

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Annual Meeting of the Parish Council to be held at The Quaker Meeting House on Tuesday, 3rd May 2022, commencing at 7.00pm

A G E N D A

1. **Apologies.** To receive apologies
2. **Minutes.** To consider and approve the Minutes of the Meeting held on Tuesday, 5th April 2022 and receive updates on any matters arising. Previously circulated.
3. **Election of Officials 2022/23**
 - a) To elect the Chair of the Parish Council for the municipal year 2022/23
 - b) To elect the Deputy Chair of the Parish Council for the municipal year 2022/23.
 - c) To sign the Declaration of Acceptance of Office of Chair
4. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
5. **Councillors' Roles:** To review and assign roles for the municipal year 2022/23, including:
 - a) Highways
 - b) Amenity, including Lengthsman liaison
 - c) Stakeholder liaison, including United Utilities
 - d) Ancillary/projects
 - e) Broadband provision
6. **Chairman's Annual Report 2021/22:** To receive the Chairman's Report for 2021/22.
7. **Final Accounts 2021/22.** To consider the draft accounts for 2021/22. (Clerk's report attached)
8. **Risk Register Review 2022/23.** To consider the conclusions and recommendations from a review of the Council's risk register (Clerk's report attached).
9. **Review of Council Policies and Procedures.** To consider the conclusions and recommendations from a review of the following (Clerk's report attached):
 - a) Standing Orders;
 - b) Financial Regulations;
 - c) Information Management and Data Protection Policy, Privacy Notice, and Publication Scheme; and
 - d) Complaints Procedure.

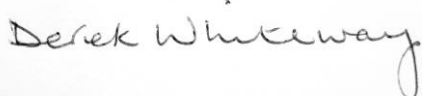
- 10. Planning Applications.** To consider and comment on planning matters, including new planning applications and an update on decisions. New applications received since the last meeting are as set out below:

Application No:	Description
None received to date	

- 11. Neighbourhood Plan.** To receive an update on the project. (Councillor Parrett to report).
- 12. Lune Millennium Path / Stodday Picnic Site.** To receive an update on the proposed project to refurbish the Stodday picnic site.
- 13. Public Discussion and Updates.** To adjourn the meeting for a period of public discussion and to provide any 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will normally be considered as an agenda item at a future meeting).
- a) Clerk's report on activities and correspondence since last meeting
- b) Members' updates and reports since the last meeting, including:

Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
Ancillary	Broadband provision	

- c) Report of District and County Councillors
- d) Public discussion
- 14. Payments.** To authorise payment of accounts. Report attached.
- 15. Date of Next Meeting.** To confirm the venue, date and time for the next meeting.



Derek Whiteway
Parish Clerk
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27th April 2022



Minutes of the Meeting held on 5th April 2022 at 7.00pm at the Quaker Meeting House, Lancaster

Present: Councillor Nick Webster (Chairman)
Councillors Duncan Hall, Denise Parrett, Kevan Walton and Heather Ward.
Derek Whiteway, Parish Clerk
One member of the public attended the meeting

22/001 Apologies for Absence

Apologies for absence were received from City Councillor Tim Dant.

22/002 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 1st March 2022, were approved without further amendment.

Matters arising:

- 2) **21/107(3) – Dangerous Trees, Luncliffe Road.** The Chairman reported that, following the felling and pruning of trees on land to the south of Luncliffe Drive, many brushings and other debris had been left in the culvert/ditch adjacent to the road. Councillors agreed that if this was not cleared, it could result in blockages and cause drainage problems. It was agreed that the matter should be reported to the County Council.

Action: The Clerk and Chairman will liaise to report the matter to the County Council.

- 3) **21/096(5) - Conservation Work.** The Clerk had yet to make arrangements for the Parish Council to meet with Mandy Knott, Coastal Lead Adviser (Natural England).

Action: The Clerk will make arrangements to host a meeting between Councillors and Mandy Knott of Natural England.

