

## Grindleton Parish Council

Meeting of the Parish Council held on

**Tuesday 1<sup>st</sup> Dec 2009 at 7.30pm**

In the Parish Room, St Ambrose School, Sawley Road Grindleton.

Present : Cllrs J. Cowling (in the chair), J. Pye, J. Towler, Mrs D. McEvoy and J. Marshall

In attendance- RV Cllr M. Ranson, ESCO S. Hartley, Peter and Christine Simms and Mrs M.A. Renton, Clerk

**1a Apologies** Cllr P. Entwistle, RV Cllr B. Hilton and G. Cooper

**1b Declarations of interest.** Cllrs J. Cowling and J. Marshall re Planning report for Harrop Farm buildings (Item 5.2.1). Cllr J. Marshall for item 5.2.2

### 2. Police Report

**2.1 Calls reported by ESCO Susan Hartley.** There had been 7 calls from Grindleton in the past month relating to an alarm, flooding, two dogs found, shooting, rowdy behaviour and one car collision with no one injured.

**2.2 Public protection messages** in the run up to Christmas, the meeting was reminded about bags on display in cars, pin numbers kept with credit cards, prudent spreading of larger sums of cash, safe use of Christmas decorations and 'jingle bells' to attach to purses were left for distribution especially to the elderly.

**2.3 Shooting** Mr Peter Simms, from Myerscough College works with the Police Wildlife Officer PC Duncan Thomas. Last year United Utilities plc had rescinded a shooting lease for the forestry land at Pinewood (not the open land). Mr Simms is working on deer control. Whilst the Hodder Hounds were permitted to go in to shoot foxes, there should be no others shooting there and any shooting should be reported direct to the police.

Cllr Mrs D. McEvoy had heard shots in the night when her dog had been disturbed. The police are concerned with poaching in the area and would welcome calls but stressed the public are not to put themselves in danger.

**3. Public Issues.** None.

### 4. Minutes of 6<sup>th</sup> October 2009 and matters arising.

These were accepted and signed.

a) **Cherry Tree Project- stone table.** This is now ready for collection and will need several coats of sealant. The stone is massive and Cllr J. Towler is to assist with its collection with suitable equipment. The lengthsmen will also assist in the installation.

b) **Chatburn Footpath.** Cllr P. Entwistle had reported this had commenced through the coppice.

c) **Ribble Way.** The path is not being reinstated and the current route needs 7 gates. There were concerns that the gates would get washed away in flood conditions.

d) **Road markings at St Ambrose School.** These had not been altered yet.

e) **Garages .** The Clerk reported the response from Marshal Scott at RVBC. RV Cllr M. Ranson could amplify the response as Ribble Valley Homes had put the garage sites in their business plan as future affordable housing land. The current asbestos roofs were mentioned. This looks like it will take time to progress.

## 5. Planning Issues

### 5.1 Observations were needed for-

**5.1.1 3/2009/0943** Cantilever shelter for sheep at New Barn Farm Bolton by Bowland BB7 4PH. The plans and application were discussed at the meeting. There were no objections.

**5.1.2 3/2009/0985** Installation of 3 solar thermal collectors on rear inclined roof surface at New Barn Farm Bolton by Bowland BB7 4PH. These plans and application were also discussed at the meeting. There were no objections.

### 5.2 Observations made on planning applications since the last meeting.

#### 5.2.1 3/2009/0513 Conversion of disused barn into 2 low cost dwellings at Harrop Gate Barn Harrop Fold Lane Ends Grindleton- further plan

The Parish Council had no objections to this revised plan or the application.

#### 5.2.2 3/2009/0776 Proposed construction of a general purpose building at Causeway Farm Sawley Road Grindleton BB74RT

The Parish Council had no objections to this application.

## 6. Finance Matters

### a) Payments approved

| £        | Who to                         | What for                         | Legal Power              |
|----------|--------------------------------|----------------------------------|--------------------------|
| 183.33   | Clerks Honorarium for Aug/Sept | Total payment = £192.93          | S112 LGA 1972            |
| £9.60    | Clerks expenses                |                                  |                          |
| 1599.25  | Whalley Parish Council         | Lengthsman payment from April 09 | S103 LGA 1972            |
| 500.00   | Grindleton Recreation Ground   | Annual donation                  | S14 Open Spaces Act 1906 |
| £2292.18 | Total                          |                                  |                          |

**b) External Auditor.** This is not yet completed. One issue raised by the auditors is the non review of the Internal Audit which should have been done in 08/09 (and every year). This was done at this meeting for 09/10 with a separate paper agreed but as it had not been done in 08/09, requires a qualified answer to a question on all procedures having been properly carried out being amended to a 'No'. This was ratified. The internal auditor is to be specifically invited to the Annual meeting.

