

WALTON PARISH COUNCIL

MINUTES of the **MEETING** of **WALTON PARISH COUNCIL** held in **WALTON VILLAGE HALL** on **TUESDAY 3rd MARCH 2020** at 7.30pm.

Present: Cllrs G. Shaw (Chairman, in the Chair), A. Armstrong, B. Hogg, T. Mark, T. Mounsey and S. Wood.

In Attendance: Clerk

Action

116/19	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and accepted from:-</p> <p>Councillors Brocklebank and Lockhart. County Councillor Mallinson and City Councillor Shepherd.</p>	
117/19	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
118/19	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that Councillor Shaw declared a pecuniary interest in item 128/19.</p>	
119/19	<p>MINUTES</p> <p>MINUTES OF THE MEETING HELD ON 7TH JANUARY 2020 WERE SUBMITTED.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 7th January 2020, confirmed as a true and accurate record.</p>	GS
120/19	<p>PUBLIC PARTICIPATION</p> <p>RESOLVED to note that no members of the public were present.</p> <p>RESOLVED to note there were no reports from County or City Councillors.</p>	
121/19	<p>REPRESENTATIVES' REPORTS –</p> <p>121/19.1 CARING FOR YOUR COMMUNITY</p> <p>The Clerk gave a report from the caring for your community event held at Wetheral community centre on Friday 28th February. The event had presentations on 'the importance of tackling inactivity', 'social prescribing' and 'examples of how you can support your community'. Presentations from the event would be circulated to parish councils in due course by CALC.</p> <p>RESOLVED to note the report.</p>	
122/19	<p>TOWN AND COUNTRY PLANNING –</p> <p>RESOLVED to note there were no applications to be considered.</p>	

(Signed) Chairman

123/19	NOTIFICATION OF DECISIONS	
	<p>RESOLVED to note a report from the Clerk on decisions of the planning authority on applications on which the parish council had previously commented.</p>	
124/19	FINANCIAL MATTERS -	
	<p>124/19.1 BANK RECONCILIATION TO 31.01.2020</p>	
	<p>There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.</p> <p>RESOLVED to receive and note the bank reconciliation and balance to 31st January 2020 of £10,119.11. Councillor Hogg signed the bank reconciliation.</p>	
	<p>124/19.2 EXPENDITURE TO APPROVE</p>	
	<p>There was submitted a report by the Clerk detailing expenditure to approve.</p> <p>RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £862.97.</p>	
	<p>124/19.3 FINANCIAL ASSISTANCE</p>	
	<p>RESOLVED to note that no formal requests for financial assistance had been submitted.</p>	
125/19	PARISH PLAN	
	<p>Councillor Shaw reported that he and Councillor Brocklebank had been working on a draft questionnaire which would be circulated to members in due course for further consideration at the next meeting.</p> <p>The Clerk would obtain further information from ACT on parish plans with the possibility of funding being available and circulate to members once received.</p>	
	<p>RESOLVED to note the item and that the Clerk would look for a suitable map of the village green to be included.</p>	Clerk
126/19	PLAY AREA	
	<p>RESOLVED to defer the item as Councillor Brocklebank was not in attendance.</p>	
127/19	DOG FOULING	
	<p>Resolved to include the topic of how to deal with dog fouling in the parish questionnaire. Following responses being received from parishioners, the parish council would consider the matter further. A current request for additional posts to be erected on verges to display dog fouling signage was refused.</p> <p>NB: Councillor Shaw left the meeting prior to discussion of the following item.</p>	
128/19	OLD CENTURION PUB	
	<p>As the listing of the old Centurion Pub was due to come to an end, consideration was given as to what further action, if any, should be taken.</p> <p>RESOLVED that the Parish Council would apply to extend the listing of the old Centurion Pub (including garden and car park) as a community asset. Councillor Wood would complete the forms and additional signatures in support of the extended listing would be collected by members where possible.</p>	SW

