

Duddon Parish Council

Browfoot Cottage
Grizebeck
Kirkby-in-Furness
Cumbria
LA17 7XH

Telephone: 01229 889319

Email: info@duddonparishcouncil.org.uk

Clerk: Christine Adams

17 May 2018

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 24 May 2018 **19.30pm**

Agenda

1. **Election of chairman for the year 2018/2019.**
2. **To receive the chairman's declaration of office.**
3. **To appoint a vice chairman for the year 2018/19.**
4. **Apologies**
To receive apologies for absence.
5. **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.
6. **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.)
7. **To consider if there are any items on the agenda from which the press and public should be excluded.**
8. **Minutes**
To authorise the chair to sign the minutes of the Ordinary meeting of the Council held on 26 April 2018
9. **Public Participation**
 - a) Local Police Report
 - b) County Cllr report
 - c) District Cllrs Reports
 - d) 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

10. **Standing Orders, Code of Conduct and Financial Regulations (Available to view on www.duddonparishcouncil.org.uk)**
 - a) To consider adopting the standing orders (updated for GDPR)
 - b) To consider adopting the financial regulations
 - c) Code of conduct

11. **To appoint committees for 2017/18**
 - a) Finance Committee
 - b) Planning Committee (If the council think a planning committee is necessary).
 - c) Assets Committee (If the council think a planning committee is necessary).

12. **Charities**
 - a) To consider nominating 6 Trustees for The Brown Cow Institute - (Proceeds) Charity.
 - b) To consider nominating 3 Trustees for the Garner Grave Fund Charity.
 - c) To Nominate a trustee for the Joseph and Eleanor Gunson Almshouse Charity.
 - d) Cllr Knowles to give an update on the Edward Postlethwaite and Mabel Barker charity.

13. **General Data Protection Regulations (GDPR)**
 - a) To review and adopt the Data Protection Policy
 - b) To review and adopt the privacy policy

14. **Insurance**
 - a) To consider adopting a Volunteer policy
 - b) To note the Playground Inspection report
 - c) Risk Assessment for the playground

15. **Calendar of Meetings**

To approve the attached Calendar of Meetings.

16. **Victory Hall**

Cllr Knowles to give an update on the Victory Hall.

17. **Community Led Plan**
 - a) Update on the Community Led Plan
 - b) Consideration of the Parish Handbook (any corrections or amendments)

18. **War Memorial at the Church**

To give consideration to contributing towards the cost of having the War Memorial professionally cleaned.

19. **Progress Reports**
 - a) Public Toilets Refurbishment
 - b) Training
 - c) EV Charging Point
 - d) PSPO in Wilson Park and the Church yard.

20. **Land at Foxfield**

To give consideration to which Solicitors to use for the sale of the land.

21. **To Nominate a Cllr to attend the District Association Meetings**

- 22 Planning Applications (Available to view on www.lakedistrict.gov.uk)**
T/2018/0052 - Whinnery Bank, Church Street, Broughton-in-Furness LA20 6HA
Reduce 1 Hazel.
Notice of Grant of Planning Permission
7/2018/5127 – Broughton Auction Company
Letter
7/2018/5207 - Hall Dunnerdale Farm, Seathwaite
- 23 Consultations**
a) Lake District National Park Local Plan Review
b) Torver Neighbourhood Plan
- 24 Effectiveness of the System of Internal Control.**
To consider the findings of the Review of the Effectiveness of the System of Internal Control.
- 25 Annual Governance Statement**
To consider the approval of the Annual Governance Statement (section 1 of the Annual Governance and Accountability Return)
- 25 Accounting Statements**
To consider the approval of the Accounting Statements (section 2 of the Annual Governance and Accountability Return)
- 27 Financial Matters**
To authorise payment of accounts (schedule attached).
- 28 Correspondence**
To note items of correspondence.
- 29 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.
- 30. Date of Next Meeting**
To note that the next meeting council meeting is 28rd June 2018

If you require any supporting documentation please contact the clerk using the above details.

Signed:

Christine Adams

Parish Clerk
Duddon Parish Council

Draft Minutes April 2018

DUDDON PARISH COUNCIL

Minutes of the meeting held on Thursday 26 April 2018 in the Rankin Room Victory Hall, Broughton-in-Furness

