Road Kirkby Lonsdale Road Over Kellet</p> <p style="text-align: center;"><b>Deadline – 3rd May 2024</b></p>
24/00497/VCN	<p><b>Erection of workshop, relocation of carpark including level alterations and associated drainage (pursuant to variation of conditions 2 and 6 on planning permission 23/00059/FUL to amend plans to provide additional car parking and amended drainage strategy).</b> Porsche Centre South Lakes, 1 Electric Drive, Carnforth.</p> <p style="text-align: center;"><b>Deadline – 21<sup>st</sup> May 2024</b></p>
24/00511/FUL	<p><b>Conversion of part of the existing garage to habitable rooms/store, alterations to existing openings including changing one existing rear window to a door and one existing rear door to a window, installation of flue to rear roof slope, widening of existing external access bridge and alterations to existing railings.</b> Kirkdale House, Kellet Road, Over Kellet.</p> <p style="text-align: center;"><b>Deadline – 25<sup>th</sup> May 2024</b></p>

9. To receive an update on **planning authority decisions** on previously considered applications (Clerk's report attached).
10. **Over Kellet View.** To consider a request for funding for the 2024/25 financial year (letter of request attached)
11. **Insurance Policy 2024/25.** To approve the renewal of the council's insurance policy.
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. **Payments.** To authorise payment of accounts. Report to be circulated.
14. To confirm the **date, time and venue of the next meeting.**

**Derek Whiteway**  
**Parish Clerk**  
**8<sup>th</sup> May 2024**

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

## Over Kellet Parish Council

Meeting Date: 14<sup>th</sup> May 2024

Agenda Item: 

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Report of: The Parish Clerk

### 2023/24 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 2024. 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	14/05/24 PC Annual Meeting
b)	Public rights of inspection period	03/06/24 to 12/07/24 (inclusive)

#### 3. Internal Auditor's Report 2023/24

The draft AGAR contains the Annual Internal Audit Report for 2023/24 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 2023/24

Also appended to this report is a more detailed report of the 2023/24 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	9,292	1
Allotments Fund	360	
Elections Reserve	880	2
Emergency Planning Reserve	819	
Gala Fund	270	
Parish Plan Support Reserve	5,551	3
Wind Turbine Reserve	2,266	4
Biodiversity Small Grants Scheme	600	5
<b>Totals</b>	<b>20,038</b>	

Notes:

1. The balance on the General Account aligns reasonably well with the Council's established target level of balances of £8,000.
2. The election in May 2023 cost £120. It is recommended that a further contribution is made to bring the reserve up to its target level of £1,000.
3. A donation of £2,930 was received from the Over Kellet Play Group in April 2023 towards the cost of the new soft play surface.
4. The Parish Council made a grant of £9,000 from the Wind Turbine Reserve to the Jubilee Bells Project in April 2023. New grant funding received in 2023/24 was £1,467.
5. The Parish Council has resolved to commit the balance of £600 to the purchase and installation of bat and swift boxes in the parish.

## **5. Banking Considerations**

At 30<sup>th</sup> April 2024, the Parish Council's bank balances totalled £29,817, being £13,817 in the Current Account and £16,000 in the Instant Access Account. The Instant Access Account currently attracts interest at 2.75%p.a. Having considered likely cash flow for 2023/24, I recommend that the Council transfers £3,000 from the Current Account 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 2023/24, is approved.**
- (3) That Section 2 of the AGAR – Accounting Statements 2023/24, 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 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024 inclusive.**
- (6) That the Council make a further contribution of £120 from General Account balances in to the Elections Reserve.**
- (7) That the Council transfers £3,000 from the Current to the Instant Access Account.**

