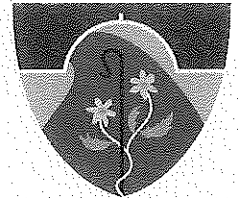


HEAPEY PARISH COUNCIL



MEETING: Council Meeting, Tuesday 5 November 2024 commencing at 7.30 pm

VENUE: St Barnabas Church, Chapel Lane, Heapey

A G E N D A

1. Apologies for Absence
To receive apologies.
2. 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.
3. Minutes of the Meeting held on 3 September 2024
To receive and approve minutes of meeting distributed to Councillors.
4. 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.
5. Planning Matters
To consider planning matters and current applications.

Application	Proposed Development	Location
24/00751/TPO	Application for works to protected trees - Chorley BC TPO 11 (White Coppice) 2001: T6 and T7 Sycamore - Remove; and removal of one sycamore contained in G3	White Coppice Cricket Club White Coppice
24/00792/TCON	Notification of proposed works to trees within a conservation area involving the removal of 2no. oak and the crown reduction of a group of mixed species trees	White Coppice Cricket Club White Coppice
24/00870/LBC	Application for listed building consent for a single storey rear extension (following demolition of existing conservatory) and internal alterations	Eagle Tower Farm Chapel Lane
24/00871/FULHH	Single storey rear extension (following demolition of existing conservatory) and internal alterations	Eagle Tower Farm Chapel Lane

6. Financial Matters
 - i) To receive the finance update.
 - ii) To consider a request from White Coppice Cricket Club for assistance towards the cost of a replacement septic tank.
 - iii) To agree the amount of a donation to the RBL Poppy Appeal.
 - iv) To consider requests for payment made to the Council.

HEAPEY PARISH COUNCIL

7. Internal Audit
 - i) To review the effectiveness of the internal audit.
 - ii) To confirm the appointment of an Internal Auditor.
8. Precept

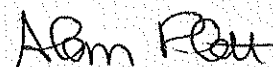
To discuss items for inclusion in the Precept for 2025-2026.
9. Reports from Outside Bodies

To receive reports from Members.
10. Date of Next Meeting

To confirm the date of the next meeting.
11. Exclusion of the Press and Public

To consider the exclusion of the press and public for the following item of business pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in accordance with Part 1 (3) of Schedule 12A of the Local Government Act 1972.
12. Personnel Matters

To consider matters relating to an employee.


Clerk to the Council
Published 29/10/2024

1. Apologies for Absence**2. 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.

3. Minutes of the Meeting held on 3 September 2024

Minutes of meeting will be approved.

4. Public Participation**5. Planning**

Other applications: None

Permissions:

Application	Proposed Development	Location
24/00680/CLPUD	Application for a certificate of lawfulness for a single storey side extension and rear roof extension	Garwick Chapel Lane

Refusals: None

6. Financial Matters

i) Councillors will receive the monitoring statement.

ii) a request from White Coppice Cricket Club for assistance towards the cost of a replacement septic tank will be considered (details below):

At the suggestion of Councillor Gordon France I am contacting you in my role as Chairman of White Coppice Cricket Club to seek your financial help for the club.

We are a historic cricket club, due to celebrate our 150th anniversary in 2025, located at the heart of White Coppice in the hills to the North East of Chorley.

The club is currently facing a threat to its very existence due to a need to replace the elderly septic tank that serves the pavilion. The cost of this work far exceeds the assets of the club and therefore without assistance we are faced with the probability that we will have to fold.

The tank facilitates toilets for both players and the public, together with the well-established café that operates from the pavilion during the summer. These facilities provide a welcome rest stop for spectators, walkers and cyclists, of whom there are many taking advantage of the superb natural environment around the club.

The club is entirely run by volunteers and has thus far raised its finances through members and sponsorship, such sponsorship proving very difficult to secure since the pandemic and consequent financial challenges.

Whilst we are naturally exploring any avenues available to us, including the E.C.B., United Utilities and Sports England, I would be grateful for any assistance you can offer to fund the necessary works and guarantee the future of our institution for more years to come.

Regards

Paul Dobson

Chairman

White Coppice Cricket Club

iii) The amount of the donation to the RBL Poppy Appeal will be agreed. (Donations since the Parish Council commenced laying its own wreath - £100).

iv) The requests for payment will be approved.

7. Internal Audit

Councillors will review the effectiveness of the internal audit (documentation enclosed). Councillors are requested to satisfy themselves that the scope of the document is adequate and are invited to suggest additions or amendments as appropriate.

