

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Annual Meeting of the Parish Council to be held at St Paul's Parish Hall,  
Scotforth on Wednesday, 10th May 2023, 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 Wednesday, 5<sup>th</sup> April 2023 and receive updates on any matters arising.
3. **Chairman's Annual Report 2022/23.** To receive the Chairman's Report for 2022/23.
4. **Election of Officials 2023/24.**
  - a) To elect the Chair of the Parish Council for the municipal year 2023/24
  - b) To elect the Deputy Chair of the Parish Council for the municipal year 2023/24.
  - c) To sign the Declaration of Acceptance of Office of Chair.
5. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
6. **Councillors' Roles.** To review and assign roles for the municipal year 2023/24, including:
  - a) Highways
  - b) Amenity, including Lengthsman liaison
  - c) Stakeholder liaison, including United Utilities
  - d) Ancillary/projects
  - e) Neighbourhood Development Plan
  - f) Broadband provision
  - g) Lancaster South Area Action Plan
7. **Annual Governance and Accountability Return (AGAR) and Final Accounts 2022/23.** To consider the draft AGAR and final accounts for 2022/23. (Clerk's report attached)
8. **Risk Register Review 2023/24.** To consider the conclusions and recommendations from a review of the Council's risk register (Clerk's report to come).
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.**

- a) To consider and comment on planning matters, including new planning applications and an update on decisions (Clerk's report attached). New applications received since the last meeting are set out below:

Application No	Description
None to date	

- b) To consider any other planning matters affecting the Parish.

**11. Lancaster South Area Action Plan.** To review progress and consider any issues arising from recent City and County Council communications.

**12. Stodday Picnic Site.** To receive an update on the 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).

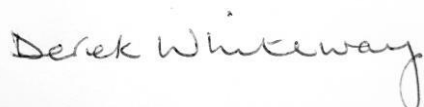
- a) Clerk's report on activities and correspondence since last meeting  
b) Members' updates and reports since the last meeting, including:

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**  
**Tel: 01524 64908**

**Email: [clerk@aldcliffewithstoddaypc.org](mailto:clerk@aldcliffewithstoddaypc.org)**

**4<sup>th</sup> May 2023**

## Minutes of the Meeting held on 5<sup>th</sup> April 2023 at 7.00pm at St Paul's Parish Hall, Scotforth

**Present:** Councillor Kevan Walton (Chairman)  
Councillors Denise Parrett and Heather Ward  
Derek Whiteway, Parish Clerk

### 23/001 Apologies for Absence

Apologies for absence were received from Councillors Nick Webster and Duncan Hall, City Councillors Tim Dant and Abi Mills and County Councillor Gina Dowding.

### 23/002 Minutes of the previous meeting

- 1) Councillors agreed that draft Minute 22/124(1) required additional detail on discussions held at the meeting. Subject to that change, and a minor typographical error in Minute 22/129(1), the minutes of the Parish Council Meeting, held on 7<sup>th</sup> March 2023, were approved.

#### Matters arising:

- 2) **22/122(2) Street Cleaning arrangements.** No street sweeping visit had yet been made to Stodday.

**Action:** The Clerk will follow up on the enquiry about street cleaning services in Stodday.

- 3) **22/122(3) Arna Wood Fields.** The City Council had advised that a planning enforcement notice would be issued in the next few weeks. It was reported that further outbuildings had been added at the site. Councillors agreed not to take any action at this stage on the sampling and testing water from Snuff Mill beck.

**Action:** The Clerk will monitor progress with the City Planning Enforcement officer's proposed action.

The site's hedges remain untrimmed and encroaching onto the highway, as do those on land to the East of Stodday Lane.

**Action:** The Clerk will report the untrimmed condition of these bordering hedges to Lancashire County Council.

- 4) **22/122(4) Aldcliffe Cycleway Wildlife Opportunities.** The Clerk was continuing to compile a list of parties interested in attending a meeting with Natural England.

**Action:** The Clerk will continue to liaise with NE and other parties to arrange a meeting.

- 5) **22/122(5) 'Slow Down – Save Lives' campaign.** The Lancashire Road Safety Partnership requires photos of any proposed locations for displaying the banner sign. Councillor Ward agreed to attend to this.

