

HEAPEY PARISH COUNCIL



MEETING: Annual Council Meeting, Tuesday 6 May 2025 commencing at 7.30 pm

VENUE: St Barnabas Church, Chapel Lane, Heapey

A G E N D A

1. Election of Chairman
To elect the Chairman for the forthcoming year.
To receive the Declaration of Acceptance of Office.
2. Apologies for Absence
To receive apologies.
3. Disclosure of Interests
Members are reminded of their responsibility to declare any personal or pecuniary interest in respect of matters contained in this agenda, or brought up at any point in this meeting, in accordance with the adopted Code of Conduct.
4. Election of Vice Chairman
To elect the Vice Chairman for the forthcoming year.
5. Appointment of Representatives to Other Bodies
To appoint Parish Council representatives to other bodies.
6. Minutes of the Meeting held on 4 March 2025
To receive and approve minutes of meeting distributed to Councillors.
7. Public Participation
The meeting will be adjourned.

Members of the public may raise issues with the Council. No legal decisions may be taken.
This session will be restricted to 10 minutes in total.
8. Planning Matters
To consider planning matters and current applications.

Application	Proposed Development	Location
25/00184/FULHH	Single storey rear extension with balcony to roof (following demolition of existing conservatory)	175B Blackburn Road
25/00253/FUL	Conversion of an existing stone barn into a self-build dwelling including part single/part two storey rear extension	Smithills Farm Higher House Lane
25/00294/FULHH	Single storey rear extension and erection of outbuilding to enclose existing swimming pool (following demolition of existing rear projection)	140 Blackburn Road
25/00301/PIP	Permission in principle application for the demolition of existing dwelling and its replacement with two detached dwellings	Denewood Coppice Lane

HEAPEY PARISH COUNCIL

9. Financial Matters

- i) To receive the year end monitoring statement as at 31 March 2025.
- ii) To receive the current monitoring statement.
- iii) To consider a request from the Friends of Finnington Resident's Group for a contribution towards a fundraising appeal to cover the costs of legal fees and specialist consultant fees.
- iv) To consider requests for payment made to the Council.

10. Asset Register

To approve the Asset Register.

11. Annual Governance and Accountability Return for the Year Ended 31 March 2025

- i) To note the report of the Internal Auditor.
- ii) To complete and approve the Annual Governance Statement.
- iii) To approve the Statement of Accounts.
- iv) To approve the Certificate of Exemption.

12. Licence for Wayside Seat

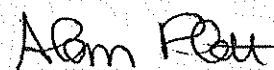
To approve the signing of a Section 144 Licence to place a seat on Blackburn Road.

13. Reports from Outside Bodies

To receive reports from Members.

14. Date of Next Meeting

To confirm the date of the next meeting.



Clerk to the Council
Published 25/04/2025

1. Election of Chairman for 2025 - 2026

Councillors will elect a Chairman for the forthcoming year.

Councillors will receive the Chairman's Declaration of Acceptance of Office.

2. Apologies for Absence**3. Disclosure of Interests**

Members are reminded of their responsibility to declare any personal or pecuniary interest in respect of matters contained in this agenda, or brought up at any point in this meeting, in accordance with the adopted Code of Conduct.

4. Election of Vice Chairman for 2025 - 2026

Councillors will elect a Vice Chairman for the forthcoming year.

5. Appointment of Representatives to Other Bodies

Current representatives (details from 2024 Annual Meeting):

Chorley Liaison - Vacant

Chorley Council Eastern Parishes Neighbourhood Area Meeting - Cllr Grunstein

Heapey and Wheelton Village Hall Committee - Cllr Hodgson

LALC Chorley Area Committee - Vacant

Rivington and Brinscall Local Advisory Group - Cllr Osborne

6. Minutes of the Meeting held on 4 March 2025

Minutes of the meeting will be approved.