## Appendix – Accounting Statements

Over Kellet Parish Council					
Final Accounts 2023/24 - General Account					
Heading	Budget	Actuals	Variance		
	£	£	£		
<b>Balance Bfwd</b>	<b>4,241</b>	<b>4,241</b>	<b>-</b>	<b>0</b>	
<b>Receipts</b>					
Precept	8,900	8,900		-	
<b>Other Receipts</b>					
Assets	-	900		900	
Bank Interest	80	399		319	
Lengthsman Services (NKPC)	-	155		155	
Local Delivery Scheme	500	1,000		500	
Lengthsman Grant	420	420		-	
VAT Refund	-	2,053		2,053	
Donations	-	3,011		3,011	
<b>Total Receipts</b>	<b>9,900</b>	<b>16,838</b>		<b>6,938</b>	
<b>Payments</b>					
<b>Staff Costs</b>					
Parish Clerk Salary	- 2,790	- 2,731		59	
PAYE	- 697	- 683		14	
<b>Other Payments</b>					
Assets (Bench & Picnic Benches)	-	- 2,510		2,510	
Meeting Room Hire	- 210	- 154		56	
Bus Shelter Site Rental	- 10	- 10		-	
Parish Clerk Training	-	-		-	
Parish Clerk Expenses	- 60	- 23		37	
Councillor Training	-	- 35		35	
Councillors Expenses	- 50	-		50	
Subscriptions	- 170	- 156		14	
ICO Registration	- 35	- 35		-	
Insurance	- 700	- 591		109	
Printing & Stationery	- 120	- 122		2	
Internal Audit	- 70	- 68		2	
Lengthsman Services	- 3,526	- 1,968		1,558	
IT Services	- 190	-		190	
Remembrance Wreath & Donation	- 75	- 75		-	
Repairs & Maintenance	- 100	-		100	
Grounds Maintenance - St Cuthberts PCC	- 540	- 540		-	
OK View Contribution	- 800	- 1,000		200	
The Kelleys Twinning Association	- 60	-		60	
Post Office Outreach Service	- 385	- 350		35	
Section 137 Expenses	- 100	- 50		50	
Miscellaneous	- 60	- 24		36	
Bank Charges	- 72	- 72		-	
Xmas Tree Electricity & Supplies	- 20	- 14		6	
Recoverable VAT	-	- 575		575	
<b>Total Payments</b>	<b>- 10,840</b>	<b>- 11,787</b>		<b>947</b>	
<b>Net Receipts/Payments</b>	<b>- 940</b>	<b>5,051</b>		<b>5,991</b>	
<b>Balance Cfwd</b>	<b>3,301</b>	<b>9,292</b>			

Over Kellet Parish Council

Final Accounts 2023/24 - General and Earmarked Reserves

Heading	General Account	Allotments	Elections Reserve	Emergency Plan Reserve	Gala Fund	Parish Plan Support Reserve	Wind Turbine CBF Reserve	Biodiversity Small Grants Reserve	Totals
	£	£	£	£				£	£
<b>Balance Bfwd 01/04/23</b>	<b>4,241</b>	<b>280</b>	<b>1,000</b>	<b>819</b>	<b>270</b>	<b>2,621</b>	<b>9,800</b>	<b>-</b>	<b>19,031</b>
Allotment Rents	-	80	-	-	-	-	-	-	80
Grant Funding	-	-	-	-	-	-	1,467	600	2,067
Donations	3,011	-	-	-	-	2,930	-	-	5,941
Other Receipts (General A/C)	13,827	-	-	-	-	-	-	-	13,827
<b>Total Receipts</b>	<b>16,838</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,930</b>	<b>1,467</b>	<b>600</b>	<b>21,915</b>
Donation (Jubilee Bells)	-	-	-	-	-	-	9,000	-	9,000
Election Expenses	-	-	120	-	-	-	-	-	120
Other Payments (General A/C)	-	11,787	-	-	-	-	-	-	11,787
<b>Total Payments</b>	<b>-</b>	<b>11,787</b>	<b>-</b>	<b>120</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>20,907</b>
<b>Balance Cfwd 31/03/24</b>	<b>9,292</b>	<b>360</b>	<b>880</b>	<b>819</b>	<b>270</b>	<b>5,551</b>	<b>2,266</b>	<b>600</b>	<b>20,038</b>

# Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**. 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:
    - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - e) **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 2024**.

## 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 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, 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 2023/24 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) 2023/24, 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 2024. 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 2024**. 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

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 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 Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</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 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2023/24, 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 2023/24:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24:

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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

**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 Chair

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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**



# Annual Internal Audit Report 2023/24

## OVER KELLET PARISH COUNCIL

<https://overkelletpc.org/>

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 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

18/04/24 DD 21/04/24 DD/M/YY 25/04/24 EN DAWN OF I ALLEN

Signature of person who carried out the internal audit

 SIGNATURE REQUIRED

Date 25/04/24

\*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 2023/24

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 2024, 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 Chair and Clerk of the meeting where approval was given:

Chair

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
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ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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 exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# OVER KELLET PARISH COUNCIL

## Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 9<sup>th</sup> April 2024 at 7.15pm

**Present:** Councillor Graham Agnew – Chairman  
Councillors David Burns, Josie Candlin, William Candlin, Derek Johnson, Liz Moody and Mathew Towers.  
Derek Whiteway (Parish Clerk)

**In attendance:** 5 members of the public.

### 24/001 Apologies For Absence

Apologies were received from City Councillor McGowan and County Councillor Williamson.