**c) Current Budget and precept.**

6.1 Cllr P. Entwistle suggested a provision of £2k towards a traffic calming scheme for Main Street as this may 'unlock' a scheme for Grindleton, rather than just asking for works to be done with no contribution/commitment locally. This was discussed but felt to be premature as the scheme was not yet under discussion within the Parish council or with residents.

6.2 Cllr J. Cowling had received a request from Cllr Mrs C. Doherty for a £500 grant for the Recreation ground. This was accepted and a payment made at the meeting.

6.3 Cllr J. Towler asked if the precept could include a contribution for the football club who want to acquire a container to use as a store place for equipment. It was suggested this may require planning permission and may be unsightly. The footballers need to prepare a proper plan and obtain costings for what they really want. Then they should pursue grants, including from this parish council for a desirable, long lasting structure the village can be proud of. At this stage, no funding is to be precepted for this.

6.4 The precept is to be £7500 for 2010/11.

**7. Parish Plan.** This is being considered under relevant items.

**8. Reports from outside bodies.**

**a) Recreation Ground.** Cllr Mrs C. Doherty had given notice that a new representative would be needed at this meeting. Cllr J. Towler has agreed to be that representative. There are usually two meetings a year and the events to assist with.

**b) Parish Liaison Committee.** Cllr J. Cowling had attended. It had been interesting. Devolving services to Parish Councils was discussed but probably not suitable for Grindleton.

**c) Footpaths.** A detailed survey of 1976 had been found. Was there a later one? Cllrs J. Cowling and J. Marshall are walking most of these.

**d) Website.** Continues to attract interest.

**e) Society of Local Government Clerks.** The Clerk had attended this and she reported LCC has a pot of money for grants to parishes for one off projects.

f) **Lengthsman.** Of late, he has mainly been clearing leaves.

9. **Correspondence**

9.1 **Quote for a recycled materials bench** was noted.

9.2 **Heysham as a potential nuclear power station development** was brought to Cllrs attention.

9.3 **Resignation of Clerk.** The Clerk has proffered her resignation from the Annual meeting in April. The position is to be advertised in the local paper and on the noticeboard/website.

10. **Any other business.** The Carol service on 15<sup>th</sup> December needs a Parish Council reader for a lesson. Cllr Mrs C. Doherty is to be asked.

11. **Date of next meeting.** Tuesday 2<sup>nd</sup> February 2010 at 7.30 pm

## Item 9 Correspondence for action at 1<sup>st</sup> December 2009 meeting-

9.1 Dear Mrs Renton,

Thank you for your interest in Schoolscapes' products and services.

The moulded recycled plastic bench (6601) is £501.25 including VAT and delivery. If you would like a coloured seat the cost will be £570.25 including VAT and delivery.

I have attached an image of the product to this email.

If you require any further information on this product or any of our other products, please don't hesitate to contact me.

Kind regards,

Grace Williams

Marketing Manager  
Schoolscapes Ltd.  
1 Dunveth Business Park  
West Hill  
Wadebridge  
Cornwall  
PL27 7FE

T. 01208 816620

F. 01208 816642

[grace@schoolscapes.co.uk](mailto:grace@schoolscapes.co.uk)

[www.schoolscapes.co.uk](http://www.schoolscapes.co.uk)

(This may be relevant when looking at the budget in Item 6)

9.2 Dear Sir/Madam,

Heysham is considered by Government to be potentially suitable for a new nuclear power station. The Government is consulting on its draft Nuclear National Policy Statement and list of sites, including Heysham, around the country that might be suitable for new nuclear power stations.

**We would like to hear your views.**

The draft Nuclear National Policy Statement explains how sites are assessed, why we need new nuclear power and the Government's policy on managing radioactive waste safely. It will set the framework for planning decisions on new nuclear power stations.

A local exhibition giving information about the draft Nuclear National Policy Statement and the assessment of Heysham will be held at: Lancaster Town Hall from 26th - 28th November 2009. A public discussion will also be held on the morning of Saturday 28th November at the same location.

Please visit [www.nuclear-nps-events.info](http://www.nuclear-nps-events.info) for further information on location and timings and to register for the public session. Alternatively if you wish to register for the public session by telephone please contact 0845 004 8841.

**How do I take part in consultation?**

- Visit the local exhibition and record your comments
- Take part in this public discussion
- Respond to the consultation online, by post or at events.
- Read the documents at [www.energy-nps-consultation.decc.gov.uk](http://www.energy-nps-consultation.decc.gov.uk)

**This is your opportunity to make your voice heard. We look forward to your comments.**

With kind regards,

The team at the Office for Nuclear Development  
Department for Energy and Climate Change

Your views please.

9.3 Resignation of Clerk. The Clerk wishes to retire after the Annual Meeting in April 2010. Need to advertise and appointment a new Clerk. Budget implications.