**Action:** Councillor Ward will provide photos of proposed locations in Stodday for displaying the banner sign.

- 6) **22/122(6) Accession of His Majesty King Charles III.** The Clerk reported that he had received just one email from a parishioner expressing an interest in any arrangements to commemorate the coronation. Councillors agreed that no further action be taken on this matter at this stage.

- 7) **22/129(1) Road markings, Lunecliffe Rd/Stodday Lane junction.** Lancashire County Council had replied to say that the road markings would be reinstated during the 2023/24 financial year.

### 23/003 Declarations of Interest

No further declarations were made.

### 23/004 Planning Applications

#### 1) New planning consultations.

Application No	Description
23/00283/FUL	<p><b>Erection of 45 dwellings (C3) with associated infrastructure including landscaping, open space, access, highway and drainage.</b> Land At Grid Reference 347281 459157, Ashton Road, Lancaster.</p> <p>Councillors discussed earlier comments (shared by email) which confirmed the Parish Council's previous objections to the proposed development. Concerns included:</p> <ul style="list-style-type: none"><li>• Traffic impacts on the Parish</li><li>• Affordable housing provision</li><li>• Conflicts with the Bailrigg Garden Village design principles and the Lancaster South Area Action Plan.</li></ul> <p>Councillors agreed that these comments be developed into a formal response asking that the City Council refuses the application.</p> <p><b>Resolved:</b> That a consultation response be submitted asking that the City Council refuses the application.</p>

## **2) Planning update.**

The Clerk presented a report updating the status of previous planning applications. No further applications had been decided since the last meeting.

**Resolved:** The report was noted.

### **23/005 Lancaster South Area Action Plan (LSAAP)**

Councillor Ward reported that Lancaster City Council, having published their report following the series of Parish liaison meetings, were proposing further consultation with relevant Parish Councils. Councillor Ward advised that the timescale for the Area Action Plan continued to slip.

Councillors Ward and Walton agreed to continue in their roles representing the Parish Council.

**Action:** Councillors Ward and Walton will continue to represent the Parish Council in future liaison events and consultations.

### **23/006 Stodday Picnic Site**

Councillor Walton reported that the remaining seat and litter bin had now been delivered and all the remaining furniture was due to be installed on Thursday, 6<sup>th</sup> April. The Clerk is to liaise with the volunteer who currently empties the litter bin at the site and agree arrangements for emptying the new bin. Councillor Ward confirmed that she wished to be involved in these arrangements.

**Action:** The Clerk will liaise with Councillors Ward and Walton to agree arrangements for emptying the new litter bin.

### **23/007 Parish Council Election, May 2023.**

The Clerk reported that the City Council had announced that four nominations had been submitted for election to the Parish Council. A poll would not therefore be necessary on 4<sup>th</sup> May 2023 and the Parish Council would be entitled to fill the one remaining vacant seat by co-option.

Councillors confirmed their decision from the meeting on 7<sup>th</sup> March 2023, that the first meeting of the new Council should be held on Wednesday, 10<sup>th</sup> May 2023 and that monthly meetings should be held thereafter on the first Wednesday of each month (except for the August recess).

The Chairman proposed a vote of sincere thanks to outgoing Councillor Duncan Hall for his valuable contributions to the Council and the Parish. Councillors agreed unanimously.

**Resolved (1)** That the next meeting of the Parish Council be held on Wednesday, 10<sup>th</sup> May 2023 at St Paul's Parish Hall, Scotforth and that monthly meetings thereafter be held on the first Wednesday of each month, except for the August recess.

**Resolved (2)** That the Parish Council's sincere thanks are expressed to outgoing Councillor Duncan Hall for his valuable contributions to the Council and the Parish.

## **23/008 Public Discussion and Updates**

### **City and County Councillors' Reports**

No further reports were received.

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

- 1) **Annual Return.** The Clerk reported that he had now received the 2022/23 Annual Governance and Accountability Return (AGAR) papers and was planning to bring the completed return to the May meeting for approval. The Clerk recommended that Dawn Allen be engaged once again as the Council's Internal Auditor.