129/19	<p>LOCAL PATHS AND TRACKS</p> <p>RESOLVED to include the topic of how to maintain local paths and tracks in the parish questionnaire. Following responses being received from parishioners, the parish council would consider the matter further.</p>	
130/19	<p>DRAINS IN WALTON</p> <p>Councillor Mounsey reported that despite a meeting with Gary Wardle from Cumbria County Council, drains had not been cleared. Drainage on the village green had been outsourced to a company from Manchester and was not the responsibility of the County Council although the company responsible would be asked by Gary Wardle to investigate the problem.</p> <p>RESOLVED that the Clerk would contact Darren Snowdon, Cumbria County Council and ask him to chase the matter up.</p>	
131/19	<p>CALC</p> <p>RESOLVED that the following correspondence from CALC was received and noted:-</p> <p>131/19.1 CALC CIRCULAR – February/March 2020</p> <p>131/19.2 NORTH WEST COASTAL ACCESS UPDATE</p> <p>131/19.3 LOCAL ELECTRICITY BILL</p> <p>RESOLVED that the Clerk would pass on further information when available.</p>	Clerk
132/19	<p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>132/19.1 CUMBRIA POLICE – North Cumbria News</p> <p>132/19.2 WORKING TOGETHER SERVICE – Email from Cumbria County Council.</p> <p>133/19.3 BATTLE OF BRITAIN 80th CELEBRATIONS – Email from RAF Spadeadam.</p> <p>RESOLVED to note that although the parish council was not doing anything in particular for this anniversary, the Clerk would investigate the cost of a flagpole (building mounted) for future events and parishioners would be asked whether they felt a flagpole for the parish would be a good idea through the questionnaire.</p>	
133/19	<p>LITERATURE AVAILABLE FROM CLERK –</p> <p>RESOLVED to note the following literature was available from the Clerk:-</p> <p>133/19.1 NOTICE OF EXECUTIVE KEY DECISIONS – 7th February 2020.</p>	
134/19	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>RESOLVED to note that any items for consideration should be submitted to the Clerk on or before 28th April 2020.</p>	
135/19	<p>DATE OF NEXT MEETING - Tuesday 5th May 2020, Walton Village Hall, 7.30pm.</p>	
Meeting closed at 8.15pm.		

Expenditure To Approve

Amount £	Payee	Detail	Chq number
60.00	Carlisle City Council	Play area inspection	000055
426.80	A. Riddell	Staff	000056
16.80	Cumbria Payroll Services	Misc services	000057
252.77	Brampton PC	Copier/phone/stationery/subs	000058
106.60	HMR&C	PAYE	000059
£862.97			

(Signed) Chairman

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Virtual Meetings

Template Protocol to add to Standing Orders

Attendance

1. To attend any virtual, electronic or digital meeting, a Member must be able at that time:
 - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting

Protocol for the Meeting

2. Members should connect to the Meeting shortly before the allotted commencement time and check that their connection is operational.
3. Members should ensure that their microphone is muted other than when they are entitled to speak.
4. The Council's Standing Orders will apply as subject to the following amendments:
5. Members are only entitled to speak at the invitation of the Chair, other than to:
 - a. move a Motion or Amendment without Notice
 - b. second a Motion
 - c. move a Motion which may be moved during a debate
 - d. move a closure Motion
 - e. point of order
 - f. personal explanation
6. In any debate, the Chair of the Meeting will ask each Member in attendance, in turn, whether they wish to say anything as part of the debate. If a Member wishes to speak then this is the point at which they will so speak.
7. Once each Member has either spoken or indicated that they do not wish to speak then the relevant matter will be put to the vote.
8. Each vote will be a roll call vote or by a show of hands, while the minutes will record the decision of the meeting.

Members with a Disclosable Pecuniary Interest in a Matter

9. Any Member with a Disclosable Pecuniary Interest in any particular matter must disconnect from the Meeting for that particular item. The Meeting will pause for up to ten minutes for the said Member to reconnect once the matter has been dealt with.

Confidential or Exempt Items or Issues

10. When confidential, or "exempt" issues are under consideration. The Chair and Members should ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings. Any Remote Member should confirm, prior to participating in any confidential and/or exempt item of business, that they are in a secure private location and that no one else is able to hear the proceedings from the device being used by that Remote Member and that no recording is being made. Any member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled will be in breach of their Code of Conduct responsibilities.

