

Clerk: Christine Adams

20 April 2017

Dear Members of Duddon Parish Council,

You are hereby summoned to attend the Meeting of Duddon Parish Council to be held in the Victory Hall Rankin Room, Broughton in Furness on Thursday 27 April 2017 at **19.00pm**

**Peter Hosking from Cumbria County Council will be in attendance from 7.00pm**

## Agenda

**1. Apologies**

To receive apologies for absence.

**2. Requests for Dispensations**

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

**3. Declarations of Interest**

To receive declarations by elected and co-opted members of interests in respect of items on this agenda. Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

**4. To consider if there are any items on the agenda from which the press and public should be excluded.**

**5. Minutes**

To authorise the chair to sign the minutes of the Ordinary meeting of the Council held on 23 March 2017

**6. Cllr Vacancy**

- a) To give consideration to applications to fill the casual vacancy.
- b) New Cllr to sign Declaration of Acceptance of Office.

**7. Public Participation**

- a) Local Police Report
- b) County Cllr D Fletcher's report
- c) Residents are invited to give their views on items on this agenda or raise issues for future agendas. Please note that public participation is limited to a total of 15mins at the Chairs discretion.

**8. Progress Reports**

- a) Community Led Plan
- b) Sale of land at Foxfield
- c) In House Training

- 9. Victory Hall**
  - a) To Reconsider the quotations for the new front door
  - b) To nominate a 4<sup>th</sup> member of the Council for the Victory Hall Committee
- 10. Wilson Park**

To give consideration to a request from Burna Company Cumbria ACF to camp over the weekend of 28/30 April 2017 in Wilson Park.
- 11. Street Lighting**

To give consideration to the quotes for the street light on Keppleway Hill and consider the where to apply for funding.
- 12. Public Toilets**
  - a) To consider the quotes for the honesty boxes to go in the toilets
  - b) To consider the quotations and funding to revamp the toilets.
- 13. Election of Parish Member to the Lake District National Park Authority**

To consider nominating a candidate for Election of Parish Member to the Lake District National Park Authority.
- 14. Verge Maintenance**

To give consideration to the Parish Council to undertake verge maintenance within all or part of our Parish as per the guidance from Cumbria County Council.
- 15. Planning**

7/2017/5185 Hoses Farm, Broughton in Furness, Cumbria LA20 6BA  
Extension to existing agricultural building.  
SL/2017/0283 – The Birches, Foxfield, Broughton in Furness.  
Replacement Dwelling  
**Notice of Listed Building Consent**  
7/2017/5037 – 5 The Square, Broughton-in-Furness LA20 6JF  
**Certificate of Lawful Use or Development**  
The Barn, Low Kiln Bank  
**Notice of Approval of Development**  
7/2017/5029 – Small Woodland SE of Broughton-in-Furness  
7/2017/5036 – 5 The Square, Broughton-in-Furness LA20 6JF  
7/2017/5828 – Wood House, Broughton-in-Furness LA20 6AT  
7/2017/5005 – The Corn Store, Hesketh Hall, Broughton Mills LA20 6AY
- 16. Financial Matters**

To authorise payment of accounts (schedule attached).
- 17. Audit**
  - a) To note the Internal Auditors report for the 2016/17 financial year.
  - b) To consider the approval of section 1 of the Annual Return.
  - c) To consider the approval of section 2 of the Annual Return.

**18 Auto Enrolment**

- a) To note that employees must be given an opt in or postponement letter..
- b) To give consideration to which pension scheme to use it will use whether now or in the future. If no pension scheme is required now then a Pension Regulator Declaration form must be completed.

**19. Correspondence**

To note items of correspondence received since the last meeting.

**20. Councillors Reports**

Each Cllr is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.

**21. District Cllr's Report**

**22. Date of Next Meeting**

To note that the next council meeting will be on 25 May 2017 and will be the AGM.