- Present** Cllr G Albion, Cllr J Curwen, Cllr A Downe, Cllr V Glessal, Cllr J Johnson, Cllr E Knowles, Cllr G Pitts and Cllr J Sayer.
- 064/18 Apologies**
Resolved to accept apologies from Cllr C Edmondson and Cllr I Longworth.
- 065/18 Requests for Dispensations**
Resolved to note that there were no requests for dispensations.
- 066/18 Declaration of Interests**
Resolved to note that there were no declaration of interests.
- 067/18 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.
- 068/18 Minutes**
Resolved that the minutes of the meeting held on Thursday 22 March 2018 be signed by the chair as a true record with 1 amendment being in Cllr Albion's report the ditch which has been cleaned out was in Wilson Park.
- 069/18 Chairs Announcements**
The Chair took this opportunity to remind everyone of the Standing Orders section 10 Disorderly Conduct and advised that if there is any repetitions of the last meeting all Cllrs involved will be excluded from the meeting.
- 070/18 Public Participation.**
- a) Police – The Police were not in attendance but had sent an e-mail with the following report:-
- | | |
|---------------------|--|
| Incidents to notes: | 2 separate crimes of criminal damage |
| | 3 road traffic collisions |
| | 1 Domestic incident |
| | 1 missing person – found safe and well |
| | 1 Highway disruption. |
- Crime Prevention:
Dog owners are reminded to keep your dog on a lead around sheep especially around lambing time. Owners can be prosecuted and the courts have the power to impose a destruction order on your dog.
- b) County Cllr Matt Brereton was not in attendance.
- c) Members of the public – Concern was raised that the Parish Council were not using H & H to sell some land at Foxfield. H & H will be contacted to see if they can reduce the quote for selling the land.
The chair of the Community Led Plan Steering Group was in attendance and thanked the clerk for setting up an informal meeting with members of the Community Led Plan Group and members of the Parish Council in order to ensure that the groups are working together. The Community Led Plan will be a main agenda item at the Parish Council meetings. The Chair to the CLP will send an e-mail with an update, alternatively, either Cllr Pitts or Cllr Knowles will give an update at the meetings.

Road safety measures are almost complete, No Sat Nav Signs are up, speed tubes are in place again for a week, speed watch group have been out with the speed cameras. A response to the Major Road Consultation has been sent raising concern about the narrowness of the roads making it unsafe for pedestrians. A litter picking group has been set up. A Parish handbook is being worked on and a draft copy will be sent to the clerk to forward on to the Cllrs to see if any corrections are required. The aim is to publish it and give 1 copy to every household. The Chair to the Community Led Plan raised concern about a planning application which includes partly demolishing part of a grade 2 listed building. A revised plan has been submitted.

071/18 Land at Foxfield

There was further discussion regarding selling the field at Foxfield. Cllr Knowles and the clerk were tasked with progressing this matter once H & H have had the opportunity to review their quote.

072/18 Wilson Park

- a) **Resolved** to note give permission to the army cadets to camp in the Park on the 27 April 2018
- b) Consideration was given to put a track around Wilson Park for cyclists to ride round to keep active. This will be a safer than riding on the main roads. **Resolved** that the idea will be looked into further.

073/18 The Bus Shelter in the Square

Cllr Albion proposed that the Parish Council put cycle racks in the bus shelter in the Square as the shelter is not used as a bus shelter. He also suggested an honesty box for the cyclists to contribute towards keeping their cycles safe. **Resolved** that quotes will be sought for racks and an honesty boxes and also quotes to be sought to replace the round bench in the Square. Funding will then need to be sought.

074/18 Training

Consideration was given to the Developing your Skills programme from Calc. **Resolved** that the clerk will request in house training to take place in August instead of the Parish Council meeting. The Clerk can attend the General Power of Competence training in Kendal in June and Cllr Sayers can attend the Effective Councillor modules 1 and 2.

075/18 Victory Hall

Cllr Knowles advise that quotes are being sought for the roof repairs. The funding will come from the money received from the solar panels and grants will also be looked into.

076/18 Community Led Plan

There was an update in public participation regarding the Community Led Plan.

077/18 Allotment Field

Cllr Albion advised that there is new fencing up, a ditch has been cleaned out and there has been we have few new plot holders, but concern was raised about the state of occupation lane.

078/18 Public Toilets

The clerk has received 2 detailed quotes. **Resolved** to ask Healthmatic to go ahead with the quote that they have received as although the cost is higher, the price includes more work and is better value.

079/18 Planning Applications (Planning applications can be viewed on the relevant authority's website)
 7/2018/5242 – Knott End Farm, Broughton-in-Furness LA20 6AZ
 To roof over an existing manure midden and an extension to cattle housing for a feed passage – no objections.
 7/2018/5253 – Crosby Cottage, Station Road – Received after the agendas were sent out, Cllrs will look at this as individuals.
Notice of Grant of planning Permission
 7/2017/5863 – Moss House View, The Wreaks, Broughton-in-Furness, Cumbria LA20 6BS
General Permitted Development
 High Rosthwaite, Woodland. Broughton-in-Furness LA20 6AG
 New portal framed building to house machinery, tools and equipment with roof over adjacent yard.
Notice of Listed Building Consent
 7/2018/5003 - Seathwaite Bridge - Reconstruction of accident damaged bridge parapet on new line to avoid repeated accident
Notice of Approval of Reserved Matters
 Land at Skelly Crag

080/18 Internal Audit
Resolved to note and accept the Internal Auditors report.

081/18 Effectiveness of the system of Internal Control
 The system of internal control was reviewed and the The Accounting Governance statement for 2017/18 was completed.