22/003 Declarations of Interest

No further declarations were made.

22/004 Planning Applications

- 1) No new planning applications had been received.
- 2) **Planning Application 21/01581/FUL Change of use of land for the siting of 3 traveller caravans, 3 touring caravans and 3 mobile homes, siting of a day room, erection of a barn, installation of a septic tank and creation of an area of hardstanding.** Field 3225, Arna Wood Lane, Aldcliffe.

Councillors again discussed this application and agreed that City Councillor Dant should be asked to enquire of the appointed case officer as to its status and progress through the planning process.

Action: The Clerk will ask City Councillor Dant to enquire as to the status and progress of the application.

22/005 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that the external examiner had been asked to correct some typographical errors in his draft report and a revised report was awaited.

Councillor Parrett asked the Council to approve a minor change to the Design Codes document to clarify that "buildings should be up to 2 storeys high". Councillors unanimously approved the change.

Resolved: That the Design Codes document is changed to clarify that "buildings should be up to 2 storeys high".

The NDP is now proceeding to the Referendum Version. It was proposed by Councillor Parrett, seconded by Councillor Wiles and carried unanimously that the Referendum Version of the NDP is approved and forwarded to the City Council.

Resolved: That the Referendum Version of the NDP is approved and forwarded to the City Council.

Councillor Parrett advised that the referendum would be managed by the City Council in the same way as a local election, with 28 days' notice being given. Hard copies of the NDP would be available for inspection at Lancaster Town Hall.

Councillors felt it important to achieve a strong turnout at the referendum and discussed whether it would be appropriate to issue publicity in the parish. It was agreed that Councillor Parrett should seek advice from the City Council's Consultations Officer on this matter.

The Clerk reported that he had been invited to submit the 'End of Grant Report' for the 2021/22 funding from Groundwork UK. Subject to confirmation from the Council's consultants, no further application for funding was expected for 2022/23.

22/006 The Queen's Platinum Jubilee

The Chairman suggested that, in the absence of an obvious central location within either hamlet, one possibility was to seek Aldcliffe Hall Estates' agreement to planting a suitable species of tree on Aldcliffe Hall Drive to replace one of those dropped in the recent storms. Councillors agreed that this was worth pursuing.

The Chairman also suggested a possible location at the old roman milestone near the junction of Stodday Lane and Snuff Mill Lane. Having discussed issues over ownership and safety, Councillors felt this site might be problematic.

Councillor Parrett suggested that a tree or trees might be planted alongside the now improved Snuff Mill Lane footpath and it was also thought that a commemorative tree could be included in emerging plans for the renovated picnic site on the Millennium Path.

Resolved: The Parish Council will continue to investigate ways to commemorate the Jubilee, including the planting of a commemorative tree or trees.

22/007 Lune Millennium Path / Stodday Picnic Site

The Chairman reported that, following further discussions between City Councillor Dant and Tim Blythe from the County Council, it had been agreed that two separate projects would be taken forward, relating to a) Stodday Picnic Site and b) the wider Millennium Path Furniture. Councillor Dant had advised that Mr Blythe had assured him that the County Council would assume ownership and responsibility for the completed site and furniture.

The Stodday Picnic Site project is to be funded by the grant received by the Parish Council from the University Wind Turbine Fund and a matching contribution to be made by Lancashire County Council. The Clerk advised that, to satisfy accountable body requirements, the Council should nominate a Councillor to be involved in the project management.

Resolved: That, subject to the receipt of matched funding from the County Council and confirmation from the County Council that it will assume ownership and responsibility for the scheme post-completion, the Parish Council will act as accountable body for the Stodday Picnic Site project. Also, that Councillors Wiles and Walton will share a role to represent the Parish Council in the project management of the Stodday Picnic Site refurbishment.