Guidance for internal audit and the appointment of an internal auditor can be found in Sections 4.1 - 4.21 (pages 24 - 27) of the Joint Panel on Accountability and Governance Practitioners' Guide (March 2024).

<https://www.nalc.gov.uk/library/our-work/jpag/4040-practitioners-guide-2024/file>

Councillors will also review the requirements detailed on the Internal Auditor Testing document (enclosed). Again, Councillors are requested to satisfy themselves that the scope of the document is adequate and are invited to suggest amendments as appropriate.

Councillors will discuss the appointment of an Internal Auditor for the year ending 31 March 2025 (the current Internal Auditor, Mrs Amanda Partington, has confirmed her willingness to carry out the audit). A fee for the internal audit for the year ended 31 March 2025 will be confirmed. A fee of £80 was agreed in 2019.

Councillors will discuss the appointment of an Internal Auditor for the year ending 31 March 2025 (the current Internal Auditor, Mrs Amanda Partington, has confirmed her willingness to carry out the audit). A fee for the internal audit for the year ended 31 March 2025 will be confirmed. A fee of £110 was agreed in 2019.

8. Precept

Councillors will be invited to provide suggestions for items for inclusion in the Precept for 2025-2026. This is to allow estimated costings to be obtained in time for the setting of the Precept at the January meeting.

One item for consideration is the current funding of the hosting fee and domain name for the village website heapeyandwheelton.org (cost £116.68 +VAT for 2024-25). The village website contains useful information and links, including a link to the new parish council website. This cost was originally shared with Wheelton Parish Council until Wheelton PC obtained its own dedicated site. Councillors will consider whether this funding should be continued.

9. Reports from Outside Bodies (for information only)

Councillors will provide reports from any outside bodies attended as a representative of the parish council.

10. Date of Next meeting

5 November 2024.

11. Exclusion of the Press and Public

Councillors will resolve the exclusion of members of the press and public for the following item.

12. Personnel Matters

See private reports.

Forthcoming Events

Lancashire County Council Parish and Town Councils Conference - 9:30 am-1:15pm (followed by lunch)
Saturday 2 November 2024 at The Exchange, Fourth Floor, County Hall, Preston PR1 8XB followed by:

Lancashire Association of Local Councils AGM - 2:15pm-4:00pm Saturday 2 November 2024

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

Lancashire Association of Local Councils Chorley Area Committee – Monday 1 November 2024

Chorley Liaison - Wednesday 22 January 2025

Wednesday 19 March 2025

Eastern Parishes Neighbourhood Area Meeting - Tuesday 27 May 2025

HEAPEY PARISH COUNCIL

MINUTES of the Council Meeting held on 3 September 2024 at 7.30 pm at St Barnabas Church, Heapey.

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

Also present County Councillor K Snape and 2 members of the public.

24.47 Apologies for Absence

None received.

24.48 Declarations of Interests

None received

24.49 Minutes of the Meeting held on 23 July 2024

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

24.50 Public Participation

Residents of Heapey Chase had queried the possibility of a defibrillator on the estate. Councillors advised the issues of a site for the unit and provision of a power supply may be problematical.

The meeting was advised local rumours of the closure of Moor Road for a year had not yet been substantiated by Highways Officers.

Provision of a new bus service to Chorley Hospital, including a stop for Parklands is expected.

Highway improvements arising from the Botany Bay development are expected to commence shortly.

24.51 Planning Matters

24/00586/FUL Construction of a sand paddock and erection of 6no. floodlights at Land and Building at Old Withnell Farm, Trigg Lane

There were no objections to this application.

24.52 Financial Matters

i) Resolved: the current monitoring statement was received.

ii) Resolved: the following payments were approved:

£ 30.36	Easy Websites	Monthly fee - September 2024
£ 27.00	Heapey Parish Church	Room hire
£ 56.90	DWG (NW)	Grass cutting/Rose bed maintenance
£ 656.76	Staff costs	Salaries, reimbursements and deductions
£ 30.36	Easy Websites	Monthly fee - October 2024
£ 35.00	Information Commissioner	Data Protection registration fee

24.53 Standing Orders and Financial Regulations

Standing Orders and Financial Regulations were reviewed. National Association of Local Councils Model documents had been provided in advance of the meeting.

Resolved: with the removal of non-applicable items, the NALC model standing orders were adopted.