**Resolved:** That Dawn Allen be engaged as Internal Auditor for the 2022/23 accounts and AGAR.

#### **Members' Updates**

- 2) **Highways (Chairman)**

Nothing further to report.

- 3) **Amenity (incl Lengthsman)**

Nothing further to report.

- 4) **Broadband Provision (Councillors Hall and Walton)**

Nothing further to report.

- 5) **Ancillary (Chairman)**

Nothing further to report.

- 6) **Other Matters**

Nothing further to report.

#### **Public Discussion:**

No further matters were raised.

## **23/009 Payments**

The Clerk advised that, in addition to the payments listed on the agenda, a further invoice had been received from Glasdon UK Ltd in the sum of £99.02 for the supply of ground fixings for the previously purchased benches.

The Clerk also reported that, on submission of the April payroll, the PAYE deductions had calculated at £36.60 rather than the £36.80 reported in the payments list. The Clerk's net pay therefore increased by £0.20 to £147.00.

Payee & Detail	£
Glasdon UK Ltd – Picnic Site bench and litter bin	1457.13
Glasdon UK Ltd – Fixings for Picnic Site benches	99.02
St Paul's Parish Hall – Room hire 5 <sup>th</sup> April 2023	25.20
Derek Whiteway – Parish Clerk salary and expenses, March 2023	147.00
HMRC – PAYE deductions, March 2023	36.60

**Resolved:** That the above accounts be approved for payment.

The Clerk advised that, if the Council wished to use St Paul's Parish Hall for future meetings, advance payment would be required for each booking. Councillors agreed that, subject to the Council being satisfied about cancellation policies, any such invoices should be paid in advance under delegated authority.

**Resolved:** That, subject to the Council being satisfied about cancellation policies, future invoices for room bookings at St Paul's Parish Hall be paid in advance under delegated authority.

### **23/010 Date and venue for next meeting**

The next meeting is scheduled for Wednesday, 10<sup>th</sup> May 2023 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:45pm

Clerk of the Council

Chair

Date:

## **Aldcliffe with Stodday Parish Council**

**Meeting Date:** 10<sup>th</sup> May 2023

**Agenda Item:**

7
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**Report of:** The Parish Clerk

### **2022/23 Annual Governance and Accountability Return (AGAR) and Final Accounts**

#### **1. Introduction**

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The deadline for submission of the AGAR to the Council's appointed external auditor (PKF Littlejohn) is 30<sup>th</sup> June 2023. The draft AGAR is appended to this report.

#### **2. Reporting Responsibilities**

As a smaller authority (i.e. having a turnover not exceeding £25k) the Parish Council is again able to claim exemption from the 'limited assurance' external audit process. The Council is required to resolve to claim exemption and submit a duly completed and signed Exemption Certificate.

The approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days, including the first 10 working days of July 2022. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the accounts.	10/05/23 (Annual PC Meeting)
b)	Public rights of inspection period	19/06/23 to 28/07/23 (inclusive)

#### **3. Internal Auditor's Report 2022/23**

The draft AGAR contains the Annual Internal Audit Report for 2022/23 and it is pleasing to note that the Internal Auditor has once again given a positive response to each of the internal control objectives set out in the statement. The Internal Auditor has not raised any additional matters or made any recommendations for consideration by the Parish Council.

#### **4. Final Accounts 2022/23**

Also appended is a more detailed report of the Council's 2022/23 final budget outturn. Members will note that the closing General Account balance at 31<sup>st</sup> March 2023, when adjusted for VAT reclaimable during 2022/23, stood at £8,165. This compares with the Council's established target reserves of £3,500, indicating that up to £4,665 of funds can be available for purposes over and above 'normal business'.

It is recommended that these funds are initially retained within the General Fund balances, pending a previously agreed formal review of the Council's reserves and the Reserves Protocol.



For context, the external audit guideline on reserves 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 31<sup>st</sup> March 2023, the Council's reserves (including the remaining £1,585 balance on the Picnic Site project funding) totalled £12,449 as against the precept of £5,600.