### 24/002 Minutes of the Meeting of the Parish Council, held on Tuesday, 12<sup>th</sup> March 2024

**Resolved:** That the Minutes of the Meeting of the Parish Council, held on Tuesday, 12<sup>th</sup> March 2024 be approved and signed without further amendment.

### Matters Arising from the Minutes

#### 1. Minute 23/125(4) Highways Weed Spraying & Maintenance.

Following a referral by Councillor Williamson, Lancashire County Council had replied with information regarding scheduled weed spraying work for 2024. Councillors agreed to monitor the service provided.

#### 2. Minute 23/130 Village Hall request for maintenance work.

Councillor Moody advised of discussions held with representatives of the Village Hall. Work is required to clear side of the Village Hall gardens and weeds around the building at the rear (facing Leaper's View). Details of the work are required, but it was felt that volunteers should be able to maintain the area following clearance.

Councillors agreed that the Lengthsman should be asked to look at the task and advise.

**Action:** The Lengthsman will be asked to inspect the site and advise on the work required.

#### 3. Minute 23/133(1) Post Box.

The Chairman reported that he had sent an email to the City Council's Conservation Team regarding a lack of consultation over the post box having been painted black. A response was awaited. The Chairman had also spoken with the new owners of the property, who had indicated they were happy for the post box to be repainted and re-opened.

### 24/003 Declarations of Interest

None.

### 24/004 New Planning Consultations

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

Application No:	Description
24/0054/TPO	<p><b>T1 and T2 - Sycamores - Crown reduction by 30%</b> Shenstone, The Green, Over Kellet.</p> <p><b>Resolved:</b> No comments to be submitted</p>
24/0064/TCA	<p><b>T1 - Fell, T2 (Beech) - general tidy, T3 (Oak) - 1/3 reduction, T4 (Beach) - general tidy and 1/3 reduction, T5 - Thinned and reduced T6 (bank of trees) - general tidy.</b> Shenstone, The Green, Over Kellet.</p> <p><b>Resolved:</b> No comments to be submitted</p>
24/00314/FUL	<p><b>Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping.</b> Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p> <p>Councillor Johnson suggested that the planners should be asked to start implementing DM44 relating to biodiversity gains, by incorporating a requirement for bat boxes and swift boxes into the development. Doing so was an opportunity for the enhancement of a suitable habitat.</p> <p><b>Resolved:</b> No objection in principle. But ask that the Planners use the opportunity to require measures to be incorporated to implement policy DM44.</p>
24/00308/FUL	<p><b>Installation of three windows to the south elevation.</b> Unit 6 Oakwood Way Carnforth Business Park Carnforth</p> <p><b>Resolved: No comments to be submitted</b></p>

### 2) Other Planning Matters

Self-Storage Containers at the Redwell Inn. It was noted that hedges had been planted along the site boundary. There were 4 containers in place at the moment. Councillors agreed that City Councillor Sommerville should be consulted.

**Action:** City Councillor Sommerville will be asked for an update.

Kellet Bridge Farm site. The Chairman advised that questions over lorry movements from the site were not yet resolved. Councillor Burns reported that articulated lorries had allegedly been entering the village from that area in the early hours of the morning, carrying cattle to take to the slaughterhouse.

The Traffic Commissioners had advised that they can grant permission for traffic movement, but that permission for the site was a matter for the County and City Councils. Councillors agreed that County Councillor Williamson should be asked to look into the matter again.

**Action:** County Councillor Williamson will be asked to again look into the Council's concerns.

#### **24/005 Planning Authority Decisions**

The Clerk presented an update report, which was accepted and noted by Councillors.

**Resolved:** That the Clerk's report is noted

#### **24/006 80th Anniversary of D-Day.**

Councillor Josie Candlin reported that she had emailed the village bell ringer, Jubilee Bells co-ordinator, St Oswald's Church and the School about the D-Day anniversary. It was agreed that a short item in OK View would be helpful, and the Council should support the idea of an event involving ringing the bells.

Councillor William Candlin reported back on the availability and cost of beacons and lanterns being marketed for the event. Councillor Johnson suggested that alternatively, residents could be encouraged to produce their own lanterns and make a donation to appropriate charity. Councillors favoured this suggestion.

Councillors agreed that the Council should strongly request a ringing of the bells to mark the event.

**Action:** The Council will request a ringing of the bells to mark the anniversary.

#### **24/007 Footpaths.**

The Chairman reported that he had spoken to residents about foliage overhanging the footpath from Bay View to Kirkby Lonsdale. The residents were aware of the issue and that work was required. Councillor Burns offered to assist the residents if required.