The Clerk advised that, depending on the nature of the supplies and groundworks required to complete the project, it may be necessary under Financial Regulations to obtain three quotations from suppliers/contractors. The Parish Council should liaise with City Councillor Tim Dant on this, to take account of any favourable procurement opportunities available via the City Council. It was suggested that, given their previous services and local experience, the Council's lengthsman and the contractor engaged to clear Snuff Mill Lane ditch should be considered as potential contractors.

Councillor Walton agreed to survey the picnic area and devise some initial plans for the refurbishment. It was hoped that local services might be available for an 'artists impression' to be produced.

22/008 Canalside Parking on Aldcliffe Road

The Chairman reported that no further progress had been made with the Canal and River Trust. He went on to advise on an article in a recent issue of the Lancaster Guardian. This reported that the County Council, now having direct control of parking enforcement, had appointed a new officer who was aiming to provide a more responsive service and extended street patrols. A key objective quoted was to ensure that traffic can flow freely and safely by reducing inappropriate parking.

The Chairman suggested, and Councillors agreed, that a previous report produced by a resident into the Aldcliffe Road parking issues be used as the basis of a letter to the County Council's newly appointed officer, with an invitation to visit the site and a request that the situation be investigated. The Clerk advised that it would be useful to send a copy of the letter to the Chair of the Lancashire Road Safety Partnership.

The Chairman also advised that a new law governing parking on pavements, due to commence on 31/05/22 could provide some scope for tackling the problem.

Resolved: The Chairman will draft a letter to be sent to the County Council parking enforcement service requesting that parking issues along Aldcliffe road be investigated.

22/009 Annual Governance and Accountability Return (AGAR) 2021/22

The Clerk reported that the AGAR documentation had now been received from the appointed external auditors. The deadline for submitting the return is 1st July 2022 and this year the Parish Council is, for the first time, able to claim exemption from external audit. The Clerk proposed that Dawn Allen be again appointed as the Council's Internal Auditor. This was carried unanimously.

Resolved: That Dawn Allen be appointed the Parish Council's internal auditor for the purposes of the 2021/22 accounts and AGAR.

22/010 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

Nothing further to report.

Members' Updates

1) Highways (Chairman)

Nothing further to report.

2) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

3) Broadband Provision (Councillors Hall and Walton)

Nothing further to report.

4) Ancillary (Chairman)

Nothing further to report.

5) Other Matters

Nothing further to report.

Public Discussion:

No further matters were raised.

22/011 Payments

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 5 th April 2022 (invoice not yet received)	23.00
LALC – Subscription 2022/23	51.78
Robinson Countryside – Lengthsman Services, February 2022	142.50
Derek Whiteway – Parish Clerk salary and expenses, March 2022	380.10
HMRC – PAYE deductions, March 2022	95.00

Resolved: That the above accounts be approved for payment.

22/012 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 3rd May 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

Aldcliffe with Stodday Parish Council

Meeting Date: 3rd May 2022

Agenda Item:

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Report of: The Parish Clerk

2021/22 Final Accounts

1. Detail

Appended to this report is a summary of the 2021/22 provisional final budget outturn and a copy of the final bank reconciliation as at 31/03/2022. Members will note that the closing General Account balances at 31st March 2022, when adjusted for VAT reclaimable during 2022/23, stood at £6,475. This compares with the Council's established target reserves of £3,500, indicating that £2,975 of funds are available for purposes over and above 'normal business'.

In line with previous discussions and resolutions, it is recommended that £250 is transferred from the General Reserve to the Elections Reserve. Doing so will raise the Elections Reserve to its target level of £1,000, estimated to be sufficient to cover the cost of an election in 2023 should a poll be necessary.

It is recommended that the remaining funds are initially retained at as General Fund balances, pending a previously agreed formal review of the Council's reserves and the Reserves Protocol following completion of the NDP project.

For context, the external audit guideline is to require explanations where a Council's total balances exceed two times the annual precept. As set out in the final accounts statement, at 31st March 2022, the Council's reserves (including the recently received Picnic Site Grant of £2,500) totalled £11,931 as against the precept of £5,600.

