

# Longton Parish Council

7 Bilborough Meadow

Lea

Preston

PR2 1YY

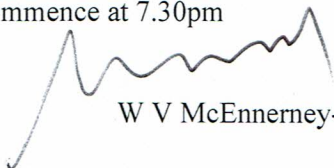
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17<sup>th</sup> May 2022

## NEXT MEETING

Members of the Council are summoned to the **ANNUAL PARISH COUNCIL MEETING** to be held on Tuesday the 24<sup>th</sup> May 2022 at **New Longton Village Hall** commencing immediately after the Annual Parish Meeting which will commence at 7.30pm



W V McEnnerney-Whittle – Clerk and RFO

### A G E N D A

1. To elect the Chairman for the next 12 months who will sign the Acceptance of Office form
2. To elect a Vice Chairman for the next 12 months
3. To receive apologies
4. To consider and approve the Minutes of the Meeting held on the 12<sup>th</sup> April 2022 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public participation
7. To consider the list of the planning applications as set out below:

07/2022/00310 – Proposed garage extension and existing garage to become new gym @ 5 Marsh House Close Longton PR4 5DJ

07/2022/00350/LBC – Proposed garage extension and existing garage to become new gym @ 5 Marsh House Close Longton PR4 5DJ

07/2022/00339/FUL – Proposed eco accessible bungalow, demolition of existing double garage/outbuilding @ Little Croft Barn Long Moss Lane PR4 4XQ

8. To approve the following payments:

None

9. To approve the enclosed Financial Statement as of 31<sup>st</sup> March 2022
10. To approve the Section 1 Annual Governance Statement 2021/22 and Section 2 Accounting Statements 2021/22 (enclosed) being part of the Annual Governance and Accountability Return 2021/22 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
11. To approve the arrangements for the 2022 Best Kept Garden Competition as below and appoint the judges for the final round.

*Each member should provide details of their TWO chosen gardens by the 15<sup>th</sup> July 2022 for entry into the final round of judging and that Cllrs (as appointed) should undertake the final judging and advise the Clerk of the winner, 2<sup>nd</sup> and 3<sup>rd</sup> in each of the two villages of Longton and New Longton by the 5<sup>th</sup> August 2022.*

12. To note that the next meeting is scheduled for the 12<sup>th</sup> July 2022

# Longton Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on Tuesday  
the 12<sup>th</sup> April 2022 at **New Longton Village Hall** commencing at 7.30pm.

Present: Cllrs Fox, Gooch, Welch, Mather, Turner, Alsop, Riley, Barnes, Porter and Sumner who arrived in  
time for item 10 on the agenda

There were no members of the public present

12/22 To receive apologies

*Cllr Molder*

13/22 To consider and approve the Minutes of the Meeting held on the 1<sup>st</sup> March 2022 (enclosed)

*It was resolved that the minutes of the meeting held on the 1<sup>st</sup> March 2022 should be signed by the Chairman as a true and accurate record.*

14/22 To receive Declarations of Interest (All members present have a prejudicial interest in any item relating to LVMRG and will therefore need to declare the same)

*All members present declared a personal and prejudicial interest in the item referring to Longton Victory Memorial Ground Trust since the Parish Council is the sole Trustee and members of the Council are members of that Trust by the nature of their role as councillors*

15/22 To agree dispensations for all members present in relation to all items involving LVMRG on the basis that no business could otherwise be conducted in relation to these matters.

*It was resolved that the dispensations requested should be approved and dispensations granted*

16/22 To adjourn the meeting for a period of public participation

*There were no members of the public present*

17/22 To consider the list of the planning applications as set out below:

*None*

18/22 To approve the following payments:

21/02/2022	CW BERRY MATERIALS	47	43.16
16/03/2022	PRESTON BUS SUBSIDY	48	20283.25
16/03/2022	P HEISE LENGTHSMAN	49	915.20
16/03/2022	LBKVC ENTRY FEE	50	50.00
25/03/2022	W V MCWHITTLE SAL AND EXP 4TH QTR	51	1713.42
25/03/2022	HMRC 4TH QTR	52	1156.82
25/03/2022	MARMAX BENCH FOR LIVERPOOL RD	53	476.40
25/03/2022	NEWGATE NURSERIES XMAS TREE	54	186.00
25/03/2022	P HEISE LENGTHSMAN	55	915.20
31/03/2022	BANK CHARGES	56	19.95

*It was resolved that the payments referred to above should be approved.*

19/22 To consider in principle that this Council should plant the following:



- a) Three deciduous trees to replace two recently felled conifers on the small wood at LVMRG
- b) Three deciduous trees on the recreation ground New Longton close to the brook adjacent to the trees planted two years ago
- c) One tree in honour of the Queen's Platinum Jubilee in St Andrew's Church grounds

There are a range of suitable trees, wild flowering cherry, mountain ash, crab apple, hornbeam, oak and field maple which would be suitable dependent on availability at the time. Indicative prices were sought in February 2022 indicating a cost range of between £45 and £58 for semi mature bare rooted trees approx 2-2.5 metre in height plus a delivery charge of £50. Since that time tree prices have risen considerably and so a project cost of up to £600 might be required.