Signed:

*Christine Adams*

Parish Clerk  
Duddon Parish Council

**Draft Minutes March 2017**

**DUDDON PARISH COUNCIL**

Minutes of the meeting held on Thursday 23 March 2017 in the Rankin Room Victory Hall, Broughton-in-Furness

- Present** Cllr G Albion, Cllr J Curwen, Cllr C Edmondson, Cllr Glessal, Cllr Johnson, Cllr E Knowles and Cllr G Pitts.
- 40/17 Apologies**  
**Resolved** to accept apologies from Cllr A Downe and Cllr I Longworth
- 41/17 Requests for Dispensations**  
There were no requests for dispensations.
- 42/17 Declaration of Interests**  
Cllr Knowles declared an interest in item 7d - Obelisk.  
Cllr Curwen declared an interest in item 17 planning application 7/20170162.
- 43/17 To consider if there are any items on the agenda from which the press and public should be excluded.**  
**Resolved** that no items are to be discussed in private.
- 44/17 Minutes**  
**Resolved** that the minutes of the meeting held on Thursday 23 February 2017 be signed by the chair as a true record.
- 45/17 Public Participation.**
- a) Police were not in attendance but had sent an e-mail to the clerk with the following information:-  
On 22 Feb a security guard at Foxfield saw 3 men with torches and due to the information he had received from a local farmer arrived at the conclusion that it was gypsies looking to steal a horse.  
On 19 March a male was reported as seen walking towards a Defender on the A595 AT Duddon Bridge with a rifle over his shoulder at around 8.00pm. No one seen by the patrol that attended.  
Slightly off area a number of tyres have been fly-tipped on Subberthwaite Common, looked to have been tossed by a moving vehicle with a similar MO on Birkrigg. There is a suspect but proving things is another matter.  
SID will be redeployed on Church Street.
  - b) Cllr David Fletcher was in attendance and reported that Council tax bills had gone up. Business can appeal against business rates if they think they are too high. Apologized for the Parish Council not been contacted regarding the Community Grant funding. County Cllr Fletcher advised that following the walk around in Broughton with Highways, some of the suggestions (mainly Foxfield) will have to wait until funding is available. He suggested that the Community Led Plan Steering Group should look at becoming a constituted group and become a sub group of the Parish Council. They will be in a position to apply for funding which may not be available to the Parish Council.
  - c) Public – No members of the public were in attendance.

- 46/17 Progress Reports**
- a) Community Led Plan – The Community Led Plan Steering Group have applied to the Community Grants Application Aid for the new main door on the Victory Hall. If the application is successful the funds will be donated to the Parish Council as the Victory Hall building is the responsibility of the Parish Council.
  - b) Sale of land at Foxfield – The registration documents still have not been received.
  - c) Street Lighting – There are two quotes for replacing the street light on Keppleway Hill but funding needs to be sought. County Cllr D Fletcher suggested applying to the Community Grants Application Aid for some of the funding and will e-mail the clerk with contact details. The
  - d) Obelisk – The work on the Obelisk is now complete.
- 47/17 Wilson Park**  
 Consideration was given to quotes to put a new roundabout in the children’s playground. **Resolved** to have Wicksteed put in the new roundabout and to apply to CGP for the funding which is £4005. Cllr D Fletcher suggested contacting SLDC to apply for some of the funding and will e-mail the clerk with contact details.
- 48/17 Victory Hall**  
 Consideration was given to 3 quotes to replace the main door on the Victory Hall. **Resolved** to have the Elegant Products Ltd plastic door with electric keypad.
- 49/17 Ulverston Post**  
 The Parish Council had been asked to write a letter to the Post Office Ltd regarding the changes to the Ulverston Post Office. **Resolved** that the Parish Council will not write such a letter as it has nothing to do with our Parish.
- 50/17 Public Toilets**
- a) There is one quote for the honesty boxes of £200 per box. The second quote has still not been submitted to the Parish Council.
  - b) There was further discussion about the revamping of the toilets. The quote of £7618.25 is a 50/50 split between the ladies and the Gents. £600 can be deducted as no baby units are required. The disabled toilet will cost a further £1250.
- 51/17 Newsletter**  
**Resolved** that the Parish Council will produce their open newsletter which will be available from the Information Centre and the Parish Council Website. In addition to this there will be a mailing list for those interested who do not have a computer. The newsletter will be published quarterly.
- 52/17 District Cllr Locality Budget**  
 Cllr Curwen 2016/17 locality budget was to be used towards footpath improvements at Donkey Rocks. The cost of this is approximately £115. Cllr Curwen requested that the remainder of the District Cllrs 2016/17 locality budget will also be put towards the street light replacement at Keppleway (£385).
- 53/17 To nominate Trustees and Signatories on the Bank Mandate for the following Charities:-**
- a) Brown Cow institute (Proceeds) **Resolved** that Cllr J Johnson will be a signatory and Cllr C Edmondson will be a trustee.
  - b) The Garner Grave Fund – **Resolved** that both Cllr Albion and Cllr Glessal will become trustees and signatories.

