

Clerk: Christine Adams

19 April 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 26 April 2018 **19.30pm**

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 meeting of the Council held on 22 March 2018 as a true record.

6. Chairs Announcements

7. Public Participation

- a) Local Police Report
- b) County Cllrs 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. Land at Foxfield

To give further consideration to selling the plot of land at Foxfield

9 Wilson Park

- a) To consider giving permission to the army cadets to use Wilson Park for camping for 1 night on 27 April 2018
- b) To give consideration to the possibility of having a cycle track around Wilson Park.

10. The Bus Shelter in the Square

To consider putting cycle racks in the Square with an honesty box.

11. Training

To give consideration to the CALC Developing your skills program.

12. Victory Hall

Cllr Knowles to give an update on the Victory Hall.

13. Community Led Plan

Cllr Knowles to give an update on the Community Led Plan

14. Allotment Field

Cllr Albion to give an update on the allotment field

15 Public Toilets

To consider the quotes for the refurbishment of the Public toilets.

16. 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.

Notice of Grant of planning Permission

7/2017/5863 – Moss House View, The Wrecks, 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 damage.

17 Internal Audit

To consider and accept the Internal Auditors Report.

18 Effectiveness of the system of Internal Control

To review the effectiveness of the system of internal control and prepare the Annual Government Statement 2017/18.

19. Financial Matters

- a) To authorise payment of accounts (schedule attached).
- b) To review the budgets for 2018/19

20. Correspondence

To note items of correspondence received since the last meeting.

21. 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.

22 District Cllr's Report

23 Date of Next Meeting

To note that the next council meeting will be on 24 May 2018.

Signed: *Christine Adams*

Parish Clerk

Duddon Parish Council

Draft Minutes March 2018

DUDDON PARISH COUNCIL

Minutes of the meeting held on Thursday 22 March 2018 in the Rankin Room Victory Hall, Broughton-in-Furness

Present Cllr G Albion, Cllr J Curwen, Cllr Downe, Cllr Edmondson, Cllr Glessal, Cllr Longworth, and Cllr J Sayer.

045/18 Apologies

Resolved to accept apologies from Cllr J Johnson, Cllr E Knowles and Cllr Pitts.

046/18 Requests for Dispensations

Resolved to note that there were no requests for dispensations.

047/18 Declaration of Interests

Resolved to note that there were no declaration of intersts.

048/18 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.

049/18 Minutes

Resolved that the minutes of the meeting held on Thursday 22 February 2018 be signed by the chair as a true record.

050/18 Chairs Announcements

The Chair took this opportunity to remind everyone of the Code of Conduct. There will be no shouting, no raised voices and no arguing. The chair also advised that the meeting was closing at 9.30pm, if there are remaining items on the agenda they will be adjourned.

051/18 Public Participation.

- a) Police – The Police were not in attendance but had an e-mail advising that apart from a tree down livestock on the road, a tree down and 1 minor accident there is nothing else to tell us.
- b) County Cllr Matt Brereton was in attendance and gave an update on the No Sat Nav signs and will be interested to see what effect they have. He also confirmed that the Parish Council will not be paying for them. Speed tubes have been put down but to date there is no results from them. Disappointingly the tubes had not been put down at Foxfield. He is waiting for an update from Highways regarding the white lines at Wreaks end as in how they were designed. The lines need to be monitored so that Resurfacing works is due to start in the area including parts of the Coniston Road. County Cllr Brereton advised that the medical practices in the area are looking for support and he is hoping to set up a meeting with both Kirkby and Duddon Parish Councils and also the Community Led Plan groups and other relevant groups.
- c) A member of the public raised concern about riding a bike on the main road and how unsafe it is. He asked if there was any piece of land where there could perhaps be a track for people to ride around and encourage people to get fit.
The Chair of Coniston Parish Council was in attendance and introduced herself as she is standing for District Council in May. She is shown an interest in the unfinished buildings in Sawrey Court and advised that a compliance case has now been opened.

- 052/18 Land at Foxfield**
Following the decision to sell the field near Ingleby Tce in line with when the current agreement is due for renewal which is June 2018. It was **Resolved** to advertise the field with Harrison Coward.
- 053/18 Clerks Progress Report**
- a) GDPR – Will be on next months agenda.
 - b) Occupation Lane – Received an e-mail from LDNPA which will forwarded to County Cllr.
 - c) PSPO Consultation – There is a survey open and will Cllrs please encourage people to complete them.
 - d) Wreaks End – It is unlikely that the Parish Council will be able to register this land.
 - e) No Sat Nav Signs – There was some confusion of the No Sat Nav signs, this has now been sorted and the HGV No Sat Nav signs that the Parish Council requested is in the hands of Highways
 - f) Highway matters – The trees on Foxfeild road and the Rhododendrons at the bottom of Keppleway have been reported but there is no update on them yet.
 - g) Street lighting – 2 street light on Foxfield road and 1 in the Square were not working but they have now been repaired.
- 054/18 Victory Hall**
Resolved to note that the Victory will need roof repairs in the near future. The funding for this will come from the money raised from the solar panels on the Victory Hall.
- 055/18 Public Toilets**
The clerk has received 1 quote but more details are needed as to what the quote includes exactly. This will be on the next agenda when hopefully there will be at least 1 other quote.
- 056/18 Parish Charter Consultation**
The Parish Clerk will give her own feedback on this consultation.
- 057/18 Planning Applications (Planning applications can be viewed on the relevant authority's website)**
7/2018/5127 – Broughton Auction Company Ltd, Broughton Auction Mart Station Road, Broughton in Furness LA20 6HQ- Car Parking Area – The Parish Council are in full support of this application.
7/2018/5132 – New Portal framed building to house machinery, tools and equipment (For information only)
Refusal of planning Permission
SL/2018/0033 – Land adjacent to Inglewood Tce, Foxfield
Erection of bungalow
- 058/18 Joseph and Eleanor Gunson Almshouse Trust**
Adjourned until the next meeting.
- 059/18 Parish Clerk Salary**
Consideration was given to the Clerk's salary and it was **Resolved** that she should be given a pay rise.