7. Public Participation**8. Planning**

Other applications: None

Permissions:

Application	Proposed Development	Location
25/00015/DIS	Application to discharge condition no.3 (materials) of planning permission ref: 24/00871/FULHH (Single storey rear extension (following demolition of existing conservatory) and internal alterations)	Eagle Tower Farm Chapel Lane
25/00071/FULHH	Front porch extension, conversion of part of existing garage in order to facilitate provision of habitable accommodation and new bi-fold and sliding doors to rear elevation	5 Osprey Close
25/00175/CLEUD	Application for a certificate of lawfulness for the use of 4no. buildings as stables, joinery workshops and commercial storage	Caravan Phillipsons Farm Tithe Barn Lane
25/00224/PIP	Permission in principle application for the replacement of stables with two detached dwellings	Stables Trigg Lane
25/00237/CLPUD	Application for a certificate of lawfulness for a proposed rear dormer	157 Blackburn Road

Refusals:

Application	Proposed Development	Location
25/00206/CLPUD	Application for a certificate of lawfulness for a two storey rear extension, two single storey side extensions, single storey rear extension and front porch (following demolition of existing store and existing cloak room)	Smithills Farm Higher House Lane

Withdrawals:

Application	Proposed Development	Location
25/00137/OUT	Outline application for the demolition of an existing dwelling and erection of two detached dwellings, with all matters reserved	Denewood Coppice Lane

Appeals: None

9. Financial Matters

- i) Councillors will receive the year end monitoring statement as at 31 March 2025 (enclosed).
- ii) Councillors will receive the current monitoring statement.
- iii) A request from the Friends of Finnington Resident's Group for a contribution towards the possible costs of a planning appeal will be considered (enclosed).
- iv) The requests for payment for the current month will be approved.

10. Asset Register.

Councillors will be asked to review and approve the Asset Register (enclosed).

11. Annual Governance and Accountability Return (AGAR) for the Year Ended 31 March 2025

- i) Councillors will note the report of the Internal Auditor (enclosed).
- ii) Councillors will be asked to complete and approve Section 1 - Annual Governance Statement. Councillors should satisfy themselves that a 'Yes' answer can be provided for boxes 1-9.
- iii) Councillors will be asked to approve Section 2 - Statement of Accounts.
- iv) Councillors will be asked to approve the signing of the Certificate of Exemption.

The exemption criteria are met if the smaller authority can declare that it has:

- gross income and gross expenditure below £25k; and
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re an unlawful item of account issued by its external auditor in the prior year; and
- the reporting year is not one of the authority's first free years of existence.

Copies of all documents enclosed.

The publication "Joint Panel on Accountability and Governance Practitioners' Guide (March 2024)" provides guidance on proper practices to be applied in the preparation of the statutory annual governance statement.

Full details can be viewed at: <https://www.nalc.gov.uk/library/our-work/jpag/3859-practitioners-guide-2024/file>

12. Licence for Wayside Seat 23.70

Following a request from a resident, Councillors previously agreed to cover ongoing maintenance and insurance costs for a seat on the verge by the notice board on Blackburn Road. Lancashire County Council requires the signing of Section 144 Licence to install the seat. Councillors will be asked to approve the signing of the Licence.

13. Reports from Outside Bodies (for information only)

19. Reports from Outside Bodies (for information only);
Councillors will provide reports from any outside bodies attended as a representative of the parish council.

13. Date of Next meeting

1 July 2025.

Forthcoming Events

The following take place at 6:30pm at Chorley Town Hall.

Chorley Liaison - Wednesday 14 July 2025
Wednesday 15 October 2025
Wednesday 21 January 2026
Wednesday 18 March 2026

Eastern Parishes Neighbourhood Area Meeting - Thursday 17 July 2025
Wednesday 25 March 2026

HEAPEY PARISH COUNCIL

MINUTES of the Council Meeting held on 4 March 2025 at 7.30 pm at St Barnabas Church, Heapey.

Present Councillors C Grunstein (Chairman), C Egerton-Smith, G France and M Osborne.

25.12 Apologies for Absence

Apologies were received from Councillors A Hodgson and A Crompton. In the case of Councillor Crompton, the reason for absence (employment commitments) was accepted.

