
QUERNMORE PARISH COUNCIL

G. Catterson
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The Barn
Narr Lodge
QUERNMORE
Lancaster, LA2 9EF

To: All Parish Councillors
2023

GC/QPC/15.05

Dear Councillor,

A meeting of Quernmore Parish Council will be held on Monday 15th May 2023 at 7.30pm at Quernmore Recreation Club. The agenda is set out below.

Yours Sincerely



G. Catterson, Clerk to the Council

AGENDA

23/116 APOLOGIES FOR ABSENCE (if any)

23/117 ELECTION OF OFFICERS

The following vacancies are to be filled: -

- a) Chair - (presently Cllr G Kelsall)
- b) Vice-Chair - (presently Cllr J Townley)
- c) Representatives to LAPTC - the Chair and Vice-Chair
- d) Responsible Financial Officer - (presently the Clerk)

23/118 OPEN SESSION

23/119 MINUTES

The Minutes of the Parish Council meeting held on Monday 5th December 2022 will be submitted for confirmation as a correct record.

23/120 MATTERS ARISING & REVIEW OF ACTIONS

23/121 POLICE AND COMMUNITY – No reports received.

23/122 AUDIT 2023

The Audit this year is being conducted by PKF Littlejohn and we can certify ourselves exempt from their review. The following have been actioned: -

1. The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return was posted on the website on 27 April 2023 with documents being available for inspection between the 5 June 2023 and 14 July 2023.
2. The paperwork has been completed for signing by the Chair and will be published on our website before 5 June 2023.

23/123 RISK ASSESSMENT - See Appendix 1

The Annual Governance Statement to approved by the Council.

23/124 ANNUAL GOVERNANCE STATEMENT - See Appendix 2

The Annual Governance Statement to approved by the Council.

22/125 ACCOUNTING STATEMENT - See Appendix 3

The Annual Accounts will be presented by the Clerk. The Accounting Statements to be approved by the Council and the Audit Forms signed. Mr Bonnett has acted as Internal Auditor

23/126 GRANTS

Grant applications have been received from the following organisations and will be considered: - St Peter's Church, Quernmore Recreation Club and a contribution towards the King's Coronation Tree Planting within the Village.

23/127 FINANCIAL MATTERS

The precept (£ 3,200) has been received and banked.
The Balance remaining is £ 5,011.77

Authority is requested for the payment of: -

Tax on Clerks Salary	£	200.00
Clerk's Salary (£ 1,000 less Tax paid)	£	800.00
Clerk's Office Allowance	£	275.00
Clerk's Expenses (reimbursement for payment of £47.99 to Krystal Web Hosting _ 1 year subscription)	£	47.99
LALC Subscriptions	£	105.50
Quernmore Recreation Club – Use of room for meetings	£	60.00

23/128 PLANNING MATTERS – See Appendix 2

23/129 DISTRICT COUNCILLORS' REPORTS

23/130 DOCUMENTS & CORRESPONDENCE RECEIVED – see Appendix 3

23/131 ITEMS INTRODUCED BY MEMBERS (if any)

23/132 DATE OF NEXT MEETING

If the usual pattern is followed the next meeting will be held on Monday, 9th October 2023 at 7.30 pm.

APPENDIX 1 - 23/123 RISK ASSESSMENT

As part of the Annual Audit the Parish Council must consider and minute that all risks to the Council have been reviewed and adequately insured against. These are as follows: -

1. Assets

- 1.1. Bus Shelter – Risk is nominal with monthly visual inspection.
- 1.2. Bench No.1 – Risk is nominal with monthly visual inspection.
- 1.3. Bench No.2 – Risk is nominal with monthly visual inspection.

2. Funds

- 2.1. Cheque payments approved at meetings. Cheques signed by two named Councillors. The Clerk is not a signatory.
- 2.2. Maximum funds in Bank account £ 4,000
- 2.3. No Petty Cash is held. Clerk pays from own pocket and claims at year end.
Risk is nominal with Fidelity Insurance in place.

3. Insurances

Zurich Municipal Policy No YLL-2720922743
Date of Expiry 6th October 2023
Public Liability £ 12m
Products Liability £ 12m
Employers Liability £ 10m

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

QUERNMORE 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 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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:

15/05/2023

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
	✓	

WWW.QUERNMOREPARISHCOUNCIL.ORG.UK

Section 2 – Accounting Statements 2022/23 for

QUERNMORE PARISH COUNCIL

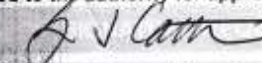
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	938	1391	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	3200	3200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	NIL	75	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	1275	1295	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1472	1559	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1391	1812	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	1391	1812	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	3129	3129	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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


Date 27/04/2023

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

15/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

APPENDIX 4 - 23/128 PLANNING MATTERS

The following are reported (as at 02.05.23):