The figures presented in the attached statement are included, in a more summarised form in the draft Annual Governance and Accountability Return, now submitted for Internal Audit, which will be presented for approval to the June meeting of the Council.

2. Recommendations

- (1) That a contribution of £250 is made from the General Reserve to the Elections Reserve**
- (2) That Councillors schedule a formal review of the Council's reserves and the Reserves Protocol.**

Aldcliffe with Stodday Parish Council

Final Accounts 2021/22 - Provisional Outturn

Budget Heading	General Account		Special Reserves				Totals	General A/C Variances
	Approved Budget	Actuals to 31/03/22	NDP	Elections Reserve	Env Support Reserve	Stodday Picnic Site Project		
Opening Balances	3,560	3,910	834	500	2,519	-	7,764	350
Receipts								
Precept	5,600	5,600	-	-	-	-	5,600	-
NDP Grants	-	-	1,080	-	-	-	1,080	-
Local Delivery Scheme	500	500	-	-	-	-	500	-
Bank Interest	50	3	-	-	-	-	3	47
University Wind Turbine CBF	-	-	-	-	-	2,500	2,500	-
Transfer from General Reserve	-	-	-	250	-	-	250	-
VAT Refund	-	1,753	-	-	-	-	1,753	1,753
Total Receipts	6,150	7,856	1,080	250	-	2,500	11,686	1,706
Payments								
Parish Clerk Salary (incl PAYE)	2,093	2,441	-	-	-	-	2,441	348
Meeting Room Hire	300	180	-	-	-	-	180	120
Parish Clerk Expenses	15	2	-	-	-	-	2	13
Parish Clerk Training	40	-	-	-	-	-	-	40
Councillors Expenses	50	-	-	-	-	-	-	50
Subscriptions	60	51	-	-	-	-	51	9
Data Protection Registration	-	35	-	-	-	-	35	35
Insurance	225	218	-	-	-	-	218	7
Lengthsman	3,000	1,463	-	-	-	-	1,463	1,538
Audit Fees	260	260	-	-	-	-	260	-
Bank Fees	72	72	-	-	-	-	72	-
IT & Website	160	114	-	-	-	-	114	46
Printing, Postage & Stationery	60	208	-	-	-	-	208	148
Consultants Fees	-	-	1,080	-	-	-	1,080	-
Transfer to Elections Reserve	250	250	-	-	-	-	250	-
Balance on NDP Account	-	2	2	-	-	-	0	2
NDP Grant Repayable	-	-	832	-	-	-	832	-
Recoverable VAT	-	313	-	-	-	-	313	313
Total Payments	6,585	5,604	1,914	-	-	-	7,519	981
Net Receipts/(Payments)	-435	2,252	-834	250	0	2,500	4,168	2,687
Current Balance		6,162	-	750	2,519	2,500	11,931	

General Account Balance Summary	£
General Account Balance 31/03/21	6,162
add recoverable VAT	313
Adjusted Balance	6,475
Less target balances	- 3,500
Available Funds	2,975

Aldcliffe with Stodday Parish Council

Bank Reconciliation Statement

Date: 31/03/2022

Bank Balance	31/03/2022	Skipton BS	-	
		Unity Trust Bank	11,931.31	
		Total	11,931.31	Agreed

Cash Book Summary:				
Bank Account (All)				
Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items	
Balance Bfwd	7,763.66	7,763.66	0.00	
Transfer	0.00	0.00	0.00	
Receipt	11,436.15	11,436.15	0.00	
Payment	-7,268.50	-7,268.50	0.00	
Grand Total	11,931.31	11,931.31	0.00	

Unpresented Items				
Bank Account (All)				
Cleared (blank)				
Sum of Unpresented				
Receipt/Paymei	Payee/Source	Payt Ref	Total	
Grand Total			-	

Aldcliffe with Stodday Parish Council

Meeting Date: 3rd May 2022

Agenda Item:

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Report of: The Parish Clerk

Review of the Risk Register

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their risk management arrangements, normally at the annual meeting. The current register was approved by Council on 4th May 2021.