- c) Edward Postlethwaite and Mabel Barker – Cllr Knowles advised that the current trustees need to be removed and two new trustees added. **Resolved** that Cllr Curwen and Cllr Knowles will be trustees and signatories.

**53/17 Cllr Vacancy**

**Resolved** to note the letter from SLDC advising that no requests have been received within the statutory 14 day period for the vacancy to be filled by an election and that the Parish Council should fill the vacancy by co-option.

**54/17 Next Stage of NG Consultation**

- a) Cllr Pitts proposes that the Parish Council give consideration to continue being an interested party in the next stage of the consultation and it was **Resolved** that Cllr Pitts will register Duddon Parish Council in order that they can make further submissions.
- b) Cllr Pitts also proposed that the Parish Council club together with other parishes under the PCCG umbrella for submissions and appearances at examination events. **Resolved** that the Parish Council will be included under the PCCG umbrella and that Cllr Pitts will continue to attend any meetings on behalf of the Parish Council.

**55/17 Bespoke Training**

**Resolved** to include the roles of the Chair, the Clerk and Parish Cllrs, budgeting, agendas, minutes, running meetings, code of conduct, general power of competence, risk assessment, declaration of interest and assets..

**56/17 Planning Applications**

**7/2017/5109** – Syke End, Church Street, Broughton-in-Furness LA20 6ER

Conversion Of redundant cottage into ancillary accommodation for Syke End – no objections.

**7/2017/5056** – The Griffin, Griffin Street, Broughton-in-Furness LA20 6HH

Amend Condition no 2 on approval ref. 7/2015/5762 – omit proposed bedroom to reduce the size of the extension above the roofline – no objections.

**7/2017/5090** – The Barn, Brade Street, Broughton-in-Furness LA20 6HG

Use of dwelling as a local needs dwelling- cannot comment as unsure what the difference is between local occupancy and local needs, need clarification

**7/2017/0162** – Strawberry Bank, Eccle Riggs Lane, Broughton in Furness.

Installation of new window and French door with roof peaks along with decking to the north Elevation and 3 new roof lights to the south elevation – no objections.

**57/17 Financial Matters**

**Resolved** that the following Direct Debits, Standing Orders be paid:

E-on	59.20
HMRC	51.60
C Adams	225.00
C Adams	283.18 (expenses full year)
Healthmatic	385.99
Victory Hall	94.90
Optech Fibres	204.90
J Burch Ltd	1900.00
G Albion	11.00
Travis Perkins	115.20
	<u>£3330.97</u>

Receipts	
Allotment Rent	90.00
Wilson Park Donation	<u>50.00</u>
	<u>£140.00</u>

**58/17 Correspondence**

**Resolved** to note items of correspondence received since the last meeting.

**59/17 Cllr Reports**

Cllr Pitts reported that the better Highways page on Cumbria County Council's website has been revamped.

Cllr Albion raised concern about the state of the pavements on Princes Street.

Cllr Johnson raised concern about tyres being fly tipped.

Cllr Glessal raised concern about the state of the road at Broomhill Corner and also raised concern that Highway stewards are not noting any issues in our area.

Cllr Edmondson raised concern about flooding on Foxfield Road.

Cllr Knowles reported that there will be further filming of the A word on 31 March 2017.

**60/17 District Cllr Curwen**

Cllr Curwen advised that P Hosking has been for a visit around the area and looked at various issues including the footpath at Bush Green, flooding, signage at the top of Griffin Street . The Environment officer had been and has a look at the beck at the back of Nigel Birketts. Cllr Curwen raised concern that he could not get in the field behind the Victory Hall because it is locked.

Raised concern about traffic crossing the mosses and causing damage to the roads.

Raised concern that Duddon Bridge has not yet been repaired.

**61/17 Date of next Meeting**

To note that the next ordinary meeting is 23 April 2017 at 7.00pm



Mrs C. Adams  
Clerk to Duddon Parish Council  
Browfoot Cottage  
Grizebeck  
KIRKBY-IN-FURNESS  
Cumbria  
LA17 7XH

**South Lakeland District Council**  
South Lakeland House  
Lowther Street  
Kendal  
Cumbria  
LA9 4DQ

Tel: 01539 733333  
www.southlakeland.gov.uk

Our Ref: HAM

Your Ref:

Date:

21 March 2017

Dear Mrs Adams

**Duddon (Broughton West Ward) Parish Council - Casual Vacancy**

As no requests have been received within the statutory 14 day period for the above vacancy to be filled by election, it should now be filled by the Parish Council by co-option.