21/01351/FUL	Land To The Northeast Of Kidds Transport Limited, Caton Road, Lancaster - Installation of a 25MW battery storage facility with ancillary development including 3m high fencing, battery storage containers, substation, transformers, switchroom, control room, welfare cabin and storage room, construction of internal access road and 4m high CCTV columns.	Application Permitted
23/01271/FUL	Ty Nant, Wyresdale Road, Quernmore Listed building application for the installation of solar panels to south roof slope	Awaiting Decision
23/00026/PAD	Oatlands Farm Grab Lane Lancaster - Prior approval for the demolition of Oatlands Farmhouse and outbuildings	Prior Approval Granted
23/00241/AD	Friars Moss, Friars Moss Road, Quernmore - Lancaster City Council Agricultural Determination Notification	Application Withdrawn
23/00063/FUL	Sofidel UK Caton Road Quernmore - Demolition of part of existing warehouse building (B2) and detached outbuilding, refurbishment and recladding of remaining warehouse, installation of solar panels to the roof, erection of 2 storey rear office extension, associated access, parking, service yard, refuse storage, landscaping and drainage infrastructure	Awaiting Decision
23/00217/FUL	Brookside Wyresdale Road Quernmore - Construction of dormer to the rear elevation and installation of solar panels to the front elevation	Application Permitted
23/00115/PLD C	Electricity Substation Lune Water Pumping Station Lancaster Road Quernmore - Proposed lawful development certificate for installation of replacement substation equipment and erection of enclosure	Lawful Development Certificate Granted
23/00052/DIS	Titterington Cottage Bay Horse Road Quernmore - Discharge of condition 2 on approved application 22/01110/FUL	Application Permitted
23/00379/FUL	Friars Moss Friars Moss Road Quernmore - Erection of an agricultural storage building	Awaiting Decision
23/00370/FUL	Wyresdale Lune Valley Estate Lancaster - Erection of a detached outbuilding to the rear	Awaiting Decision
23/00324/FUL	Land Adjacent To Grab Lane Lancaster - Demolition of Oatlands Farmhouse and associated outbuildings and erection of 232 dwellings with associated open space, landscaping, car parking, access and supporting infrastructure	Awaiting decision
23/00068/DIS	Moorside Farm Grimeshaw Lane Quernmore - Discharge of conditions 3,4 and 5 on approved application 19/00771/FUL	Awaiting decision

APPENDIX 5 - 23/130 DOCUMENTS & CORRESPONDENCE RECEIVED

The following correspondence has been received since the last meeting up to 3 May 2023: -

1. Rural Services Network:

- 1.1. The Rural Bulletin – weekly
- 1.2. Rural Funding Digest – February, March and April 2023 Editions

2. Lancashire County Council:

- 2.1. Changes to Bus Services February – May 2023
- 2.2. Lancashire Trading Standards - Consumer Alerts – February – May 2023
- 2.3. Winter Stakeholder Bulletin – February & March 2023
- 2.4. Coronation Photographs – request for photographs from different events held across Lancashire in celebration of the Coronation to be emailed before 12 May 2023 ***

3. Lancaster City Council

- 3.1. Planning Policy, Local Plan and Consultations Latest News
- 3.2. Notice of Election
- 3.3. Lancaster City Council BACS Payment
- 3.4. Sustainable Settlement Review ***

4. Community Connectors

- 4.1. Festival of Culture
- 4.2. Budget and Performance Panel
- 4.3. Community Conversations 2023 (forwarded)
- 4.4. UKSPF Year 2 Applications (forwarded)
- 4.5. Lancashire Combined Fire Authority - Revenue and Capital Budget Consultations (notified)
- 4.6. His Majesty King Charles III's Coronation (forwarded)
- 4.7. Integrated Care Partnership Strategy and Survey
- 4.8. UKSPF Cost of Living Fund - Funding Opportunity
- 4.9. Round 2 of Crowdfund Lancashire launches on Tuesday 16th May 2023
- 4.10. Community Celebrations Pop Up Fund (forwarded)
- 4.11. Lancaster projects in their final days of crowdfunding

5. Mayor Joyce Pritchard

- 5.1. 2023-01-26 - Letter from the Secretary of State on Coronation (forwarded)
- 5.2. Voter I D (forwarded)

6. Cllr Joan Jackson

- 6.1. Unlock Democracy - briefing note for Councillors (forwarded)

7. County Cllr Matthew Maxwell-Scott

- 7.1. Highways Issues (forwarded to Garwood Kelsall and John Pye)

8. Other correspondence

- 8.1. Andrew Johnson - Burning Of Industrial Waste (reported to Environmental Health – no reply)
- 8.2. Lancashire Best Kept Village Competition (forwarded)
- 8.3. King's Coronation Mugs (forwarded)
- 8.4. Official Coronation Emblem Mugs for Parish & Town Councils
- 8.5. Countryside Interpretation Signs
- 8.6. Legionella Awareness training sessions
- 8.7. The Pensions Regulator – Legal duty for workplace pensions re-enrolment (completed)
- 8.8. Marketing Manager for Leighton Hall re possible advertising space
- 8.9. Nemesis Fireworks - King Charles 111 Coronation Firework Displays
- 8.10. PKF Littlejohn – Audit 2022/23***
- 8.11. LALC membership invoice***
- 8.12. Carol Johnson - Coronation mugs (forwarded and replied to)
- 8.13. Janet Alexander - Reasonable sized cherry tree purchased for Coronation event, cost £50.99***
- 8.14. Sustrans - Upgrades to Lune Millennium Path Caton to Bull Beck***