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# QUERNMORE PARISH COUNCIL

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G. Catterson  
Clerk to the Council  
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The Barn  
Narr Lodge  
QUERNMORE  
Lancaster, LA2 9EF

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To: All Parish Councillors

2 May 2025

GC/QPC/25.05

Dear Councillor,

A meeting of Quernmore Parish Council will be held on Monday 12<sup>th</sup> May 2025 at 7.30pm at Quernmore Recreation Club. The agenda is set out below.

Yours Sincerely



G. Catterson, Clerk to the Council

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## **AGENDA**

### **25/016 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)

### **25/018 OPEN SESSION**

### **25/019 MINUTES**

The Minutes of the Parish Council meeting held on Monday 20<sup>th</sup> January 2025 will be submitted for confirmation as a correct record.

### **25/020 MATTERS ARISING & REVIEW OF ACTIONS – see Appendix 1**

### **25/021 DISCUSSION WITH MARK POTTS (Service Manager for Development Management)**

Councillors requested a member of Lancaster City Council Planning and Climate Change Department to attend the meeting to discuss recent decisions re the development at Redfields.

### **25/022 POLICE AND COMMUNITY – No reports received.**

## **25/023 AUDIT 2024**

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 3 May 2025 with documents being available for inspection between the 3 June 2024 and 14 July 2024.
2. The paperwork has been completed and is awaiting audit and then signing by the Chair and will be published on our website before 3 June 2024.

## **25/024 RISK ASSESSMENT - See Appendix 2**

The Annual Risk Assessment to be approved by the Council.

## **25/025 ANNUAL GOVERNANCE STATEMENT - See Appendix 3**

The Annual Governance Statement to be approved by the Council.

## **25/026 ACCOUNTING STATEMENT - See Appendix 4**

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.

## **25/027 GRANTS - See Appendix 5**

As at 3 May 2025, applications from the following organisations have been received and will be considered: - St Peter's Church, Quernmore Recreation Club, Quernmore Chapel.

## **25/028 FINANCIAL MATTERS**

The current balance is £6465.15

The precept (£ 4000.00) has been received and banked.

Authority is requested for the payment of: -

Tax on the Clerk's Salary 2023/4	£	282.00
Tax on Clerk's Salary 2024/5	£	295.20
Clerk's Salary (£ 1,476 less Tax paid)	£	1180.80
Clerk's Office Allowance	£	415.25
Reimbursement of cost of Defib pads & battery for Quernmore Primary School paid by the Clerk	£	89.00
LALC Subscriptions	£	110.55
Quernmore Recreation Club – Use of room for meetings	£	60.00
Payment of all Grants approved in Item 25/027		

## **25/029 PLANNING MATTERS – see Appendix 6**

Planning matters reported (as at 03.05.2025):

## **25/030 DISTRICT COUNCILLORS' REPORTS**

## **25/031 DOCUMENTS & CORRESPONDENCE RECEIVED – see Appendix 7**

Correspondence that has been received since the last meeting up to 1<sup>st</sup> May 2025

## **25/032 ITEMS INTRODUCED BY MEMBERS (if any)**

## **25/033 DATES FOR 2025 MEETINGS**

If the usual pattern is followed the meetings will be held at 7.30pm on Mondays at Quernmore Recreation Club on: 6<sup>th</sup> October 2025

## **APPENDIX 1 - MATTERS ARISING & REVIEW OF ACTIONS**

Minute	Item	Responsible	Action
<b>24/035</b>	Upload minutes of the previous meeting to the website.	Clerk	Complete
<b>25/008</b>	The Clerk was asked to make the availability of grants known via the website and by word of mouth to the community (e.g. via the WI).	Clerk	Complete
<b>25/009</b>	The Clerk was asked to invite a member of the enforcement team to the next meeting to address the 'Redfields' and 'Hampseys' developments.	Clerk	MARK POTTS (Service Manager for Development Management) agreed to attend.
<b>25/013</b>	Notify the County Council that the gully on Quernmore Road at the junction with Postern Gate Road needs clearing out	Clerk	Reported on 'Love Clean Streets' app.
<b>25/013</b>	Some traffic is crossing the Quernmore crossroads without stopping owing to the absence of white lines and "Stop" painted on the road. They were never repainted after roadworks at the crossroads.	Clerk	Reported to Matthew Maxwell-Scott and ePetition organised on Lancashire County Council website.
<b>25/014</b>	Make necessary arrangements for the May meeting.	Clerk	QRC booked.