Please remember that your new councillor is required to sign a Declaration of Acceptance of Office within two months of co-option, which you then keep (copy enclosed).

The Declaration contains an undertaking to observe the Code of Conduct and, in accordance with that Code, your new councillor is required to complete a Registration of Financial and Other Interests form which must be returned to this office within 28 days of the date of co-option (copy enclosed).

Please ensure your new councillor is given a copy of your current Code of Conduct.

Yours sincerely

Hazel Major  
**Electoral Services Officer**  
Email: [elections@southlakeland.gov.uk](mailto:elections@southlakeland.gov.uk)

Encs.





**Burma Company  
Cumbria ACF**

Army Reserve Centre  
Holker Street  
Barrow  
LA

Tel: 01228 516222 HQ  
Mob: 07834 706161

419dis@armymail.mod.uk

25<sup>th</sup> March 2017

To the Members of Duddon Valley Parish Council,

Firstly may I take this opportunity to thank you for supporting our cadet activities last year. Your safe and well maintained location at Wilson Park allowed us to camp with great access and facilities for their successful achievement of their expeditions towards their cadet training levels and The Duke of Edinburgh Award Scheme.

Please may I now ask for your permission once again to use Wilson Park to camp over the weekend of 28 – 30 April 2017. We will be bringing up to 50 cadets during this time to train them in navigation and expedition skills walking locally but will manage the numbers by rotating them over two separate days training. We will have 6+ qualified staff members responsible for their wellbeing at all times and we will ensure that there is minimal impact upon the field and disruption to local residents.

These Army Cadets will come from all over South Lakeland and benefit so greatly from the practical learning, independence and physical activity they gain from participating. It is so great to be able to show them the beauty and diversity of the area in which they live.

Please feel free to contact me should there be any further details that you wish to discuss.

Kind regards,

*Rachel Diss*

Major Rachel Diss  
Company Commander  
Burma Company



Fire and Rescue Service Headquarters  
Carleton Avenue  
Penrith  
Cumbria, CA10 2FA

01768 812663  
[office@calc.org.uk](mailto:office@calc.org.uk)

**To: Clerks of Parish Councils/Parish Meetings in the South and Central and South East Distinctive Areas of the Lake District National Park**

21st March 2017

Dear Clerk,

**ELECTION OF PARISH MEMBER TO THE LAKE DISTRICT NATIONAL PARK AUTHORITY**

I refer to the timetable for the election of a Parish Member to the Lake District National Park Authority sent out by email from this office on 2<sup>nd</sup> March.

I now enclose a Nomination Form should your Council/Meeting wish to nominate a candidate. There is no obligation to make a nomination. No Council/Meeting can make more than one nomination. For clarification, the seat is to represent the South Distinctive Area, but the process has been opened up to include nominations from the Central and South East Distinctive Area, member councils from this area will also have the right to vote in any ensuing election.

Any nomination by your Council/Meeting must be agreed at a properly convened meeting. Please ensure the candidate reads the Guidance Notes and completes Section 1 **and** the reverse of the Nomination Form which will subsequently be circulated with the Ballot Papers. Section 2 should be completed on behalf of your Council/Meeting. The completed Nomination Form must be received at this office no later than **Noon on Monday 15th 2017**. Any received after that time and date will be rejected.

On the assumption that more than one candidate is nominated for the South Distinctive Area, an election will be held and the Ballot Paper for your Council/Meeting (on which the vote of each councillor or Parish Meeting Chairman can be recorded) will be dispatched to you on 15<sup>th</sup> May 2017.

Where more than 25% of councils\meetings in the Distinctive Areas so request CALC will invite all nominated candidates to a meeting open to relevant parish councils\meetings in the Distinctive Area. Each candidate will have up to five minutes to speak in support of their nomination and there will then be an opportunity for parish representatives to ask questions. The meeting will be chaired by CALC's relevant district association chair or, in the event of a conflict of interest, by CALC's chief officer. The meeting will be time limited to two hours. If you wish to request such a meeting please let me know as soon as possible because the election timetable is tight.