## **5. Banking Considerations**

At 30<sup>th</sup> April 2023, the Parish Council's bank balances totalled £16,865, being £13,355 in the Current Account and £3,510 in the Instant Access Account. The Instant Access Account currently attracts interest at 2.15%p.a. Having produced an outline cash flow forecast for 2023/24, I recommend that, taking account of projected spending to September 2023, the Council transfers £8,000 from the Current to the Instant Access Account.

## **6. Recommendations**

- (1) That the Internal Auditor's report is accepted and noted.**
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2022/23, is approved.**
- (3) That Section 2 of the AGAR – Accounting Statements 2022/23, is approved.**
- (4) That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.**
- (5) That the period for the exercise of public rights to inspect the accounts is set as Monday 19<sup>th</sup> June to Friday 28<sup>th</sup> July 2023 inclusive.**
- (6) That the previously agreed formal review of the Council's reserves and the Reserves Protocol is undertaken at the earliest opportunity.**
- (7) That the Council transfers £8,000 from the Current to the Instant Access Account.**

# Annual Governance and Accountability Return 2022/23 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

\*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**



# Annual Internal Audit Report 2022/23

## ALDCLIFFE WITH STODDAY PARISH COUNCIL

www.aldcliffewithstoddaypc.org

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/04/2023 – 02/05/2023

DAWN ALLEN AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 02/05/2023

\*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 2022/23

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 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

<b>Aldcliffe with Stodday Parish Council</b>							
<b>Budget Outturn Summary 2022/23</b>							
Heading	General Account		Environmental Support Reserve	Elections Reserve	Stodday Picnic Site Project	Total Actuals	Notes
	Budget £	Actual £	Actual £	Actual £	Actual £	Actual £	
<b>Opening Balance</b>	<b>5,842</b>	<b>6,162.27</b>	<b>2,519.04</b>	<b>750.00</b>	<b>2,500.00</b>	<b>11,931.31</b>	
<b>Receipts</b>						-	
Precept	5,600	5,600.00	-	-	-	<b>5,600.00</b>	
<b>Other Receipts</b>							
Local Delivery Scheme	500	800.00	-	-	-	<b>800.00</b>	
Bank Interest	-	9.90	-	-	-	<b>9.90</b>	
VAT Refund	70	312.84	-	-	-	<b>312.84</b>	
External Funding	-	-	-	-	2,982.00	<b>2,982.00</b>	
<b>Total Receipts</b>	<b>6,170</b>	<b>6,722.74</b>	<b>-</b>	<b>-</b>	<b>2,982.00</b>	<b>9,704.74</b>	
<b>Payments</b>							
<b>Staff Costs</b>							
Parish Clerk Salary	- 1,900	- 2,549.07	-	-	-	<b>2,549.07</b>	<b>1</b>
PAYE	- 475	- 637.20	-	-	-	<b>637.20</b>	
<b>Other Payments</b>							
Parish Clerk Expenses	- 15	-	-	-	-	-	
Parish Clerk Training	- 40	-	-	-	-	-	
Councillors Expenses	- 50	-	-	-	-	-	
Meeting Room Hire	- 261	- 256.00	-	-	-	<b>256.00</b>	
Subscriptions	- 60	- 51.78	-	-	-	<b>51.78</b>	
Lengthsman Services	- 2,965	- 352.50	-	-	-	<b>352.50</b>	<b>2</b>
Insurance	- 232	- 241.00	-	-	-	<b>241.00</b>	
Printing & Stationery	- 65	- 9.75	-	-	-	<b>9.75</b>	
IT Services	- 165	- 205.67	-	-	-	<b>205.67</b>	
Data Protection Registration	- 35	- 35.00	-	-	-	<b>35.00</b>	
Internal Audit	- 65	- 60.00	-	-	-	<b>60.00</b>	
Bank Charges	- 72	- 72.00	-	-	-	<b>72.00</b>	
Construction work	-	-	-	-	- 1,237.26	<b>1,237.26</b>	<b>3</b>
Picnic Site Furniture	-	-	-	-	- 2,659.60	<b>2,659.60</b>	
Recoverable VAT	-	- 820.50	-	-	-	<b>820.50</b>	<b>4</b>
<b>Total Payments</b>	<b>- 6,400</b>	<b>- 5,290.47</b>	<b>-</b>	<b>-</b>	<b>- 3,896.86</b>	<b>- 9,187.33</b>	
<b>Net Receipts/Payments</b>	<b>- 230</b>	<b>1,432.27</b>	<b>-</b>	<b>-</b>	<b>- 914.86</b>	<b>517.41</b>	
<b>Transfer</b>	<b>- 250</b>	<b>- 250.00</b>	<b>-</b>	<b>250.00</b>		<b>-</b>	<b>5</b>
<b>Balance Carried Forward</b>	<b>5,362</b>	<b>7,344.54</b>	<b>2,519.04</b>	<b>1,000.00</b>	<b>1,585.14</b>	<b>12,448.72</b>	