## **APPENDIX 2 - 25/024: 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 3 - 25/025: ANNUAL GOVERNANCE STATEMENT

### Section 1 – Annual Governance Statement 2024/25

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 2025, 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	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓	

\*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:

12/05/2025

and recorded as minute reference:

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<https://www.quernmore-pc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

## APPENDIX 4 - 25/026: ACCOUNTING STATEMENT & ANNUAL INTERNAL AUDIT REPORT

### Section 2 – Accounting Statements 2024/25 for

QUERNMORE PARISH COUNCIL				
	Year ending		Notes and guidance	
	31 March 2024 £	31 March 2025 £		
1. Balances brought forward	1,812	1,664	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>  <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>  <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>  <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>  <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>  <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
2. (+) Precept or Rates and Levies	3,200	3,863		
3. (+) Total other receipts	0	350		
4. (-) Staff costs	1,275	1,543		
5. (-) Loan interest/capital repayments	0	0		
6. (-) All other payments	2,073	1,832		
7. (=) Balances carried forward	1,664	2,502		
8. Total value of cash and short term investments	1,664	2,502	<i>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.</i>  <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>  <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
9. Total fixed assets plus long term investments and assets	3,129	3,129		
10. Total borrowings	0	0		
<b>For Local Councils Only</b>	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>I certify that for the year ended 31 March 2025 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.</p> <p><b>Signed by Responsible Financial Officer before being presented to the authority for approval</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; background-color: #f0f0f0;">SIGNATURE REQUIRED</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; background-color: #f0f0f0;">DD/MM/YYYY</div> <p>Date</p> </div> <div style="width: 45%;"> <p>I confirm that these Accounting Statements were approved by this authority on this date:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; background-color: #f0f0f0;">12/05/2025</div> <p>as recorded in minute reference:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; background-color: #f0f0f0;">MINUTE REFERENCE</div> <p>Signed by Chair of the meeting where the Accounting Statements were approved</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; background-color: #f0f0f0;">SIGNATURE REQUIRED</div> </div> </div>				



## Annual Internal Audit Report 2024/25

### QUERNMORE PARISH COUNCIL

<https://www.quernmore-pc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, 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 2024/25 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.	4		
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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*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 5 – 25/027 GRANTS

GRANT APPLICATION	
Date:	30 / 4 / 25
Organisation	QUERNMORE CHAPEL
Sum Requested	£ 400-00
Purpose of the Grant	<p>We would like to be considered for a grant towards the maintenance and upkeep of the premises of the Chapel including the School Room in Quernmore.</p> <p>We thank you for giving this your careful consideration and thank you for the support you have given us over the years. It is much appreciated.</p>
Approx. Number of people that will benefit	200
Approx. Percentage of these that live within Quernmore Parish Boundary	70%
Has the Organisation Applied for Other Grants? If so, how much?	
Signed	B Fox
Position held in the Organisation	TREASURER

# Parochial Church Council

## St Peter's Church Quernmore

Clerk to the Parish Council

The Croft  
Quernmore  
Lancaster  
LA2 9EF

10/5/2025

Dear Gareth

### Grant request for St Peters Church Restoration and maintenance work.

Please find attached to this letter a Grant Application from St Peter's PCC for a grant towards on-going restoration work of the church. In particular we are currently in the process of getting quotes for repairs to the church wall adjacent to the road which has collapsed.

We hope to appoint a contractor and expect to complete the work during the summer months. The expected cost is in the region of £2,000 - £3,000. We are very grateful for the support offered by the Parish Council in the past and we hope that you will be able to support this project for the benefit of Quernmore parishioners, particularly those who need to park along the road during school times.

Yours sincerely

*Stephen Potter*

Stephen Potter  
Churchwarden

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## GRANT APPLICATION

Date: 16, 4, 25

Organisation

ST. PETERS CoE QUERNMORESum Requested £ 1,000.

Purpose of the Grant

A 5m section of the Church wall on Postern Gate Rd has collapsed due to continuous use by heavy traffic over a period of time. LCC Highways have inspected and declined any responsibility. The wall is currently a hazard to Teachers, Parents and users of the Church and School who park along Postern Gate on a regular basis. We hope to appoint a contractor and complete the work during the summer. Expected cost in the region of £2,000-£3,000.