It was noted that the newly designated Bridleway on Sands Lane is now live on MARIO maps.

The Chairman advised of an estimate of £5.6k obtained for resurfacing work to the Kirklands footpath. The Clerk advised that this could not be met from current Council fund balances. Councillors agreed that this information and a request for attention be sent to Lancashire County Council.

**Action:** The County Council will be asked to inspect the footpath and consider the estimate obtained by the Parish Council. Other sources of funding for the work will be investigated.



The Chairman had also received an estimate of £500 for work to repair the cobbled corners of the Village Green. Councillors agreed that clarification was needed of the extent of the work and whether road closures might be necessary.

**Action:** The contractor providing the estimate will be asked to clarify the extent of the proposed works and whether any road closure/traffic management services would be necessary

#### **24/008 Local Delivery Scheme and Biodiversity Small Grants Scheme**

Councillor Johnson reported that he had visited most of the applicants for a bat/swift box and he was liaising with a group established by Carnforth Town Council. Information on suppliers and the cost of boxes was being gathered. The village handyman had indicated that he would be able to fit the boxes.

#### **24/009 Designation of an Asset of Community Value (ACV)**

The Council's application for designation of the Eagles Head as an ACV had been submitted on 14<sup>th</sup> March. An acknowledgement had been received on 25<sup>th</sup> March with no indication of the likely timescale for decision.

#### **24/010 Civility and Respect Project.**

After a brief discussion, Councillors resolved not to take any action on the project.

**Resolved:** That no action be taken on the Civility and Respect project

#### **24/011 Adjournment For Public Discussion and Information Only Updates:**

##### **Reports and Questions from Members of The Public:**

Bus Service during closure of Nether Kellet Road. The Chairman had corresponded with County Councillor Williamson on the cancellation of the bus service during the road closure. Councillor Williamson had agreed to enquire whether any alternative arrangements could be made to ensure an ongoing service.

**Action:** The Council will liaise with County Councillor Williamson to seek a solution to the temporary cancellation of the bus service.

##### **Clerk's Report:**

Nothing further to report

##### **Members' Reports:**

###### **1. LALC.**

A meeting of the Local Area Committee had been called for Wednesday, 22<sup>nd</sup> May at Morecambe Town Hall at 7.00pm. In the absence of the Chairman, Councillor Josie Candlin volunteered to attend.

**Action:** Councillor Josie Candlin will attend the meeting of the Local Area Committee on Wednesday, 22<sup>nd</sup> May.

## 2. Quarries.

The Chairman had attended a Quarry Liaison meeting on 13<sup>th</sup> March 2024. Minutes were awaited.

Public Meeting in the Village Hall on 3rd April. 15 people had attended the event and the organisers had been pleased with the turnout. The Quarries are to produce a non-technical summary of impacts and mitigations, etc. A link to the document(s) will be added to the Parish Council's website.

3. **Allotments.** No feedback had been received from the recent district-wide allotments study by LESS. All the Over Kellet allotments were currently taken, with a waiting list in place.

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

5. **Lengthsman.** The Chairman reported that he was discussing with the Lengthsman arrangements for installing the picnic benches on Church View.

## 6. Other Matters.

It was noted that a 30mph speed limit sign opposite the Millennium Stone on the South side of Kellet Road was damaged and needed repair.

**Action:** The damaged 30mph speed limit sign opposite the Millennium Stone on the South side of Kellet Road will be reported to County Highways.

## City and County Councillors' Reports:

None received.

## 24/012 PAYMENT OF ACCOUNTS

Payee & Detail	£
Over Kellet Village Hall – Room Hire on 12/03/2024	14.00
Over Kellet Village Hall – Post Office Outreach Service Room Hire, December 2023 to March 2024. 16 days x 2 hours/day	112.00
Mike Ashton. Lengthsman Services, February – April 2024	48.00
Derek Whiteway – Parish Clerk salary and expenses, March 2024	337.80
HMRC – PAYE deductions, March 2024	84.40
LALC – 2024/25 Subscription	189.84
Cllr GA – expenses. Emergency Plan resources/fuel	10.28

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

**24/013 DATE & TIME OF NEXT MEETING**

The next Council meeting is to be held on Tuesday, 14<sup>th</sup> May April 2024 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 9:15pm

Clerk of the Council

Chairman

Date:

## Agenda Item: 9

### Planning Application Comments & Decisions

#### Update for April – May 2024

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>Part A – Applications decided since the last update</b>		
<b>24/00034/FUL</b> Change of use of agricultural land to site six holiday lodges with associated hardstanding and internal access road, installation of a package treatment plant and drainage infrastructure. Land To The North Of Capernwray House, Hobsons Lane, Capernwray.	A response be submitted reiterating the Council’s previous concerns about development at this site and asking that the application be refused. (minute 23/114)	<b>Application Refused</b>
<b>24/0054/TPO</b> T1 and T2 - Sycamores - Crown reduction by 30%. Shenstone, The Green, Over Kellet.	PC Response: No comments to be submitted. (minute 24/004)	<b>Application Permitted</b>
<b>24/0064/TCA</b> T1 - Fell, T2 (Beech) - general tidy, T3 (Oak) - 1/3 reduction, T4 (Beach) - general tidy and 1/3 reduction, T5 - Thinned and reduced T6 (bank of trees) - general tidy. Shenstone, The Green, Over Kellet.	No comments submitted. (minute 24/004)	<b>Application Permitted</b>
<b>24/00268/FUL</b> Construction of 12 additional carparking spaces within secure carpark. Porsche Centre South Lakes. 1 Electric Drive, Carnforth.	No comments submitted. (minute 23/127)	<b>Application Permitted</b>
<b>24/00275/FUL</b> Erection of a single storey dwelling and two storey garage/store building (C3) with associated access and landscaping. Land At Grid Reference E352250 N470040, Kirkby Lonsdale Road, Over Kellet.	No Objection. (minute 23/127)	<b>Application Refused</b>

## Part B – Undecided Applications

**22/00237/CCC and LCC/2022/0006** 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.

**PC Response:** No comments to be submitted (Minute 21/118)

**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.

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

**23/01400/FUL** Erection of a veterinary referral clinic (Use Class E) with associated access, infrastructure, cycle shelter, bin store, pallet store, generator/fuel tank, parking and landscaping and installation of package treatment plant. Land To The North Of Porsche Centre South Lakes Electric Drive Carnforth.

**PC Response:** A response is to be submitted, not objecting in principle to the application, but raising concerns over: a lack of provision of solar panels; the bio corridor crossing the site; waste management arrangements; and errors regarding public transport services to the site. (Minute 23/091)

**23/01411/FUL** Demolition of one existing barn, erection of agricultural building and creation of a pond. Havelock House, Borwick Road, Capernwray.

**PC Response:** No comments submitted. (minute 23/102)

**23/01474/FUL** Erection of a two storey side extension, construction of raised decking, installation of external steps, erection of a detached garage and associated landscaping. Old Watermill, Capernwray Road, Capernwray.

**PC Response:** No comments submitted. (minute 23/102)

**24/00314/FUL** Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

**PC Response:** No objection, but ask the LPA to start implementing DM44 – a requirement for bat boxes, swift boxes, etc should be incorporated into the development. (minute 24/004)

**24/00308/FUL** Installation of three windows to the south elevation. Unit 6 Oakwood Way Carnforth Business Park Carnforth

**PC Response:** No comments to be submitted. (minute 24/004)

## AGENDA ITEM 10

# THE OVER KELLET VIEW

**Editors:** Melanie Carstens, Josie Candlin

The Helks  
Over Kellet  
Carnforth  
Lancashire LA6 1DX

01524 733240  
[overkelletview@gmail.com](mailto:overkelletview@gmail.com)

19<sup>th</sup> April 2024

Mr Derek Whiteway  
Clerk to Over Kellet Parish Council

Dear Derek,

### *The Over Kellet View 2024/25*

The Board of Management met yesterday to discuss progress of the magazine and plan for the next year.

It is not the purpose of the Over Kellet View to maintain a significant balance in its accounts, especially when some of the support comes from public funds. We plan and therefore manage the accounts with a working balance over the year. With this in mind, we would like to ask for the same contribution as last year from The Parish Council which was £1,000.

For the year ending 31<sup>st</sup> March 2024 the overall deficit was £334.50 leaving a balance of £1283.94 in the accounts.

Our printer has held his prices once again and given free colour covers if the content exceeded a certain number of pages. He offers very good value and produces a good quality magazine. Going forward costs are likely to increase due to the additional houses in the village.

We would be grateful if you would place this on the agenda for discussion at your next meeting and we hope you will be able to honour this agreement.

In view of the additional new houses in the village we may have to consider increasing the contribution for 2025/26

Our bank details are: "The Over Kellet View"

Sort Code: 20-47-61

Acc No.: 90135119

Many thanks

*L.J. Gee*

Lesley Gee  
Treasurer

cc. Mr G Agnew, Chairman