In addition, permission of the Trustee LVMRG would be required and also from St Andrew's Church together with appropriate locations since the small wood at LVMRG is already condensed with trees whose canopies would restrict growth and development in that immediate area. Planting would take place in the Autumn of 2022

***It was resolved that in principle the Council will plant trees as proposed subject to permissions being obtained from the Trustee of LVMRG and Longton Parochial Church Council***

- 20/22      To consider in principle whether this Council should fund the demolition of the Ladybirds Hut at LVMRG which is no longer fit for purpose. The Trustee LVMRG are seeking to obtain quotes however the only quote available so far is at a price of £6000. The Trustee have insufficient funds and insufficient income due to meet this expenditure and general maintenance of the recreation ground at the present time without external funding.

***It was resolved that this Council should fund the demolition of the Ladybird's Hut***

- 21/22      To consider the level of insurance cover required for the Ladybirds Hut due to be demolished and which is included on this Council's insurance policy with Zurich due for renewal on the 1<sup>st</sup> June 2022 although the cost would be re-allocated to the Trustee as in the past.  
Zurich have referred us to the policy which shows that as the building is unoccupied cover is not provided for malicious damage, escape of water or accidental damage. The current cover is buildings £230000 and Contents £5000. The buildings cover may be considered excessive and there are no contents of any value. Current associate premium is £490.00 based on last year.  
Zurich have asked if we wish to insure for full reinstatement value whatever that might be or to reduce cover to that for demolition and removal only (only applicable in the event of an insurable occurrence)

***It was resolved that we should only have cover for 3<sup>rd</sup> Party Risks (Public Liability) since 'cover for demolition and removal' would only apply in the event of an insurable occurrence, and there would be no insurable occurrence for an empty building.***

- 22/22      To note that the next meeting is scheduled for the 24<sup>th</sup> May 2022.

***It was noted that the date of the next meeting is scheduled for the 24<sup>th</sup> May 2022***

FINANCIAL STATEMENT 1ST APRIL 2021 TO 31ST MARCH 2022				
BUDGET	INCOME			
37812	Balance b/f 1st April 2021	37812.98		
116000	Precept	116000.00		
50	Bank Interest	0.07		
2491	V A T Recovered	2633.69		
900	Trustee Admin Contribution	900.00		
	Prow Grant Scheme	500.00	This was not budgetted for as we did not apply due to unused funds available from previous year.	
500	Advertising	1220.00	See Newsletter expenditure.	
320	Pitch fee	324.00		
158073		159390.74		
	LESS EXPENDITURE			
160	Hire Hall	154.00		
400	Subs	292.20		
11500	Lengthsman	12036.76	2 days relate to last year	
600	Insurance	509.03		
10000	Clerks salary	10155.24	1.75% pay rise higher than budgetted	
400	Mileage	453.70	Trips to LVMRG re Ladybirds etc	
350	Postage Telephone & Stationery	114.19		
100	Donations incl Poppy Day	100.00		
600	Audit	510.00		
1100	Newsletter	1564.58	Due to misunderstanding excessive advertising space committed we could not accommodate. Additional flyer produced rather than renague on commitment. This meant additional production and delivery costs covered by by additional advertising income (see income Advertising)	
	Bench Liverpool Road	397.00	New purchase not budgetted	
40	Chairman's Allowance	40.00		
200	Competitions Xmas & Garden	225.25		
	Vat reclaimable	333.79		
200	Training		Non undertaken	
1000	Ground Maintenance / Repairs	201.16		
250	Xmas Trees	155.00		
200	National Insurance Employer	206.71		
500	Web Site	398.00		
83500	Save our Bus fund	81133.00		
72	Bank charges	59.55		
13500	NL Primary Parking		Awaiting invoice - project still expected to be undertaken	
124672	Total	109039.16		
33401	Balance in hand	50351.58		
	Bank Statement	50240.53		
		111.05		
		50351.58		



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### LONGTON 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 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.longton-pc.gov.uk OR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2021/22 for

### LONGTON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<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>	
1. Balances brought forward	29,801	37,813	<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>	
2. (+) Precept or Rates and Levies	116,000	116,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	9,352	5,578	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	10,084	10,362	<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>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	107,256	98,677	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	37,813	50,352	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	37,813	50,352	<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>	
9. Total fixed assets plus long term investments and assets	18,083	18,083	<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>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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/YY

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

DD/MM/YY

as recorded in minute reference:

**MINUTE REFERENCE**

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

**SIGNATURE REQUIRED**