Once duly nominated, councillors are free to canvas in support of their election as a Parish Member of the National Park.

If you have any queries please get in touch.

Yours sincerely

*Samantha Bagshaw*

Chief Officer, CALC

## VERGE CUTTING GUIDANCE FOR PARISH COUNCILS

1. Parishes can undertake or arrange verge maintenance operations within all or part of their area, using appropriately trained, competent and insured contractors approved by Cumbria County Council (the Council) and in accordance with the environmental cutting regime which was developed in 1994 with English Nature (now Natural England), Cumbria Wildlife Trust, Lake District National Park Authority and Plantlife.
2. Where parish councils wish to undertake or arrange verge maintenance within all or part of their area, Cumbria County Council agree to contribute towards the parish council costs the cost that Cumbria County Council would have incurred had Cumbria County Council' contractors undertaken the works. This contribution would apply for 1 year only.
3. Whilst contractors working for Cumbria County Council only undertake 1 cut within the time windows permitted for each cut, parish councils may, if they wish, undertake more cuts within the same time window but may not undertake verge maintenance outside the particular window. These windows of operation will be forwarded to any parish council that wishes to consider this activity.
4. Parish councils wishing to undertake or arrange verge maintenance within all or part of their area must adhere to the environmental cutting regime and the full works specification issued with the contract. Whilst it is recognised that the parish council would be the employer of the contractor, Cumbria County Council would still need to have oversight of the cutting schedules proposed and verify that the works had been undertaken to the required standard.
5. Arrangements between the Council and the Parish Council are to be reviewed yearly.
6. The Council of a parish or community may, with the consent of the highway authority for a highway maintainable at the public expense in the parish or community, exercise with respect to that highway any of the powers conferred by sub-sections 96(1) and (2), on the highway authority namely it may: - (i) plant trees and shrubs and lay out grass verges, and may erect and maintain guards or fences or otherwise do anything expedient for the maintenance or protection of trees, shrubs and grass verges planted or laid out, whether or not by them, in such a highway; and (ii) alter or remove any grass verge laid out, whether or not by them, in a highway maintainable at the public expense, and any guard, fence or other thing provided, whether or not by them, for the maintenance of protection of any tree, shrub or verge in such a highway.

If damage is caused to the property of any person by anything done in exercise of the powers conferred by Section 96 of the Highways Act 1980, that person is entitled to recover compensation for it from the authority or parish or community council by whom the powers were exercised. However, a person is not entitled to compensation if his negligence caused the damage; and if his negligence contributed to the damage the compensation shall be reduced accordingly.

Any two or more highway authorities on whom powers are conferred by Section 96 of the Highways Act 1980 may by agreement exercise those powers jointly, and the agreement may provide for the apportionment of any expenses incurred under it.

**Schedule of Payments and Receipts April 2017**  
**Duddon Parish (**

<b>Payee</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>	<b>Reason</b>
E-on	62.42	3.12	65.54	Street lighting
HMRC			51.80	PAYE
C Adams			225.00	Wages
Healthmatic			385.99	Public Toilets
	<u>62.42</u>	<u>3.12</u>	<u>728.33</u>	

**Receipts**

CGP	675.00
Allotment Rent	60.00
	<u>£735.00</u>

**The Old Swill Shop  
9 New Street  
Broughton-in-Furness  
Cumbria.  
LA20 6JD**

**Tel/Fax  
01-229-715048**

CHAIRMAN AND COUNCILLORS,  
DUDDON PARISH COUNCIL,  
BROWFOOT COTTAGE,  
GRIZEBECK,  
KIRKBY IN FURNESS  
CUMBRIA  
LA17 7XH

9th APRIL 2017

**ANNUAL RETURN FOR FINANCIAL YEAR ENDED 31<sup>st</sup> MARCH 2017**

As an Independent Internal Auditor to the Duddon Parish Council I have completed section 4 of the Annual Return for the financial year ended 31<sup>st</sup> March 2017 which has now been returned to the Parish Clerk.

I have carried out this work with reference to the Financial Regulations (2014) which were adopted by the Council on the 22<sup>nd</sup> May 2014.

In addition the Internal Audit has taken into account Public Sector Internal Audit Standards (PSIAS).