2. Detail

A review has been completed of the Risk Register, with the proposed update attached, showing substantive changes highlighted in yellow. Existing risks have been updated with any additional mitigations adopted since the last review, and two new 'Strategic and Operational' risks have been added.

The main changes are summarised as:

Risk R7 upgraded: **Potential adverse impacts on the Parish from proposed development of the neighbouring 'Bailrigg Garden Village'**. Suggested risk level uprated from 'medium' to 'high' reflecting planning decisions made over the past 12 months.

New risk R9 added: **Ongoing concerns held by parishioners over hazards created by vehicles parked adjacent to the canal along Aldcliffe Road**. Suggested risk level – 'medium'

New risk R10 added: **Inability to retain the services of a suitably capable Lengthsman**. Suggested risk level – 'medium'

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

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

3. Recommendations

- (1) **That, subject to any changes or additions, the draft Risk Register for 2022/23 is approved and adopted.**

Aldcliffe with Stodday Parish Council

Risk Assessment and Log

Review Draft 3rd May 2022

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
Strategic and Operational					
R1.	Failure to represent community interest effectively in relation to matters likely to impact the parish	<p>Parish council is consulted by principal authorities and agencies.</p> <p>Membership of NALC / LALC provides a source of advice.</p> <p>Parish Council website has been established and two parish newsletters published. News items are posted on the website and notified to parishioner contacts.</p> <p>The PC has monitored and supported the activities and progress of the NDPWG.</p>	Medium	<p>The Council is to consider developing a 'Parish Plan' once the Neighbourhood Development Plan is complete.</p> <p>Consider adopting a 'Press and Media Policy'.</p>	Council / Clerk
R2.	Minutes are inaccurate and/or decisions may be illegal or ultra-vires.	<p>Meetings are conducted in accordance with standing operational procedures adopted in September 2017.</p> <p>Minutes are approved by the parish council at every meeting.</p> <p>Standing Orders were adopted in April 2018 and are reviewed annually.</p>	Low	Council will support the Clerk's professional development and Councillors' attendance at training where appropriate.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R3.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	<p>Low risk given current limited activities of parish council.</p> <p>Ensure parish council decisions are based on full information including professional advice where necessary</p> <p>Insurance cover established in November 2018 and reviewed/renewed annually</p>	Low	Monitor position as parish council develops and implements plans for the parish.	Council / Clerk
R4.	Action against the council for libel or slander	<p>Meetings are conducted in accordance with standing operational procedures adopted in September 2017.</p> <p>Members' Code of Conduct adopted in June 2017</p> <p>Insurance cover established in November 2018 and reviewed/renewed annually</p>	Low	Consider adopting a Press and Media policy and a Publication Scheme.	Council / Clerk
R5.	Failure to realise community benefits of a Public Right of Way (PRoW) on Aldcliffe Hall Drive	<p>Completed PRoW application submitted to and accepted for consideration by Lancashire CC.</p> <p>Application accepted by Lancashire CC and a 'restricted byway status' conferred. Decision currently undergoing appeal process.</p> <p>Risks/opportunities associated with potential refurbishment of East Lodge?</p>	<p>Low</p> <p>Medium</p> <p>?</p>	Monitor progress with the application.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R6.	Adverse impacts on residents, landowners, farmers and visitors, of recurring flooding incidents in the Parish.	<p>Success during 2020/21 in negotiations with United Utilities to resolve flooding of Snuff Mill Lane footpath.</p> <p>Contact made with local farmers and the Morecambe Bay Wildfowlers (MBWA) regarding Long Mile Lane flooding/drainage issues.</p> <p>Successful work undertaken by farmers to improve the operation of the drain on Long Mile Lane. New clack-valve at the drain outlet still to be installed by the MBWA.</p>	Medium	<p>Seek to extend and develop relationships with local landowners, farmers, Councils and other agencies.</p> <p>Maintain and develop relationships with local landowners, farmers, Councils and other agencies.</p>	Councillors / Clerk