082/18 Financial Matters
Resolved that the following Direct Debits, Standing Orders be paid:

E-on	68.27
HMRC	57.80
Salaries	250.00
Healthmatic	321.66
Travis Perkins	205.32
Calc	<u>225.00</u>
	<u>£1128.05</u>

Receipts

Rent	30.00
Honesty Boxes	<u>17.69</u>
	<u>£47.69</u>

083/18 Correspondence
 To note items of correspondence received since the last meeting.

084/18 Councillors Reports
 Cllr Pitts advised that some hedge cutting had been done.
 Cllr Albion raised concern about the state of the footpath in Princes Street.
 Cllr Johnson raised concern about pot holes in Woodland and it being unsafe for cyclists.
 Cllr Glessal also raised concern about potholes.
 Cllr Sayers had been taking to business owners and is concerned about the footfall falling in Broughton. Cllr Sayers raised concern about the state of Occupation Lane and also raised concern about the wildflowers at Bush Green when the grass is cut.

085/18 District Cllr's Report

Cllr Curwen raised concern about flooding not being in the Structure Plan even though the issue had been raised by a member of the public during the consultation. Asked if Broomhill Corner had been repaired. Cllr Curwen reminded everyone of the many good things he had got done for Broughton. Cllr Curwen is trying to get a beck cleaned out. He then complained that the chair had refused his request to have the March 2018 minutes read out. The chair reminded him that he had every opportunity to discuss the minutes in agenda item 5 (Minutes) but at that point he had not made the request for the minutes to be read out and that the minutes had been approved. Cllr Curwen denied that at the March 2018 Parish Council meeting he had accused a Parish Cllr's husband letting their dog off a lead and fouling in the Churchyard without cleaning it up.

The clerk advised that she was going home and the Chair closed the meeting.

DUDDON PARISH COUNCIL

CALENDAR OF MEETINGS

Duddon Parish Council meetings are held in the Rankin Room at the Victory Hall Broughton-in-Furness at 19.30pm unless otherwise stated.

The meeting dates for 2018/19 are as follows:-

Thursday May 24th 2018 (AGM)

Thursday June 28th 2018

Thursday July 26th 2018

Thursday August 23rd 2018 (to be confirmed)

Thursday September 27th 2018

Thursday October 25th 2018

Thursday November 22nd 2018

No Meeting in December 2018

Thursday January 24th 2019

Thursday February 28th 2019

Thursday March 28th 2019

Thursday April 25th 2019

May 2019 AGM date to be confirmed

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

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 2018, that:

	Agreed			
	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 it is a sole managing trustee of a local trust or trusts.</i>

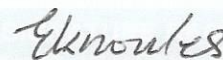
*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman



Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

Section 2 – Accounting Statements 2017/18 for

Duddon Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	13,091	15,923	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	16,189	17,876	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,183	16,424	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	3,320	3,320	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	20,220	25,758	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	15,923	21,145	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	15,923	21,145	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	90,000	90,000	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.
10. Total borrowings	0	0	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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

19/04/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Duddon Parish Council
PAYMENTS LIST

Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Electricity	12/05/2018		Barclays	DD	Street Light Electricity	E- ON UK plc	L	72.69	3.63	76.32
Water	22/05/2018		Barclays	DD	Water	Waterplus	Z	73.60	0.00	73.60
Cleaning	24/05/2018		Barclays		Cleaning	Healthmatic Ltd	S	321.66	64.33	385.99
Salaries	30/05/2018		Barclays	S0	Salaries	DPC Clerk	E	250.00	0.00	250.00
Electricity	03/06/2018		Barclays	DD	Public Toilets Electricity	Npower	L	97.72	4.89	102.61
Insurance	24/05/2018		Barclays		Insurance	Zurich Municipal	E	796.47	0.00	796.47
Salaries	05/06/2018		Barclays		PAYE	H M Revenue and Custo	E	58.00	0.00	58.00
Total								1,670.14	72.85	1,742.99

Duddon Parish Council RECEIPTS LIST

Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
Rent	10/04/2018		Barclays	BACS	Allotment Rent	P Armstrong	E	57.50	0.00	57.50
Rent	24/04/2018		Barclays	BACS	Allotment Rent	Mrs S Page	E	55.00	0.00	55.00
Precept	25/04/2018		Barclays	BACS	Precept	SLDC	E	17,867.69	0.00	17,867.69
Grants	25/04/2018		Barclays	BACS	Grants	SLDC	E	457.31	0.00	457.31
E-on (Solar Panels)	26/04/2018		Barclays	BACS	Solar Panels	E- ON UK plc	E	693.61	0.00	693.61
Total								19,131.11	0.00	19,131.11

Correspondence May 2018

	Sender	Subject
060	A Mcleery	District Ass Meeting papers
061	LAP	Meeting Minutes
062	NALC	Data Protection fees
063	M Brereton	Apologies for last meeting & update
064	T Coward	Introduction
065	Seafarers	Red Flag Day
066	Calc	Newsletter
067	N & L Gilligan	Letter re: Podt Codes