In accordance with the Transparency code for smaller authorities, set out by The Secretary of State for The Department for Communities and Local Government, (December 2014), my Internal Audit Report (section 4 of The Annual Return) should be published on a publicly accessible web-site together with other prescribed information which Duddon Parish Council is required to make available.

In my opinion the Council's responsibility in law for ensuring that its financial management is adequate and effective is being met. In addition I believe that the council continues to have a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for management of risk.

Accounting records of the council I have found to be maintained up to date and in accordance with proper accounting practice.

CLIVE MOODY FCMA

 09/04/2017

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

DUDDON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed			'Yes' means that this smaller 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.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



## Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

DUDDON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	14189	13091	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.
2. (+) Precept or Rates and Levies	13559	16189	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16653	10183	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3073	3320	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	∅	∅	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	28237	20220	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	13091	15923	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	13091	15923	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>
9. Total fixed assets plus long term investments and assets	90,000	90,000	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	∅	∅	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Our reference: AEC-001825-L1B4

*pen* 18

# The Pensions Regulator

PO Box 332  
Darlington  
DL1 9PS  
customersupport@autoenrol.tpr.gov.uk  
www.thepensionsregulator.gov.uk

66608-009878/01/02-HO

Ms Christine Adams  
Parish Clerk  
DUDDON PARISH COUNCIL  
Brow Foot  
Grizebeck  
KIRKBY-IN-FURNESS  
Cumbria  
LA17 7XH



<b>Your declaration of compliance deadline</b>	<b>31 August 2017</b>
<b>Your PAYE reference</b>	<b>783/TA43085</b>
<b>Letter code</b>	<b>1005352420</b>

April 2017

Dear Ms Adams

### It's time to complete your declaration: your staging date has passed

I wrote to you recently to explain what you needed to do on your staging date. Thank you if you have already completed your declaration. However, if you have not yet completed your declaration you need to act now.

#### Complete your declaration of compliance

You need to complete your declaration by **31 August 2017** to tell us how you have met your legal duties.

When completing your declaration, make sure everyone who worked for you on 1 April 2017 is included in the information you provide. To complete your declaration go to: **[www.tpr.gov.uk/ae-dofc](http://www.tpr.gov.uk/ae-dofc)**

You need to act now because the information you will need may take time to prepare. It is **your** legal duty to make sure that your declaration is completed on time and correctly, even if someone else has helped you with your duties or is completing the declaration for you.

If you do not complete your declaration on time you may be subject to fines.



#### What must I do each time I pay my staff?

You have ongoing duties which must be completed each time you pay your staff. These include:

- paying money into their pension scheme
- dealing with requests to join or leave the pension scheme
- regularly checking whether anyone that works for you, including new starters, needs to be put into the pension scheme
- keeping accurate records of what you have done.

For more information on your ongoing duties go to: **[www.tpr.gov.uk/your-sd](http://www.tpr.gov.uk/your-sd)**

#### Your re-enrolment duties

Every three years you'll need to put certain staff back into your pension scheme if they have left it. This is known as automatic re-enrolment.

We will write to you nearer the time to explain what you need to do and by when. Please make sure you keep your contact details up to date to ensure we write to the correct person.



**Correspondence April 2017**

<b>Date</b>	<b>Sender</b>	<b>Subject</b>
76	24/03/17	Kent & Leven Community Meeting
77	24/03/17	Response from DPC (Confidentiality)
78	28/03/17	Joint LAP meeting 10 May 2017
79	28/03/17	Fibre to the Cabinet
80	31/03/17	PAF Public Sector Licence
81	03/04/17	Fly tipping
82	03/04/17	Updates & Opportunities & Dates
83	03/04/17	Circular
84	04/04/17	News Spring 2017
85	04/04/17	Cumbria Leaders Board
86	04/04/17	Council Plan
87	05/04/17	Childrens Play Area
88	07/04/17	CLB Strategy for industry paper
89	07/04/17	Standards Committee Agenda
90	07/04/17	Good Cllr Guide updates
91	07/04/17	HIMS Launch
92	11/04/17	TV Programme
93	11/04/17	Project update
94	13/04/17	Cold Calling
95	13/04/17	Public Toilets Cleaning
96	13/04/17	Community Grant Funding
97	13/04/17	ATV Event
98	13/04/17	Friday Round up
99	15/04/17	Opportunities for Land
100	20/04/17	Morecambe Bay & Duddon Estuary