R7.	Potential adverse impacts on the Parish from proposed development of the neighbouring 'Bailrigg Garden Village'	<p>Objections have been made to the recent City Council commissioned BGV Masterplan consultation (early 2021)</p> <p>The City and County Councils have, during 2021/22 passed plans for a much larger housing scheme in the South Lancaster development area, with increased potential for adverse impacts for the parish.</p> <p>The PC has been invited to attend a meeting with other South Lancaster PCs and City Council Planners regarding the development of an Area Action Plan on 11th May 2022</p>	Medium High?	<p>Maintain engagement.</p> <p>Raise views at the meeting with other South Lancaster PCs and City Council Planners regarding the development of an Area Action Plan</p> <p>Continue to monitor progress with the BGV plans and respond to any further proposals.</p>	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R8.	Future benefits or liabilities arising from the adoption of a section of land adjacent to the estuary cycle path.	<p>Potential for risk and future liabilities has been acknowledged.</p> <p>Advice on procedure has been sought from the Land Registry.</p> <p>Measures have now been taken (March 2021) to alleviate chronic flooding issues.</p> <p>Lancashire CC has resolved to make an order to designate the lane as a Public Bridleway.</p>	Low		Council / Clerk
R9.	Ongoing concerns held by parishioners over hazards created by vehicles parked adjacent to the canal along Aldcliffe Road.	Parish and City Councillors maintaining efforts to secure action from Lancashire County Council and the Canal and River Trust.	Medium	Continue with petitioning the County Council and Canal and River Trust. Action agreed at PC meeting on 5 th April 2022.	Council / Clerk
R10.	Inability to retain the services of a suitably capable Lengthsman	The current Lengthsman has expressed some concerns over his ability to continue providing his current services to the parish.	Medium	Parish Council to consider ways in which the work and terms of the Lengthsman's engagement may be varied to ensure a continuation of services.	Council
Financial					
R11.	The parish council undertakes / makes a payment that is illegal / outside its powers	<p>Formal financial regulations adopted in April 2018 and are reviewed annually.</p> <p>Insurance cover established in November 2018 and reviewed/renewed annually.</p>	Low	Ensure councillors are aware and kept up-to-date on the legal powers of parish councils	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R12.	Financial records inadequately / incorrectly maintained	<p>Clerk is a qualified accountant/audit professional.</p> <p>All payments are supported by an invoice / receipt or valid claim.</p> <p>Financial accounts are checked annually by internal and external auditors</p> <p>Details of receipts and payments are reported to each meeting of the council.</p>	Low		Council / Clerk
R13.	Financial loss due to ineffective procedures or banking error	<p>Online Banking records are scrutinised regularly by Clerk and monthly reconciliations produced.</p> <p>Banking arrangements are periodically reviewed and accounts are annually reviewed by internal and external auditors.</p> <p>New banking arrangements introduced in July 2019 are operating efficiently. Skipton Building Society account closed during 2021.</p>	Low	<p>Annually review banking arrangements to ensure efficient and cost-effective arrangements.</p> <p>Consider opening an interest attracting 'Instant Access Account' with the Unity Trust Bank.</p>	Clerk
R14.	Loss of monies due to fraudulent act (internal or external)	<p>All payments are approved by two councillors and checked against invoices.</p> <p>All expenditure is approved by the council and accounts subject to scrutiny by council and internal and external auditors and the public (annually)</p> <p>Insurance cover established in November 2018 and reviewed/renewed annually</p>	Low		Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R15.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	<p>Precept for the following year considered in January.</p> <p>Amount of precept required will be based on plans for the coming year and the forecasted difference between income and expenditure.</p> <p>A robust budget planning process has been introduced during the autumn prior to determining the required level of precept for the following year.</p> <p>Submission of precept order and receipt of monies is checked by the Clerk.</p>	Low		Council / Clerk