Item 6      **Grindleton Finance Matters for 6<sup>th</sup> October 2009 meeting**

Current Account = £ 2750.55

Deposit Account= £ 8722.11

Total=                      £ 11472.66

**a) Payments for approval**

| £        | Who to                         | What for                          | Legal Power   |
|----------|--------------------------------|-----------------------------------|---------------|
| £183.33  | Clerks Honorarium for Aug/Sept | Total payment = £192.93           | S112 LGA 1972 |
| £9.60    | Clerks expenses                |                                   |               |
| £1599.25 | Whalley Parish Council         | Lengthsman payments from April 09 | S103 LGA 1972 |
| £1792.18 | Total                          |                                   |               |

|                       | Cost per unit | No. | Total Cost |
|-----------------------|---------------|-----|------------|
| For Dec 09            |               |     |            |
| Photocopying/printing | 0.10          | 69  | 6.90       |
| Telephone             | 0.10          | 11  | 1.10       |
| Postage               | 0.30          | 2   | 0.60       |
| Stationary-Envelopes  | 1.00          | 1   | 1.00       |
| Total expenses        |               |     | 9.60       |
| Honorarium Oct/Nov    | 183.33        | 1   | 183.33     |
| Total payable         |               |     | 192.93     |

**b) External Audit**

The Audit has still not yet been completed as there were unresolved errors on the Annual Return. These have now been attended to and need formal approval. They have been resubmitted to the External Auditors. Review of the internal audit did not occur last year and this resulted in a change to one answer to 'No' . This has been done and needs ratifying. The internal audit procedure needs reviewing annually and a separate paper on this is attached.

**c) Current Budget and setting the precept**

This was circulated at the last meeting to keep you informed of spending so far this year and also to give you the basis for next year's budget. This is now the precept making meeting in which you crystal gaze into next year! See separate sheet to assist this.

## Effectiveness of Grindleton Parish Council Internal Audit 2009/10

| Expected Standard              | Evidence of Achievement  | Comments   |
|--------------------------------|--|--|
| Scope of Internal Audit        | Terms of reference were discussed and adopted at the meeting.  | To be minuted annually at, say Dec or Feb meeting  |
|                                | Scope of audit work is defined and takes into account risk management processes and wider internal control.          | In letter to auditor approved by the Council   |
|                                | Terms of reference define audit responsibilities in relation to fraud  | Included in above terms of reference   |
| Independence of Internal Audit | Internal Auditor has direct access to all Parish Councillors   | List of names, addresses and e mails supplied to Internal Auditor of all Councillors and the Clerk   |
|                                | Report are made in Internal Auditor's own name to the Council  |  |
|                                | Auditor does not have any other role within the Council.   |  |
| Competence of Internal Audit   | No evidence to the contrary in previous years  | Past audits have been accepted by the External Audit.  |
| Relationships                  | The responsible officer 'RFO' (who is the Clerk) is consulted on the internal audit plan and the scope of the audit. | RFO has considered requirements of Practitioners Guide 2008  |
|                                | Clear responsibilities for RFO, internal auditor   | These will be set out for the Internal Auditor in his appointment letter. The responsibilities of the RFO and Councillors are contained in the Financial Regulations of the Council. |
|                                | The responsibilities of Councillors are understood and training is given as the need arises.                         | These are looked at/reviewed annually. Training is given when requirements change or a Councillor requests this.   |
| Audit planning and reporting   | The audit plan takes into account of risks and is designed to satisfy the Council's governance assurance.            |  |

|   |  |  |
|---|--|--|
|   | The audit plan is approved by the Council.   | Suggest at Feb meeting each year   |
|   | Reporting- the Internal Auditor will be requested to supply a written report of his findings with recommendations for improvements.  | This has previously been oral and with no follow up action required.                         |
| Standing Orders and Financial Regulations | These are in place and will be reviewed annually by the Council and also by the Internal auditor.                                    | The Council approved these at the Feb 2009 meeting. Review annually.                         |
| Insurance Cover                           | The Council shall maintain adequate insurance cover- to be reviewed annually.  | To be considered at June meeting when premium becomes due. Another quote may also be sought. |
| Risk Assessment Register                  | The Council maintains this register which is considered annually   | Approved at the February 2009 meeting.Review annually.                                       |
| Asset Register                            | The Council maintains this register.   | To be annually at June meeting.  |
| Bank Accounts                             | 2 Councillors are required to sign all cheques and all payments are listed at each meeting for approval.                             | The Bank mandate requires this. All payments to be made are listed at each meeting.          |
|   | At alternate meetings ( ie 3 times a year at least) a budgetary comparison is presented to the Council for information and approval. | This is minuted.   |
|   | Explanation of significant variation is explained by the RFO when these occur.   | This will be minuted where appropriate.  |



## **Item 5 Planning Matters since the last meeting for 1<sup>st</sup> December 2009 meeting**

### **5.1 Observations needed-**

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