Resolved: with minor amendments, the NALC model financial regulations were adopted.

24.54 Public Consultation on Statement of Community Involvement 2024

Councillors considered a Chorley Council document setting out procedures and standards which will be followed when undertaking consultation with sectors of the community. Councillors had no comments.

24.55 Reports from Outside Bodies

Chorley Liaison - presentations were provided on improvements to the Chorley Bus Station and the Home Energy Support Scheme.

The Chairman had attended an activity arranged by Chorley Sea Cadets.

24.56 Date of Next meeting

Tuesday 5 November 2024.

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

HEAPEY PARISH COUNCIL

REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	<p>Internal Audit Tests - guidance sheet</p> <ul style="list-style-type: none"> Internal Auditor has direct access to those charged with governance. Reports are made in own name to management. Auditor does not have any other role within the council. 	
2. Independence	<ul style="list-style-type: none"> No evidence that internal audit work has not been carried out ethically, with integrity and objectivity. 	
3. Competence	<ul style="list-style-type: none"> Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. 	
4. Relationships	<ul style="list-style-type: none"> Responsibilities for officers and internal audit are defined in relation to internal control, risk management. The responsibilities of council members are understood; training of members is carried out as necessary. 	
5. Audit Planning and reporting	<ul style="list-style-type: none"> The Internal Audit Plan properly takes account of corporate risk. The plan has been approved by the council. Internal Audit has reported in accordance with the plan. 	

APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	<p>Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.</p>	
Understanding the Council's needs and objectives	<p>The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.</p>	
Be seen as a catalyst for change	<p>Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.</p>	
Add value and assist the Council to achieve its objectives	<p>Demonstrated through positive Council response to recommendations and follow up action where called for.</p>	
Be forward looking	<p>Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.</p>	
Be challenging	<p>Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.</p>	
Ensure the right resources are available	<ul style="list-style-type: none"> Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates. 	

HEAPEY PARISH COUNCIL

INTERNAL AUDITOR TESTING

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> ▪ Is the cashbook maintained and up to date? ▪ Is the cashbook arithmetic correct? ▪ Is the cashbook regularly balanced? 	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> ▪ Has the Council formally adopted standing orders and financial regulations? ▪ Has a Responsible Financial Officer been appointed with specified duties? ▪ Have items or services above a de minimis amount been competitively purchased? ▪ Are payments in the cashbook supported by invoices, authorised and minuted? ▪ Has VAT on payments been identified, recorded and reclaimed? ▪ Is s137 expenditure separately recorded and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> ▪ Does a scan of minutes identify any unusual financial activity? ▪ Do the minutes record the council carrying out an annual risk assessment? ▪ Is insurance cover appropriate and adequate? ▪ Are internal financial controls documented and regularly reviewed? 	
Budgetary controls	<ul style="list-style-type: none"> ▪ Has the Council prepared an annual budget in support of its precept? ▪ Is actual expenditure against the budget regularly reported to the Council? ▪ Are there any significant unexplained variances from budget? 	
Income controls	<ul style="list-style-type: none"> ▪ Is income properly recorded and promptly banked? ▪ Does the precept recorded in the cashbook agree to the District Council's notification? ▪ Are security controls over cash adequate and effective? 	n/a
Petty cash procedures	<ul style="list-style-type: none"> ▪ Is all petty cash spent recorded and supported by VAT invoices/receipts? ▪ Is petty cash expenditure reported to each Council meeting? ▪ Is petty cash reimbursement carried out regularly? 	n/a
Payroll controls	<ul style="list-style-type: none"> ▪ Do salaries paid agree with those approved by the Council? ▪ Are other payments to the Clerk reasonable and approved by the Council? ▪ Has PAYE/NIC been properly operated by the Council as an employer? 	
Asset controls	<ul style="list-style-type: none"> ▪ Does the Council keep an asset register of all material assets owned? ▪ Are the Asset/Investments registers up to date? ▪ Do asset insurance valuations agree with those in the asset register? 	n/a
Bank reconciliation	<ul style="list-style-type: none"> ▪ Is there bank reconciliation for each amount? ▪ Is bank reconciliation carried out regularly on the receipt of statements? ▪ Are there any unexplained balancing entries in any reconciliation? 	
Year-end procedures	<ul style="list-style-type: none"> ▪ Are year-end accounts prepared on the correct accounting basis (R&P)? ▪ Do accounts agree with the cash book? ▪ Is there any audit trail from underlying financial records to the accounts? 	