25.13 Declarations of Interests

None received

25.14 Minutes of the Meeting held on 7 January 2025

Resolved: the Minutes (as circulated) were approved and signed by the Chairman as a correct record.

25.15 Public Participation

No matters were raised.

25.16 Planning Matters

25/00071/FULHH Front porch extension, conversion of part of existing garage in order to facilitate provision of habitable accommodation and new bi-fold doors and sliding doors to rear elevation at 5 Osprey Close

25/00137/OUT Outline application for the demolition of an existing dwelling and erection of two detached dwellings, with all after reserved at Denewood, Coppice Lane

There were no objections to these applications.

25.17 Financial Matters

i) Resolved: the current monitoring statement was received.

ii) Resolved: the following payments were approved:

£ 30.36	Easy Websites	Monthly fee - March
£ 27.00	Heapey Parish Church	Room hire
£ 500.00	White Coppice Cricket Club	Grant
£ 25.00	Lancs Best Kept Village Competition	Entry fee
£ 873.42	Staff costs	Salaries, reimbursements and deductions
£ 30.36	Easy Websites	Monthly fee - April

25.18 Risk Assessment

Councillors completed the annual review of the risk assessment in accordance with guidance contained within the publication 'Joint Panel on Accountability and Governance Practitioners' Guide 2024'. The existing procedures and controls were found to be adequate.

Resolved: the adequacy of the existing controls was noted.

25.19 Central Lancashire Local Plan

A response to a consultation regarding the preparation of a Joint Local Plan for Central Lancashire was considered.

Councillors had no comments.

25.20 Chorley Liaison Meeting

A request for an agenda item to clarify the definition of Grey belt land when used as justification for development within the Green Belt in a planning application is to be submitted.

25.21 Reports from Outside Bodies

Eastern Parishes Neighbourhood Area Meeting - a local Clean-up Day was agreed as a Neighbourhood Priority.

Chorley Liaison - items included a presentation providing details of the Social Prescribing Service and information on diversionary activity throughout Chorley Council Wards to assist with anti-social behaviour were provided.

25.22 Date of Next meeting

Tuesday 6 May 2025.

There being no further business the Chairman declared the meeting closed.

..... (Chairman)

Heapey Parish Council

Monitoring Statement as at 31 March 2025

Income

	Received
Precept	8743.00
Interest	280.10
Grants	327.00
CIL	0.00
Sundries	198.00
Total	<u>9548.10</u>

Expenditure

Budget	Amount	Expenditure	Receipts	Balance
1 Salaries	4500	4154.94		345.06
2 General administration	500	331.76		168.24
3 Room hire	300	160.00		140.00
4 Grasscutting	600	452.65		147.35
5 Subscriptions & entry fees	250	241.59		8.41
6 Communications	500	416.28		83.72
7 Newsletter	150	48.75		101.25
8 Training	300	0.00		300.00
9 Donations	1500	600.00		900.00
10 Flowers/planting	1000	88.75		911.25
11 Play Area maintenance	3500	2368.48		1131.52
12 War Memorial expenses	3000	1841.47		1158.53
13 Street furniture	1000	19.73		980.27
14 Parish information	1500	64.00		1436.00
15 Insurance	600	257.60		342.40
16 Christmas	1000	523.08		476.92
17 Audit fees	100	80.00		20.00
18 CIL	80	0.00	0.00	80.00
19 Sundries	1000	0.00		1000.00
20 Earmarked Reserves	600	167.00		433.00
21 General Reserve	5500	0.00		5500.00
Total	<u>27480</u>	<u>11816.08</u>	<u>0</u>	<u>15663.92</u>
VAT		188.07		
Total expenditure	<u>27480</u>	<u>12004.15</u>	<u>0.00</u>	

Bank reconciliation as at 31 March 2025

Bal fwd	18493.41	Current Account	240.79
Income	<u>9548.10</u>	Reserve Account	<u>15821.57</u>
	28041.51		16062.36
Expenditure	<u>12004.15</u>	Uncleared cheques	<u>25.00</u>
	<u>16037.36</u>		<u>16037.36</u>

REQUEST FOR A POSSIBLE DONATION OF £500 FROM THE FRIENDS OF FINNINGTON RESIDENT'S GROUP

As I am sure you are aware, we are a group of residents who have come together to oppose the application to build large scale warehousing at Finnington/Junction 3 of the M65.