060/18 Financial Matters

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

E-on	64.75
HMRC	51.80
C Adams	225.00
Healthmatic	385.99
Optech Fibres	473.74
G Albion	10.60
C Adams	91.01
Calc	70.00
T Glessal & Co	<u>132.00</u>
	<u>£1504.29</u>

Receipts

Rent	30.00
Honesty Boxes	32.12
CGP	<u>700.00</u>
	<u>£295.16</u>

061/18 Correspondence

To note items of correspondence received since the last meeting.

062/18 Councillors Reports

Cllr Albion wished to thank T Glessal for the good job he has done cleaning the ditch out in Cllr Downe is very impressed with the work that the CLP group have done. She feels that it has made a difference, particularly in Church Street. Cllr Downe does not think that Parish Cllrs should be having separate conversations outside of the PC with other bodies external agencies etc unless it is with the full knowledge of the Parish Council.

Cllr Sayer agrees with Cllr Downe in respect of her comments regarding what a good job the CLP group have done.

Cllr Glessal raised concern about the state of a road in Woodland which is also cycle route

063/18 District Cllr's Report

Cllr Curwen raised concern about dogs not being on a lead in the Churchyard and people not cleaning up after their dogs. He said that this had been had reported to him and that that the dog concerned belonged to a Parish Councillor and that it was her husband who had been seen with the dog in the Churchyard off the lead and that the dog was fouling but the owner did not clean up after it.

The Parish Cllr concerned said this was not the case as their dog was never off the lead. She requested an apology from Cllr Curwen but there was no apology. The Chair asked if Cllr Curwen was going to apologize but he refused.

The other Parish Cllr then requested that the Chair asked Cllr Curwen to leave the room but Cllr Curwen said he would not leave.

The chair closed the meeting at 9.03pm

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Cumbria.
LA20 6JD*

*Tel/Fax
01-229-715048*

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

18th April 2018

ANNUAL RETURN FOR FINANCIAL YEAR ENDED 31st MARCH 2018

As an Independent Internal Auditor to the Duddon Parish Council I have completed section 4 of the Annual Return for the financial year ended 31st March 2018 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 22nd May 2014.

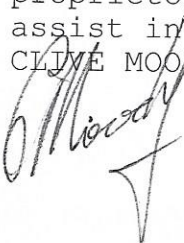
In addition the Internal Audit has taken into account Public Sector Internal Audit Standards (PSIAS).

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 website 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. The purchase and use of a package of proprietary accounting software, as proposed, will further assist in the maintenance of an adequate accounting system.

CLIVE MOODY, FCMA



Annual Internal Audit Report 2017/18

DUDDON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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.			Not APPLICABLE
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 and year-end bank account reconciliations were properly carried out.	✓		
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. (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

16 - 19 APRIL 2018

Name of person who carried out the internal audit

CLIVE MOODY - FCMA

Signature of person who carried out the internal audit

C Moody

Date

19/04/2018

*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 2017/18

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 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>Yes' means that this authority: 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

*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:

MINUTE REFERENCE

dated

DD/MM/YY

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS

Correspondence April 2018

	Sender	Subject
049	A Mcleery	District Ass Nomination
050	CALC	Meet the planners (LDNPA) event
051	SLDC	Agenda (Standards Committee)
052	CALC	Friday Round Up
053	CALC	World Heritage Status – Discussion event
054	R Diss	Camping in Wilson Park
055	Copeland Borough Council	Copeland Local Plan
056	Copeland Borough Council	Adoption of Conservation Area
057	Zurich	Insurance Renewal
058	SLDC	Cumbrian Litter Pick
059	CALC	Unauthorised developments and encampments

Duddon Parish Council
PAYMENTS LIST

Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Electricity	12/04/2018		Barclays	DD	Street Light Electricity	E- ON UK plc	L	68.27	3.41	71.68
Maintenance	27/04/2018		Barclays	100675	Materials for allotment fee	Travis Perkins	S	205.32	41.06	246.38
Cleaning	27/04/2018		Barclays	100676	Cleaning	Healthmatic Ltd	S	321.66	64.33	385.99
CALC	27/04/2018		Barclays	100677	Subscription	CALC	Z	225.00	0.00	225.00
Salaries	30/04/2018		Barclays	SO	Salaries	DPC Clerk	Z	250.00	0.00	250.00
Salaries	30/04/2018		Barclays	100678	PAYE	H M Revenue and Custo	Z	57.80	0.00	57.80
Total								1,128.05	108.80	1,236.85

RECEIPTS

ALLOTMENT RENT 30-00.
 HONESTY BOXES 17.69
 (TOILETS)
47.69