Thank you for your support which will directly benefit QP.

Approx. Number of People that will benefit

100 (PARENTS, TEACHERS, CHURCH ATTENDERS)

Approx. Percentage of these that live within Quernmore Parish Boundary

75%

Has the Organisation Applied for Other Grants? If so, how much?

ANNUAL GRANTS OF £500 RECEIVED.

Signed



Position held in the Organisation

CHURCH WARDEN.

GRANT APPLICATION

Date: 23, 04, 2025

Organisation QUEENMORE RECREATION CLUB

Sum Requested £ 500

Purpose of the Grant TOWARDS  
REPLACEMENT OF GATES ONTO GREEN

4 AT FRONT ENTRANCE,

SUNDAY IMPROVEMENTS

Approx. Number of People that  
will benefit

80

Approx. Percentage of these that  
live within Quernmore Parish  
Boundary

80%

Has the Organisation Applied for  
Other Grants? If so, how much?

No

Signed

*[Signature]*

Position held in the Organisation

Treasurer.

## **APPENDIX 6 – 25/029 PLANNING MATTERS**

The following are reported:

24/00120/DIS	<b>Proposed Solar Farm Grimeshaw Lane Quernmore</b> - Discharge of condition 4,5,6,7,8,9,10,11,12,13,14,15,16,19,20 on approved application 22/00017/FUL	Awaiting decision
24/01420/PLDC	<b>Land Alongside The Highway From Lancaster Sub Station To Proposed Solar Farm On Grimeshaw Lane, Quernmore</b> - Proposed lawful development certificate for the installation of an underground electricity cable	Lawful Development Certificate Granted
24/00708/LB	<b>Clougha Cottage Quernmore Brow Quernmore</b> - Listed building application for replacement of uPVC door and window with timber door and window	Awaiting decision
24/00242/DIS	<b>GVS Filter Technology UK Limited Caton Road Quernmore</b> - Discharge of condition 11 on approved application 24/00294/VCN	Application Permitted
24/01068/FUL	<b>Crook O Lune Holiday Park Lancaster Road Quernmore</b> - Retrospective application for the siting of 7 holiday chalets and construction of associated access road/hardstanding and alterations to land levels, extension of existing bases to plots 5 & 41 and construction of a retaining wall	Awaiting decision
24/01394/FUL	<b>Kilindi Denny Beck Lane Quernmore</b> - Raising of roof ridge heights, removal of conservatory, installation of solar panels and roof light, rear dormer extension, alterations to windows/doors/external walls, conversion and alterations to existing garage to create new entrance/living accommodation	Application Permitted
24/01423/FUL	<b>Redfields Wyresdale Road Quernmore</b> - Demolition of existing dwelling and erection of replacement dwelling with associated parking and landscaping	Awaiting decision
25/00059/EIR	<b>Blackwood End Bay Horse Road Ellel</b> - Agricultural determination for the extension to an existing silage clamp building	Prior Approval Not Required
25/00007/EIR	<b>Redfields Wyresdale Road Quernmore Lancaster Lancashire LA2 9EE</b> - Screening request for the demolition of existing dwelling and erection of replacement dwelling with associated landscaping	Appeal Ongoing
24/01301/FUL	<b>Ty Nant Wyresdale Road Quernmore</b> - Installation of ground mounted solar panels	Awaiting decision

## **APPENDIX 7 – 25/031 DOCUMENTS & CORRESPONDENCE RECEIVED**

**The following correspondence has been received since the last meeting up to 8 January 2025**

**1. Rural Services Network:**

- 1.1. The Rural Bulletin – weekly
- 1.2. Rural Funding Digest – February 2025 to May 2025 Editions

**2. Lancaster City Council:**

- 2.1. Winter gritting bulletins - February 2025 to January 2025

**3. Lancashire County Council**

- 3.1. Changes to Bus Services January 2025 to April 2025
- 3.2. Lancashire Trading Standards - Consumer Alerts – February 2025 to May 2025
- 3.3. Winter Stakeholder Bulletin.

**4. Community Connectors**

- 4.1. COVID-19 National Day of Reflection

**5. Jenny Walmsley**

- 5.1. Flooding advice and Flood Hub Newsletters

**6. Other correspondence**

- 6.1. Lancashire Best Kept Village Competition
- 6.2. Zurich Insurance – Renewal Reminder
- 6.3. Lancashire Fire & Rescue - Newsletter