We have the full support of all of the elected representatives of our constituencies in the Chorley borough, which would be affected by this totally inappropriate development, and of our elected representatives of LCC in the opposition to this.

Following the example of Withnell Parish Council who have already donated £500 to the campaign fund organised by the FOF resident's group, we are reaching out to all of the other parish councils whom members of our group are aligned to, and politely asking if you would consider doing the same. Individual residents have indicated that they are/have contacted you directly as well.

The membership of the group which is now well into triple figures and growing fast, is made up of residents from both the Chorley Borough Council areas and residents from the Blackburn with Darwen parish of Livesey.

We have launched a fundraising appeal to cover the costs of legal fees and specialist consultant fees, as we fully expect the developer to appeal should the decision by the Chorley Planning Committee be to refuse the application. We may even be faced with seeking a judicial review should the decision be to approve, although we feel this is unlikely.

We have secured the services of a Planning Consultant pro bono, courtesy of the Campaign for the Protection of Rural England.

We are on the case loads of both Advocate and the Environmental Law Foundation for consideration for pro bono services from a specialist barrister, to represent us at an appeal inquiry, but it is by no means certain that we will be able to secure input from either or, which is why our target is to raise a minimum of £20,000.

We are aware that Sec 137 of the Local Government Act 1972 allows parish councils to make grants and donations provided:

"....that such expenditure is in the interests of, and will bring benefit to, their area or any part of it, or all or some of it's inhabitants "

We therefore politely request that you consider a donation of £500 matching the same amount as WPC.

There are numerous examples nationally where groups like ours are being/have been supported by their local parish councils by way of donations, as, like us they are not registered charities, nor registered organisations, so are completely dependent on community donations and support. The most recent case received £19,000 from their local PC's to fund half of their legal fees!

Should your council be minded to support us, our bank details are:

Account name: Ann Christopher

Sort code: 11-11-13

Account number: [REDACTED]

Ann Christopher

FOF Residents Group

Withnell Parish Councillor

The following items were queried:

1. Is the resident's group a constituted body (ie does it have a constitution and a committee)?
2. Does the group have a bank account?

Response received:

No we don't have a committee. We have two co-organisers, myself from Withnell PC and Mike Graham from Hoghton PC.

In terms of a bank account, we have the dedicated account, which is in my name, which anyone can request a statement at any time. We could not open a dedicated Friends of Finnington named account, because we are not a registered charity so on the advice of the bank, this was the best way forward. We could have had a joint account (myself and Mike), but it would still have been a personal current account.

In terms of having an elected committee etc, the original core members did not want to go down that route, they were quite happy to stick with two organisers and open the group up to whoever wants to join us. The account details I forwarded you are the dedicated account.

For information, below are details of the comparative precept figures for Heapey and Withnell Parish Councils:

PARISH	Actual No of properties	Council Tax Base 2025/26	Parish Precept 2025/26	Band D Parish Charge 2025/26	Band D Parish Charge 2024/25
Heapey	389	378.20	9,300	23.73	23.73
Withnell	1,551	1,254.30	33975	25.90	25.00

Heapey Parish Council

Asset Register

At 31 March 2025 the following assets were held :

Description of asset	Location	Date of purchase	Cost
Wayside Seats (4)	Blackburn Road	01/2019	296
	White Coppice (adj ford)	03/2020	360
	Chapel Lane	03/2020	360
	White Coppice (layby)	03/2020	360
Noticeboards (4)	Heapey Chase	06/2017	850
	Blackburn Road (bus shelter)	01/2016	199
	Blackburn Road	05/2022	552
	White Coppice	05/2022	552
Raised Flowerbed	Blackburn Road	01/2007	1500
Plaque mounting post	Blackburn Road	07/2013	75
Picnic bench	White Coppice	03/2020	525
Grit bins (2)	Heapey Chase	01/2012	358
Christmas tree power supply pillar	Heapey Chase	09/2010	1090
Christmas lights	Heapey Chase	11/2010	275
Christmas tree socket	Heapey Chase	01/2011	305
Christmas tree fence	Heapey Chase	12/2018	100
Christmas lights	War Memorial (half share)	11/2007	150
Finger post	Chapel Lane (opp Eq Centre)	07/2016	675
War Memorial (community value - shared ownership with Wheelton PC)			1
			<u>8583</u>
Purchases			<u>0</u>
			<u>0</u>
Disposals			<u>0</u>
			<u>0</u>