## Notes

- Parish Clerk Salary and PAYE.** Overspend of £810. The NJC Pay Award from 01/04/22 cost an extra £110. An extra 57 hours of overtime was undertaken by the Parish Clerk, primarily in responding to a planning application and a proposed footpath diversion. This cost a further £700.
- Lengthsman Services.** Underspend of £2,600, created by the resignation of the Lengthsman during 2022.
- Stodday Picnic Site.** Final purchases and site work were completed in April 2023, with the external funding being fully utilised.
- Recoverable VAT.** The £820.50 of VAT incurred during 2022/23 has now been recovered from HMRC. The effective balance on the General Account is therefore increased to £8,165 (£7,345 + £820).
- Elections Reserve.** The target level of £1,000 has now been reached. With no poll required for the 2023 election, costs will be limited to c£120 and can be met from the General Account.



## **Aldcliffe with Stodday Parish Council**

**Meeting Date:** 10<sup>th</sup> May 2023

**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 3<sup>rd</sup> May 2022.

#### **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 one new 'People' risk has been added.

The main proposed changes are summarised as:

Deletion of risk R8      **Future benefits or liabilities arising from the adoption of a section of land adjacent to the estuary cycle path (Snuff Mill Lane).** Risk has receded following resolution of the flooding problems.

Risk R10 upgraded:    **Inability to retain the services of a suitably capable Lengthsman.**  
Suggested risk level – 'High'

New risk R20 added: **Failure to engage a full complement of Parish Councillors could hinder effective operation of the Council.**  
Suggested risk level – 'High'

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 2023/24 is approved and adopted.**

## Aldcliffe with Stodday Parish Council

### Risk Assessment and Log

### Annual Review – 10<sup>th</sup> May 2023

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
<b>Strategic and Operational</b>					
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. 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	The Council is to consider developing a 'Parish Plan' once the Neighbourhood Development Plan is complete.	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> <p>Publication Scheme adopted in May 2018 (reviewed May 2021).</p>	Low	.	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>	Medium	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>Maintain and develop relationships with local landowners, farmers, Councils and other agencies.</p> <p>Seek to address issues in a meeting with Natural England and various stakeholders.</p>	Councillors / Clerk
R7.	Potential adverse impacts on the Parish from proposed development of the neighbouring 'Bailrigg Garden Village' and Lancaster South Area Action Plan (LSAAP)	<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>Involvement in meeting with other South Lancaster PCs and City Council Planners regarding the development of an Area Action Plan on 11<sup>th</sup> May 2022</p>	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.	<p>Future benefits or liabilities arising from the adoption of a section of land adjacent to the estuary cycle path.</p> <p><b>Delete this risk?</b></p>	<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 to explore options and petition the County Council and Canal and River Trust as appropriate	Council / Clerk
R10.	Inability to retain the services of a suitably capable Lengthsman	The Council's Lengthsman resigned during 2022 and has yet to be replaced.	Medium	<p>Renewed effort required to engage the services of a Lengthsman and/or range of service providers for various tasks.</p> <p>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.</p>	Council
<b>Financial</b>					
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 scrutinised annually by the internal auditor.</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> <p>An interest attracting 'Instant Access Account' has been opened with the Unity Trust Bank.</p>	Low	Annually review banking arrangements to ensure efficient and cost-effective arrangements.	Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
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 the internal auditor and the public (annually)</p> <p>Insurance cover established in November 2018 and reviewed/renewed annually</p>	Low		Council / Clerk
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. Reviewed by the internal auditor.</p>	Low		Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R17.	Income tax / NI not properly accounted for and paid to HMRC	HMRC PAYE account has been established.  Payroll arrangements and system has been established and is operating effectively.	Low		Clerk
R18.	Unidentified / inadequate general and/or earmarked reserves	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.  A Reserves Policy has been established during the 2019/20 budget process and is reviewed annually.	Low	A formal review of reserves and the Reserves Policy is planned.	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.	All Parish Council seats are filled following the election in May 2019.  The target level of General Reserve has been set to take account of the estimated cost of holding an election.	Low	Review the potential cost of an unscheduled election.	Council / Clerk
<b>People</b>					
R20.	Failure to engage a full complement of Parish Councillors could hinder effective operation of the Council.	The Council had one unfilled position following the election on 4 <sup>th</sup> May 2023. The PC may fill the vacancy by co-option.	Med	Agree arrangements to co-opt a fifth Parish Councillor as soon as possible	Council / Clerk



Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R21.	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
R22.	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
<b>Regulatory</b>					
R23.	Failure to comply with Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014	Requirements of the acts specifically in relation to the annual return and audit arrangements brought to Members' attention in April 2018.  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	Low		Council / Clerk
R24.	Compliance with Transparency Code for Smaller Authorities (the Code)	Information now published in accordance with the Code on the Parish Council's own website  Compliance is reviewed by the Internal Auditor as part of the AGAR.	Low	Periodically review compliance with the Code and the effectiveness of current publication arrangements.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R25.	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> <p>ICO Registration made in 2021</p>	Low		Council / Clerk
R26.	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:** 10<sup>th</sup> May 2023

**Agenda Item:**

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**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 03/05/2022) 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 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

## Agenda Item: 10

### Planning Application Comments & Decisions

#### Update for April – May 2023

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>Part A – Applications decided since the last update</b>		
<b>22/01336/ELDC (October 2022)</b> Existing lawful development certificate for the use of a shipping container as an agricultural building Field Adjacent To 1 Park Meadow Lancaster Lancashire LA1 5LE.	No comments submitted – the Parish Council is not consulted on ELDC applications	Lawful Development Certificate issued
<b>23/00176/FUL (Feb 2023)</b> Erection of new boundary railings to the front and side. East Lodge, Aldcliffe Road	Parish Council submitted a response raising no objections to the application. (min 22/124, March 2023)	Application Permitted

<b>Part B – Undecided Applications</b>		
<b>21/01581/FUL (January 2022)</b> Partially retrospective change of use of land to 3 no Gypsy/Traveller pitches comprising 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. Parish Council objected to the development (min 21/098, 01/02/22).		
<b>22/00885/OUT (July 2022 - Outside the Parish)</b> Outline application for development of up to 70 dwellings with public open space and associated infrastructure and creation of a new access. Land North of Ashford House, Ashton Road, Lancaster. Parish Council objected to the development (min 22/102, 17/01/23)		
<b>23/00283/FUL (March 2023 – Outside the Parish)</b> Erection of 45 dwellings (C3) with associated infrastructure including landscaping, open space, access, highway and drainage. Land At Grid Reference 347281 459157, Ashton Road, Lancaster. Parish Council resolved that a consultation response be submitted asking that the City Council refuses the application (min 23/004)		

# ALDCLIFFE WITH STODDAY PARISH COUNCIL



**Parish Council Meeting, 10<sup>th</sup> May 2023**

## **Agenda Item 14 – Payments for Authorisation**

<b>Payee &amp; Detail</b>	<b>£</b>
St Paul's Parish Hall – Room Hire 10 <sup>th</sup> May 2023 (note 1)	25.20
Marcin Wasic – Fixing benches and litter bin, Stodday Picnic Site (note 1)	413.60
LALC – Annual Subscription 2023/24	47.04
Dawn Allen – Internal Audit fee 2022/23	68.00
Derek Whiteway – Parish Clerk salary and expenses, April 2023	190.06
HMRC – PAYE deductions, April 2023	46.40

Note 1. These invoices have previously been paid under delegated authority and are presented for information only.