
QUERNMORE PARISH COUNCIL

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The Barn
Narr Lodge
QUERNMORE
Lancaster, LA2 9EF

To: All Parish Councillors
2 May 2024

GC/QPC/24.05

Dear Councillor,

A meeting of Quernmore Parish Council will be held on Monday 13th May 2024 at 7.30pm at Quernmore Recreation Club. The agenda is set out below.

Yours Sincerely



G. Catterson, Clerk to the Council

AGENDA

24/016 APOLOGIES FOR ABSENCE (if any)

24/017 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)

24/018 OPEN SESSION

24/019 MINUTES

The Minutes of the Parish Council meeting held on Monday 12th January 2024 will be submitted for confirmation as a correct record.

24/020 MATTERS ARISING & REVIEW OF ACTIONS

24/021 POLICE AND COMMUNITY – No reports received.

24/022 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 25 April 2024 with documents being available for inspection between the 3 June 2024 and 12 July 2024.
2. The paperwork has been completed for signing by the Chair and will be published on our website before 3 June 2024.

24/023 RISK ASSESSMENT - See Appendix 1

The Annual Risk Assessment to be approved by the Council.

24/024 ANNUAL GOVERNANCE STATEMENT - See Appendix 2

The Annual Governance Statement to be approved by the Council.

22/025 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

24/026 GRANTS

The Clerk has been notified to expect grant applications from the following organisations which, if they are received before the meeting, will be considered: - St Peter's Church, Quernmore Recreation Club, Quernmore Chapel.

24/027 FINANCIAL MATTERS

The precept (£ 3,863.00) has been received and banked.
The Balance remaining is £ 5526.83

Authority is requested for the payment of: -

Tax on Clerks Salary	£	282.00
Clerk's Salary (£ 1,410 less Tax paid)	£	1128.00
Clerk's Office Allowance	£	415.25
Clerk's Expenses (reimbursement for payment of £47.99 to Krystal Web Hosting _ 1 year subscription)	£	84.00
LALC Subscriptions	£	110.55
Quernmore Recreation Club – Use of room for meetings	£	60.00

24/028 PLANNING MATTERS – See Appendix 2

24/029 DISTRICT COUNCILLORS' REPORTS

24/030 DOCUMENTS & CORRESPONDENCE RECEIVED – see Appendix 3

24/031 ITEMS INTRODUCED BY MEMBERS (if any)

24/032 DATE OF NEXT MEETING

If the usual pattern is followed the next meeting will be held on Monday, 7th October 2024 at 7.30 pm.

APPENDIX 1 - 24/023: 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 £ 6,000
- 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 2024
Public Liability £ 12m
Products Liability £ 12m
Employers Liability £ 10m

APPENDIX 2 - 24/124: ANNUAL GOVERNANCE STATEMENT

Section 1 – Annual Governance Statement 2023/24

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 2024, 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:

13/05/2024

and recorded as minute reference:

24/024

MINUTE REFERENCE

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

Chair

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

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for
QUERNMORE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,391	1,812	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	3,200	3,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	75	0	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	1,295	1,275	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	1,559	2,073	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	1,812	1,664	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	1,812	1,664	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	3,129	3,129	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).

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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

24/04/2024

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

13/05/2024

as recorded in minute reference:

22/025

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Annual Internal Audit Report 2023/24

QUERNMORE PARISH COUNCIL

www.quernmoreparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

30/04/2024 DD/MM/YYYY DD/MM/YYYY ENT M. BONNIE TY

Signature of person who carried out the internal audit

SIGNATURE

Date

30/04/2024

*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).

APPENDIX 4 - 24/128: PLANNING MATTERS

The following are reported (as at 02.05.24):

