



# Tarleton Parish Council

**Minutes of the Parish Council meeting held on Monday  
9<sup>th</sup> January 2017 at 7.30pm at the Pavilion, Carr Lane, Tarleton**

## **Present**

Cllrs. Kay; Latham; Baybutt; Barron; Bryan; Lockwood; Mee; Slater and Sutton.  
Two members of the public were present.

## **2016/086 Chairman's welcome and opening remarks**

The Chairman wished one and all a Happy New Year and welcomed everyone to the meeting.

## **2016/087 Apologies for absence**

Cllrs Evans and Wareing.

## **2016/088 Notifications of Interests**

None.

## **2016/089 Minutes of the last meeting**

It was resolved that the minutes of the meeting held on 12<sup>th</sup> December 2016 should be approved and signed by the Chairman as a correct record.

## **2016/090 Clerks Report (for information only)**

The Clerk reported on:

- a) Over 60's – sale still progressing with solicitors. It was hoped that documents will be signed before the end of the month;
- b) The Clerk has reported the poor state of repair of the footpath (8-16-FP3) between Carr Lane and Hesketh Lane to Lancashire CC (LCC). A letter had been received from LCC confirming they will inspect the footpath although no timescales could be given;
- c) The Clerk will be attending the West Lancashire BC Parish Clerks meeting in January. He had posted an agenda item regarding the ownership and upkeep of bus shelters in parishes.

## **2016/091 Parish Council Working Groups**

Community & Media Working Group:

Cllrs Barron and Sutton would consider supplying articles for a future newsletter. Although they were absent from the meeting it was hoped that Cllr Evans and Wareing will also do so. The Clerk confirmed that any newsletter could be added to the new website.

Mere Brow Village Hall (MBVH)

Cllr Bryan confirmed all was going well at MBVH. Loan repayments were made in full and on time to the Council. A request to help with the refurbishment of the toilets would be considered by the Council at this meeting as a budget item for 2017/18.

## **2016/092 Financial Matters**

- (a) It was resolved that the listed payments should be approved.
- (b) Items of income received since last meeting were noted
- (c) Parish Council's financial position to 31 December 2016 – The Council noted the Clerks report.
  
- (d) Members reviewed fees and charges for 2017/18 and agreed that they should remain unchanged. They are attached as a scheduled to these minutes.
  
- (e) Budget and setting of precept 2017/18:
  - i. West Lancashire Borough Council had informed the Council that the levels of concurrent grant would reduce to £5081 in 2017/18. The Council Tax Support Grant would also fall to £4808.
  - ii. Members resolved that, given the current economic climate, the parish precept for 2017/18 should remain at the around the current year's level. In setting the rate there can be a slight fluctuation received by the parish as the tax base (number of properties) can vary year on year. The precept was agreed at £68585.
  - iii. The budget for 2017/18 drafted by the Finance Group was agreed. The significant variations from the standard budget are listed as specific projects under Cost Centre 8.
  - iv. The full budget requires £28246 to be made available from reserves. This reduction in reserves would still see cash held at a prudent level.
  - v. The detailed budget is attached as an appendix to these minutes.
  
- (f) Year End Review
  - a) To resolve to note and agree the Councils Asset Register 2016/17;
  - b) To resolve to adopt the Standing Orders presented;
  - c) To resolve to adopt the Financial Regulations presented;
  - d) To note that the current level of Council balances and projected balances are adequate;
  - e) To agree that the level of fidelity guarantee insurance, £150,000, is an adequate level of cover.

## **2016/093 Review of the system of internal control**

The Accounts and Audit (England) Regulations 2011, regulation 4(2) requires that the relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control. This includes the management of risk. This review must be minuted as reviewed by the full Council. An effective system of internal control can be split into three parts:

- a) Identification of the potential risk (risk assessment);
- b) Controls or procedures in place to mitigate the risks identified (control systems);
- c) Systems for testing the adequacy of internal controls (internal audit).

All three of these should be undertaken so that the Council can demonstrate it has an effective system of internal control.

The following documents and actions, when taken as whole, ensures that this Council has reviewed the effectiveness of its system of internal control and has complied with the fore mentioned Accounts and Audit (England) Regulation.

The Council agreed to the following actions:

- a) To resolve to agree Risk Assessment Register 2017 covering both financial and non-financial risk;
- b) To resolve to adopt the Councils Fraud and Corruption Statement 2017;
- c) To resolve to agree the Councils Statement on Internal Control 2017;
- d) To resolve to agree the Councils Internal Audit arrangements including:
  - i. A review of the effectiveness of internal audit 2017;
  - ii. An internal audit testing schedule 2017;
  - iii. To confirm that Mrs C Rawcliffe be reappointed as the Council internal auditor for 2017/18.

### **2016/094 Planning Matters**

- a) 2016/1252/FUL Rear Of The Courtyard, 94 Church Road, Tarleton, Preston,
- b) 2016/1167/FUL 3 The Gravel, Mere Brow, Tarleton, Preston, Lancashire
- c) 2016/1244/FUL 17 Fermor Road, Tarleton, Preston, Lancashire, PR4 6AP
- d) 2016/1265/FUL Marshalls Farm, Middle Meanygate, Tarleton, Preston, Lancashire

It was resolved that no representation should be made on any of the applications.

### **2016/095 Sale of Unused Council Equipment**

Members were asked to resolve whether to consider selling or donating items of equipment that have been kept unused in cupboards for nearly ten years. Initial discussions had taken place at the December Council meeting. It was agreed that the Clerk be authorised to either sell or donate the equipment based on his judgement / levels of interest (if any).

### **2016/096 Neighbourhood Plan**

A request had been received from Hesketh with Beconsall Parish Council (HB): HB is interested in exploring the production of a Neighbourhood Plan, especially as the Borough is about to embark on the preliminary work towards the next Local Plan. From discussions, it would appear that any such Neighbourhood Plan should encompass Hesketh Bank and Tarleton as in effect the two Parishes form one contiguous community with many shared services and facilities.

HB is placing a figure of £4,000 in the 2017/2018 Budget (based on £1 per resident) The Tarleton equivalent would be circa £6,000. The total estimated costs spread over a two year period could be in excess of £20,000 less any grants obtained.

Members agreed to resolve to attend a meeting of interested Councillors from both Councils to discuss the proposals. The overall view was that of some scepticism to its value given some of the potential costs highlighted.

**2016/097 Friends of Tarleton Library – Donation Request**

A donation request has been made to contribute 50% towards the cost of a digital projector. The sum requested is £184.89 (£369.78 including vat). The balance has been requested from Hesketh with Beconsall Parish Council (HB) as both Councils are seen as having equally large numbers of library users among their inhabitants. There were indications from HB that they would only donate a balance based on their proportion of the population of both parishes. Members resolved that this Council will purchase the projector and donate it to the Friends of Tarleton Library. They would accept a contribution from HB towards that cost.

**2016/098 Correspondence**

A letter from West Lancashire BC (WLBC), received after the January agenda had been posted, requested views on the proposed name for a new address (Land between 101 and 125 Hesketh Lane, Tarleton). The response deadline was 25th January 2017 (the Clerk will take up this inadequate consultation time with WLBC separately). Members agreed with the proposed named of Carr View Close.

**2016/099 Next Meeting**

The date of the next meeting was scheduled for Monday 20<sup>th</sup> March 2017. The meeting will commence at 7.30 pm at the Pavilion, Carr Lane. (NB there will be no meeting in February as agreed at the Councils Annual Meeting in May 2016, when the meeting schedule for the year was set and passed to the Borough Council).