Annual Internal Audit Report 2024/25

HEAPEY PARISH COUNCIL

heapeyparishcouncil.org.uk PUBLICLY 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.	✓		
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

25/04/2025 DD/MM/YYYY DD/MM/YYYY

AMANDA PARTINGTON AUDITOR

Signature of person who carried out the internal audit

[Signature] SIGNED

Date

25/04/2025

*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).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

HEAPEY 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
			✓

*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 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

heapeyparishcouncil.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

HEAPEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	16,434	18,493	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	8,833	8,743	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	973	805	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	3,992	4,155	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	3,755	7,849	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	18,493	16,037	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	18,493	16,037	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	8,583	8,583	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 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.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Certificate of Exemption – AGAR 2024/25 Form 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

HEAPEY PARISH COUNCIL

certifies that during the financial year 2024/25, 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 2024/25:

£9,548 **OR AMOUNT £00,000**

Total annual gross expenditure for the authority 2024/25:

£12,004 **OR AMOUNT £00,000**

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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), 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 the above statements apply and 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 the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

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 Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk@heapeyparishcouncil.org.uk **GENERIC EMAIL ADDRESS**

Telephone number

01257 234003 **NUMBER**

*Published web address

heapeyparishcouncil.org.uk **PUBLISHED PUBLICLY AVAILABLE WEBSITE/WEBPAGE 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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Form of Consent pursuant to s.144 Highways Act 1980

BETWEEN:

Lancashire County Council of PO box 78, County Hall, Fishergate, Preston
PR1 8XJ (the "County Council")

AND

Heapey Parish Council of 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX
(the "Council")

BACKGROUND

- A. This consent is provided by the County Council to the Council pursuant to s. 144 Highways Act 1980.
- B. The parties acknowledge that Council is permitted as of right to erect flagpoles, pylons and other structures on a highway in their area for the purpose of displaying decorations, save where the Council is not the relevant highway authority then the Council must obtain the consent of the relevant highway authority in writing. It is the purpose of this document to reflect that requirement, the County Council being the relevant highway authority for the purposes of this consent.

**IN CONSIDERATION OF THE OBLIGATIONS SET OUT IN THIS CONSENT
THE PARTIES HEREBY AGREE:-**

1. Definitions and Interpretation

- 1. So far as the context permits, the content of this document shall be interpreted in a way that is consistent at all times with s144 Highways Act 1980 (the "Act").
- 2. For the purposes of this consent, "Structure" shall mean the flagpole, pylon and other structures more particularly defined and specified in schedules 1, 2 and 3 to this consent.
- 3. In this consent, (unless the context otherwise requires):
 - i. the singular includes the plural and vice versa;
 - ii. reference to a gender includes the other gender and the neuter;
 - iii. any phrase introduced by the words "including", "includes", "in particular", "for example" or similar, shall be construed as illustrative and without limitation to the generality of the related general words;
 - iv. references to any person shall include natural persons and partnerships, firms and other incorporated bodies and all

other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;

- v. references to any statute, enactment, order, regulation, instrument, code, standard or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation, instrument (including any EU instrument), code, standard, or other similar instrument as amended, replaced, consolidated or re-enacted;
- vi. headings are included in this Contract for ease of reference only and shall not affect the interpretation or construction of this Contract;
- vii. unless otherwise provided, references to Clauses, paragraphs, Schedules and Appendices are references to the clauses and paragraphs of, and the schedules and appendices to, this Contract;

2. Form of Consent

1. The County Council hereby gives its consent to the Council to erect flagpoles, pylons and other structures on any highway for which the County Council is otherwise responsible, subject always to the provisions expressly set out in this consent or as otherwise implied by the provisions of the Highways Act 1980, for the purpose of displaying decorations.
2. The County Council further gives its consent to the Council to make slots in such a highway for the purpose of erecting the structures referred to in paragraph 2.1. of this consent.