R16.	VAT incorrect / not reimbursed / not properly accounted for	<p>VAT analysed in accounts maintained by Clerk and scrutinised by council.</p> <p>VAT returns agreed and submitted annually. Checked by internal and external auditors.</p>	Low		Council / Clerk
R17.	Income tax / NI not properly accounted for and paid to HMRC	<p>HMRC PAYE account has been established.</p> <p>Payroll arrangements and system has been established and is operating effectively.</p>	Low		Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R18.	Unidentified / inadequate general and/or earmarked reserves	<p>Levels of reserves required for the following year are considered as part of the budget process on the basis of available funds and costed plans for the coming year.</p> <p>A Reserves Policy has been established during the 2019/20 budget process and is reviewed annually.</p>	Low	A formal review of reserves and the Reserves Policy is planned once the NDP project is complete.	Council / Clerk
R19.	Risk of an election being called for on the occurrence of a 'casual vacancy' on the Council. An estimated cost of £2,500 has been advised by Lancaster City Council.	<p>All Parish Council seats are filled following the election in May 2019.</p> <p>The target level of General Reserve has been set to take account of the estimated cost of holding an election.</p>	Low		Council / Clerk
People					
R20.	Councillor or employee performance may be inefficient or ineffective	An annual performance review for the Clerk has been introduced	Low	Council will support the Clerk and Councillors' development through attendance at training where appropriate.	Council / Clerk
R21.	Loss of employee support (Clerk) through illness / early resignation etc.	Regular contact between Councillors and the Clerk ensure a positive working relationship.	Low	Monitor risk and manage as necessary	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
Regulatory					
R22.	Failure to comply with Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014	<p>Requirements of the acts specifically in relation to the annual return and audit arrangements brought to Members' attention in April 2018.</p> <p>Action Plans to ensure compliance with year-end requirements of Accounts and Audit Regulations 2015 and Local Audit and Accountability Act 2014 are implemented annually</p>	Low		Council / Clerk
R23.	Compliance with Transparency Code for Smaller Authorities (the Code)	<p>Information now published in accordance with the Code on the Parish Council's own website</p> <p>Compliance is reviewed by the Internal Auditor as part of the AGAR.</p>	Low	Periodically review compliance with the Code and the effectiveness of current publication arrangements.	Council / Clerk
R24.	Compliance with General Data Protection Regulations (GDPR)	<p>Parish Clerk designated as the Data Protection Officer.</p> <p>Data holdings and processing arrangements have been assessed and controls established to ensure compliance and mitigate the risk of any GDPR breaches.</p> <p>Data Protection Policy and Privacy Statement were established in December 2018 and are reviewed annually.</p>	Low		Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R25.	Compliance with Freedom of Information Act 2000	A publication scheme setting out the classes of information that the Parish Council publishes, or intends to publish, including how that information may be obtained and any charges that may be made was established in December 2018 and is reviewed annually.	Low		Council / Clerk

Aldcliffe with Stodday Parish Council

Meeting Date: 3rd May 2022

Agenda Item:

9

Report of: The Parish Clerk

Review of Policies and Procedures

1. Introduction

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

2. Detail

A review has been completed of the following key policy documents (last approved on 04/05/2022) to ensure they remain accurate, current and fit for purpose.

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

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

3. Recommendations

(1) That, subject to any changes or additions, the following existing policy documents are confirmed, approved and adopted:

- a) Standing Orders
- b) Financial Regulations
- c) Information Management and Data Protection Policy
- d) Privacy Notice
- e) Publication Scheme
- f) Complaints Procedure

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 3rd May 2022

Agenda Item 14 – Payments for Authorisation

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 3 rd May 2022 (invoice not yet received)	23.00
Tech-Hub (North West) Ltd – Google workspace licence 2022	55.15
Derek Whiteway – Parish Clerk salary and expenses, April 2022	126.10
HMRC – PAYE deductions, April 2022	31.40