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
23/00627/FUL	Lune Aqueduct Car Park Caton Road Lancaster - Reconfiguration of existing car park, installation of 12 electric vehicle charging stations, construction of an area of hardstanding for associated infrastructure including substation and cabinets, construction of internal access road, new parking area and relocation of existing container, and erection of boundary fencing, gates, and lighting columns.	Application Permitted
23/00584/LB	Dam Head Farm Procter Moss Road Ellel - Listed building application for the demolition of existing outbuildings to the rear, removal and relaying of stone flag floor, re-roofing of the barn, rebuilding of the shippon, erection of a double garage and high stone wall, installation of new window/door openings, rooflights, concrete yard, planting and new gate access to field.	Application Permitted
23/00583/FUL	Dam Head Farm Procter Moss Road Ellel - Partially retrospective application for the conversion of existing barn and shippon to a dwelling (C3) and holiday cottage including reroofing of the barn, rebuilding of the shippon and erection of a double garage to the rear.	Application Permitted
23/00904/FUL	Quernmore House Littledale Road Quernmore - Change of use of two dwellings (C3) and office (use class E) into one dwelling (C3) including demolition of conservatory and porch, erection of a two storey side extension, construction of a raised roof, installation of rooflights to the front and rear, conversion of detached building to create two storey ancillary accommodation, erection of detached garage, alterations to land levels, installation of sewage treatment plant, ground source heating system, creation of associated access and parking area.	Application Permitted
23/01202/FUL	Moorside Farm Grimeshaw Lane Quernmore - Demolition of existing farmhouse and link buildings to the attached stone barn, demolition of garage, erection of a replacement dwelling (C3) incorporating balcony, change of use of attached agricultural barn to ancillary domestic use (C3) and erection of a garage .	Application Permitted
24/0001/TPO	Stepside Denny Beck Lane Quernmore - x1 Ash Tree, remove any dead and/or overhanging branches	Application Permitted
23/00748/FUL	Stanley Farm Quernmore Road Quernmore - Change of use and conversion of agricultural building to 2 residential dwellings, including vehicular access works, parking	Application Permitted

	provision, landscaping and boundary treatment, refuse storage, and package treatment plant	
24/00065/EIR	Quernmore House Littledale Road Quernmore - Change of use of two dwellings (C3) and office (use class E) into one dwelling (C3) including demolition of conservatory and porch, erection of a two storey side extension, construction of a raised roof, installation of rooflights to the front and rear, conversion of detached building to create two storey ancillary accommodation, erection of detached garage, alterations to land levels, installation of sewage treatment plant, ground source heating system, creation of associated access and parking area	ES Not Required
23/01329/FUL	Old Parkside Farm Denny Beck Lane Quernmore - Partially retrospective application for the demolition of a stone barn and erection of an agricultural building	Awaiting decision
23/01330/FUL	Old Parkside Farm Denny Beck Lane Quernmore - Part retrospective extension to existing agricultural building and erection of a plant room building	Application Permitted
24/00172/EIR	Proposed Solar Farm Grimeshaw Lane Quernmore - Installation of a solar farm with associated access and infrastructure to include substations, inverter stations, control room, CCTV, lighting, perimeter fence and all associated works to include the laying of an underground cable to connect to Lancaster Sub Station	Awaiting decision
24/00294/VCN	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 (pursuant to variation of conditions 2,14 and 15 to amend plans and flood risk assessment on planning permission 23/00063/FUL and submission of details relating to surface water and foul drainage)	Awaiting decision
23/00584/LB	Dam Head Farm Procter Moss Road Ellel - Listed building application for the demolition of existing outbuildings to the rear, removal and relaying of stone flag floor, re-roofing of the barn, rebuilding of the shippon, erection of a double garage and high stone wall, installation of new window/door openings, rooflights, concrete yard, planting and new gate access to field	Application Permitted
23/00583/FUL	Dam Head Farm Procter Moss Road Ellel - Partially retrospective application for the conversion of existing barn and shippon to a dwelling (C3) and holiday cottage including reroofing of the barn, rebuilding of the shippon and erection of a double garage to the rear	Application Permitted
24/00372/FUL	Stanley Farm Quernmore Road Quernmore - Change of use of part of existing agricultural building to residential dwelling, including parking, landscaping and boundary treatment, refuse storage and sewage treatment plant	Awaiting decision

24/00348/FUL	The New Bungalow Quernmore Road Quernmore - Demolition of existing conservatory and erection of single storey rear extension	Awaiting decision
24/00198/FUL	Stepaside Denny Beck Lane Quernmore - Erection of a single storey side and rear extension	Awaiting decision
24/00438/EIO	East Lancaster Strategic Site Caton Road Lancaster - Scoping opinion for the development of the site to include circa 930 dwellings, associated infrastructure to include highways and a school, relocation of Lansil Sports and Social Club and the golf course, provision of a country park, public open space and play facilities, footpath and cycle links, landscape buffers and sustainable urban drainage features	Awaiting decision

APPENDIX 5: - 24/130 DOCUMENTS & CORRESPONDENCE RECEIVED

The following correspondence has been received since the last meeting up to 2 May 2024: -

1. Rural Services Network:

- 1.1. The Rural Bulletin – weekly
- 1.2. Rural Funding Digest – February, March and April 2024 Editions