3. Scope of Consent

1. The scope of the consent that is granted by the County Council is limited expressly to that which is more particularly illustrated in the attached drawing at Schedule 1 (the "Drawing") and any specifications listed at Schedule 2 (the "Specification") and the plan included at Schedule 3 (the "Plan") (the Drawing, Specification and Plan together being the "Structure") to this consent.
2. Any matters or items not expressly accounted for in either Schedules 1 and/or 2 and/or 3 shall not be deemed to have the consent of the County Council. For the avoidance of doubt, the extent of the consent is expressly limited to what is contained within Schedules 1, 2 and 3.
3. This consent is personal to the Council and may not be relied upon by any third party without the further agreement in writing of the County Council.
4. The County Council, acting reasonably at all times, reserves the right to unilaterally withdraw this Consent in the event that the

Structure or any works associated with the installation of the structure are deemed to represent a danger on a highway or in the alternate event that removal of the Structure is required in the course of the County Council's statutory obligation to maintain any highway that the Structure is erected or installed upon or otherwise touches or concerns.

5. In the event that the County Council unilaterally withdraws this Consent pursuant to clause 3.4, it shall notify the Council in writing at the address given above and the Council shall remove the Structure within 14 days of the date of any such notice.

4. Council Responsibilities and Ancillary Matters

1. The Council shall give the County Council 14 days' notice in writing to the address given at the beginning of this consent prior to commencing any works upon the highway permitted directly as a result of this consent.
2. The Council shall be responsible for ascertaining the location of any cables, pipes, mains or drains affecting the Site, whether in, on, over or under the highway and shall take such measures as are reasonably required by the County Council or any owner or any statutory undertaker (within the meaning of s144(6) of the Act).
3. The Council shall at its own expense and risk carry out the works required to erect the Structure pursuant to this consent and place any decorations (to the extent that such are expressly permitted as a result of this consent) and thereafter maintain the same in a good condition to the satisfaction of the County Council. (The term maintain shall include any repair or replacement if damaged by whatsoever cause). When so doing the Council shall: -
 - i. Exercise all due care and diligence
 - ii. Comply with the County Council and any statutory requirements relating to undertaking works on the highway.
 - iii. Comply with all statutory requirements including in particular the Health and Safety at Work Act 1974 and Regulations made under the Act any applicable EC Directive and Regulations giving effect to the same.
 - iv. Carry out only those works and place those decorations as are expressly permitted as a result of this consent and as are stipulated and agreed in schedules 1, 2 and 3 to this consent.
4. In the event that the Structure is no longer required, the Council shall at its own expense remove the Structure previously located and shall reinstate the highway surface and underlying layers to the total satisfaction of the County Council. Should the Council fail to restore the highway to the satisfaction of the County Council then the County Council may effect the restoration of

the highway at its discretion and may recover from the Council such costs and expenses as are reasonably incurred as a result.

5. Failure by the Council to comply with any of its obligations listed in which consent may result in the County Council taking remedial action or removing the Structure entirely from the highway. In such cases, the Council shall indemnify the County Council in respect of all costs reasonably incurred.

5. Indemnity and Liability.

1. The Council shall indemnify the County Council against all actions proceedings, claims, demands, liabilities and expenses whatsoever which may at any time arise from or in connection with or incidental to the erection construction condition maintenance use provision or operation of the Structure to which this consent applies and any decorations displayed (whether expressly included as part of this consent or otherwise) and at the Council's own expense shall maintain and produce on demand evidence of appropriate insurance in respect of the Structure or otherwise for the purpose of this indemnity

SIGNED ON BEHALF OF THE COUNCIL

.....

LANCASHIRE COUNTY COUNCIL

.....

DATED