Connection Problems

11. If, during the course of a Meeting, it becomes apparent that a Member is no longer in attendance, the Meeting will be paused for a period of up to ten minutes to re-establish their attendance.
12. After the ten minute period, if it has not been possible to re-establish the attendance of the particular Member:
 - a. If the Meeting remains quorate, the Meeting continues.
 - b. If the Meeting is inquorate, it will be adjourned until a suitable alternative time.
13. In circumstances when a Member rejoins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

Public/Other Participants

14. For those meeting which require some public or other participation, at the relevant item, the Meeting will be paused until such time as those other involved persons are able to so participate.
15. If a technical matter prevents the relevant participant from attending then the Chair will make a decision as to whether they are able to put forward the person's contribution (e.g. a question).

WALTON PARISH COUNCIL

BANK RECONCILIATION AT 30th APRIL 2020

Cumberland Building Society Current Account - 54249959

Balance b/f	2198.31		
Income	7,881.17		
		Expenditure	106.60
		Balance c/f	9,972.88
	<u>10,079.48</u>		<u>10,079.48</u>

Bank Reconciliation

Balance per statement @ 27.04.20 9,972.88

Less o/s cheques

None

0.00

9,972.88

Income

24.4.20	Carlisle City Council	7,500.00
27.4.20	HMRC - VAT	381.17
		<u>7,881.17</u>

Expenditure

7.4.20	HMRC - PAYE	106.60
		<u>106.60</u>

Cumberland Building Society Current Account - 55127472

Transfer from CBS - 54249959	6,915.65		
Income		Expenditure	
Interest received -		Balance c/f	6,915.65
	<u>6,915.65</u>		<u>6,915.65</u>

Cumberland Building Society Saver Account - 54249967

Transfer from HSBC - 71268821	1,158.81		
Interest rec'd -		Expenditure	
		Balance c/f	1,158.81
	<u>1,158.81</u>		<u>1,158.81</u>

BANK BALANCES

	<u>B/F</u>	<u>C/F</u>
Cumberland BS - 54249959	2,198.31	9,972.88
Cumberland BS - 5249967	1,158.81	1,158.81
Cumberland BS - 55127472	6,915.65	6,915.65
	<u>£ 10,272.77</u>	<u>£ 18,047.34</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

WALTON PARISH COUNCIL

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 2020, 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
			✓

*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

Section 2 – Accounting Statements 2019/20 for

WALTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	8580	8109	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5393	5500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	841	2649	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2463	2352	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	4242	3633	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	8109	10273	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	8109	10273	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	17210	17210	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		X	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 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

SIGN Middell

Date

07/05/2020

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

DDMMYYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Certificate of Exemption – AGAR 2019/20 Part 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

WALTON PARISH COUNCIL

certifies that during the financial year 2019/20, 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 2019/20:

£ 8,148,800

Total annual gross expenditure for the authority 2019/20:

£ 5,985,510

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 Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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 you are able to confirm that the above statements apply and that 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 a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

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

Email of Authority

AUTHORITY EMAIL ADDRESS REQUIRED

Telephone number

TELEPHONE NUMBER

*Published web address

PUBLISHED WEBSITE 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 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

WALTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) 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

12/05/2020

Name of person who carried out the internal audit

MRS JOANNE BATEY FMAAT

Signature of person who carried out the internal audit

J Batey

Date

12/05/2020

*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).

EXPENDITURE TO APPROVE

1. SUMMARY OF REPORT

This report details the expenditure to approve since the last meeting of the Council,

2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £738.88 is **APPROVED**.

3. REPORT

3.1 The following expenditure transactions require to be approved:-

Amount £	Payee	Detail	Chq number/EP
121.70	Dee Lockhart	Defibrillator pads etc	000060
444.00	Joe Calvert	Grass cutting	000061
TBC	Came & Company	Insurance	000062
123.18	CALC	Subscription	000063
50.00	J Batey	Internal Audit	000064
£738.88			

Members are still to confirm whether to agree a 1 or 3 year agreement with the insurance company, therefore, the exact amount cannot be detailed at the time of submission for this report with the agenda.

Signed – Councillor.....

Signed – Councillor.....