2. Lancashire County Council:

- 2.1. Bus Service Changes - February, March, April and May 2024
- 2.2. Weed spraying programme Lancaster District (forwarded to Councillors)

3. Lancaster City Council

- 3.1. Planning Forum Invite - at Lancaster's Storey Institute (forwarded to Councillors)
- 3.2. Local Plan, Planning & Housing Strategy - Latest News February 2024 (forwarded to Councillors)
- 3.3. Planning Appeal received for Ty Nant (forwarded to Councillors)
- 3.4. NALC Civility and Respect Project
- 3.5. Lancashire Trading Standards - Consumer Alerts - April 2024
- 3.6. Consultation on Lancaster city centre draft car parking strategy now live (forwarded to Councillors)
- 3.7. Local Plan, Planning Policy & Consultations - Latest News April 2024 (forwarded to Councillors)

4. Community Connectors

- 4.1. Various Events
 - 4.1.1. Brew Monday (learn about volunteering with the Samaritans) – Saturday 20th January
 - 4.1.2. The Homeland of Olives (a Palestinian culture event) – Saturday 20th January
 - 4.1.3. Lancaster Skill Share Workshop (bicycle repair and maintenance) – Sunday 21st January
 - 4.1.4. 'Me and My Beliefs' Video Project – some filming dates still available (some communities are so far unrepresented!)
 - 4.1.5. The Confucius Institute (classes, workshops and art exhibitions)
 - 4.1.6. Warm and Welcome Spaces (including new initiatives from the Gregson Centre and Marketgate Shopping Centre)
- 4.2. Funding Opportunities
 - 4.2.1. Rural England Prosperity Fund (closes 5pm on Monday 5th February)
 - 4.2.2. UK Shared Prosperity Fund (closes 5pm on Monday 5th February)
 - 4.2.3. VCSE Energy Efficiency Scheme (closes August 2024 or sooner if demand is high)
 - 4.2.4. Reminder: Crowdfund Lancashire project surgery this evening at Lancaster Library
- 4.3. Lancaster City Council receives accreditation from White Ribbon UK
- 4.4. Various Events
 - 4.4.1. Chinese New Year (Sunday 4th February)
 - 4.4.2. Commemorations to mark 20 years since the Morecambe Bay Cockling Tragedy (4th & 5th February)
 - 4.4.3. HIV Testing Week - PrEp Van in Market Square, Lancaster (Tuesday 6th February)

- 4.4.4. Take part in an online exhibition for International Women's Day (closes Monday 19th February)
- 4.4.5. Disability Access Community

4.5. 2 opportunities provided by the BBC

- 4.5.1. Apply to be in the audience for BBC Question Time
- 4.5.2. BBC Make a Difference Awards

4.6. Measles and the MMR Vaccine - Support for Communities

4.7. Participate online for International Women's Day 2024

4.8. 6 Community Opportunities for March (forwarded to Councillors)

- 4.8.1. International Women's Day (Friday 8th March)
- 4.8.2. Lancaster's Spring Market (Friday 15th March)
- 4.8.3. Great British Spring Clean (From Friday 15th to Sunday 31st March)
- 4.8.4. Rheumatoid Arthritis Advice and Information Event (Saturday 16th March)
- 4.8.5. Lancaster Skill Share – Revive Your Laptop (Sunday 17th March)
- 4.8.6. North Lancs Mapping Nature and Communities Roadshow (Monday 25th March)

4.9. Local Nature Recovery Strategy Consultation - Survey Closes Sunday 31st March

4.10. Pots of Possibility 'Community Pots' grant fund now open for applications! (forwarded to Councillors)

5. Other correspondence

- 5.1. Lancashire Best Kept Village Competition 2024
- 5.2. Hot Topics - The latest from LFRS
- 5.3. Laura McGowan (Clerk to Caton PC) – re issue of access to Gray's Seat (copied to Chair)
- 5.4. Krystal Hosting – changes to domain hosting.
- 5.5. Lancashire Partnership Against Crime (LANPAC) – Business Crime Conference Invite (forwarded to Councillors)
- 5.6. Lancashire and South Cumbria Cancer Alliance stakeholder spring 2024 Newsletter (forwarded to Councillors)
- 5.7. Nature England - Lancaster and Morecambe Roadshow - Mapping for Nature
- 5.8. Devcomms - Workshop Invitation: Help shape the flagship East Lancaster Development (forwarded to Councillors)
- 5.9. Lancaster University Wind Turbine Community Benefit Fund - Round 11 Funding (copied to Chair)
- 5.10. Lancashire Fire and Rescue Service's Hot Topics