

Longton Parish Council

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Lea

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7th May 2024

NEXT MEETING

Members of the Council are summoned to the **ANNUAL PARISH COUNCIL MEETING** to be held on Tuesday the 14th May 2024 at **Longton Library** which will commence 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 a Chairman for the following 12 months who will be required to sign the Acceptance of Office form.
2. To elect a Vice Chairman for the following 12 months
3. To receive apologies
4. To consider and approve the Minutes of the Meeting held on the 2nd April 2024 (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:

07/2024/00304/PIP – Application for Stage 1 PIP for erection of one dwelling @ Field to east of Marsh Lane Back Lane Longton PR4 5JA

07/2024/00277/HOH – Dormer extension to front roof slope facing Spinney Close @ 9 Station road New Longton PR4 4LL

8. To approve the following payments:

06/03/2024	P HEISE LENGTHSMAN	44	1068.80
26/03/2024	W MCWHITTLE SALARY 4TH QTR	45	1827.49
26/03/2024	HMRC 4TH QTR	46	1291.92
26/03/2024	P HEISE LENGHTSMAN	47	1068.80
26/03/2024	LBKV COMP	48	50.00
26/03/2024	C W BERRY LENGTHSMAN MATERIALS	49	20.35
31/03/2024	BANK CHARGES	50	20.25

9. To approve the Financial Statement as at the 31st March 2024

10. To approve Section 1 Annual Governance Statement 2023/24 and Section 2 Accounting Statements 2023/24 (enclosed) being part of the Annual Governance and Accountability Return 2023/24 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
11. To approve the arrangements for the 2024 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 14th July 2024 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, 2nd and 3rd in each of the two villages of Longton and New Longton by the 2nd August 2024.

12. To consider the replacement of the two notice boards in Longton one of which is in very poor condition with new boards in the style and colour of those erected in New Longton at an estimated cost of £1200.00 for both fully installed
13. To note that the next meeting is scheduled for the 9th July 2024

Longton Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on
Tuesday the 2nd April 2024 at **New Longton Village Hall** commencing at 7.30pm

Present: Cllrs Gooch, Welch, Fox, Sumner, Garside, Porter, Riley, Alsop, Mather, Barnes, Molder, and Turner

There were two members of the public present

24/24 To receive apologies

None

25/24 To consider and approve the Minutes of the Meeting held on the 27th February 2024 (enclosed)

It was resolved that the minutes of the meeting held on the 27th February 2024 should be approved and signed by the Chairman as a true and accurate record.

26/24 To receive Declarations of Interest

Cllr Fox declared a prejudicial interest in planning applications 07/2024/00176 & 07/2024/00178. She left the room and did not take part in the debate or voting on these items.

27/24 To adjourn the meeting for a period of public participation

The meeting was adjourned

Concern was raised about the state of the roads across Lancashire and particularly in this area. It was confirmed that LCC had not reduced funding for road repairs.

It was mentioned that recent litter bin installations on Latimer Drive had now been removed due to local resident objections.

The meeting was reconvened

28/24 To consider the list of the planning applications as set out below:

07/2024/00176/HOH – To build a single storey garage/workshop/woodstore in brick. Matching existing detached property which has no garage or outbuilding at present @ 171 Chapel Lane Longton PR4 5NA

07/2024/00177/HOH – Single storey rear extension and single storey side extension @ 45 Chesham Drive New Longton PR4 4YJ

07/2024/00161/HOH – Single storey rear extension following demolition of existing single storey side extension to create a car port, front porch, and bay window canopy @ 5 Farmend Close Longton PR4 5WQ

07/2023/00893/FUL – Retrospective application for retention of haybarn and two stable blocks with an extension to existing structure to introduce feed room, stable, muck store and construction of menage and parking @ Land to rear of 35 Chapel Lane Longton PR4 5WA

07/2024/00178/HOH – Raising of ridge height to side and rear single storey extension, part garage conversion and replacement windows @ 38 Marsh Lane Longton OR4 5ZJ

07/2024/00195/HOH – Raising of ridge height and single storey extension to rear of existing garage @ 272 Liverpool Road Longton PR4 5YB

07/2024/00204/HOH – Two storey side extension and porch to front @ 32 The Maltings Longton PR4 5ZS

It was resolved that no representation need be made.

29/24 To approve the following payments:

12/02/2024	P HEISE LENGTHSMAN	42	1068.80
12/02/2024	NLVH ROOM HIRE	43	80.00

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

30/24 To receive an update from Cllr Porter following production of his defects reports for Longton and New Longton and consider forming a small working group of up to 4 Members to assist Cllr Porter to follow through the reports and where appropriate put together detailed proposals for potential actions to be submitted to the Council for approval.

Cllr Porter had sent out to members prior to the meeting an update report. He went through the actions he felt needed to be taken and several members individually agreed to take responsibility for following through some of them.

It was resolved that Cllr Porter would draw up a list of the actions agreed and would co-ordinate responses as appropriate, on this basis it was not felt necessary to have a formal working group.

31/24 To note that the next meeting is scheduled for the 14th May 2024

It was noted that the date of the next meeting is scheduled for the 14th May 2024

FINANCIAL STATEMENT 1ST APRIL 2023 TO 31ST MARCH 2024				
REVISED				
BUDGET	INCOME			
49198	Balance b/f 1st April 2023	72452.27		
30000	Precept	30000.00		
250	Bank Interest	1348.19		
284	V A T Recovered	620.44		
900	Trustee Admin Contribution	900.00		
	Prow Grant Scheme	800.00		
	CIL	23944.12		
500	Advertising	610.00		
	New Longton Rovers	432.00		
81132		131107.02		
	LESS EXPENDITURE			
180	Hire Hall	140.00		
1200	Subscriptions incl Web Site	633.84		
13200	Lengthsman	13833.00		
600	Insurance	552.74		
11600	Clerks salary	11518.44		
400	Mileage	354.80		
350	Postage Telephone & Stationery	136.88		
100	Donations incl Poppy Day	400.00		
550	Audit	545.00		
1800	Newsletter	1733.00		
80	Bank charges	81.00		
5000	Ladybirds Building Demolition	3441.00		
40	Chairman's Allowance	40.00		
250	Competitions Xmas & Garden	199.83		
	Vat reclaimable	1013.13		
1000	Ground Maintenance / Repairs	44.17		
250	Xmas Trees			
250	National Insurance Employer	398.06		
36850	Total	35064.89		
44282	Balance in hand	96042.13		
	Bank accounts	43759.69		
		52282.44		
	Balance in hand	96042.13		
	Restricted Funds CIL	37458.34		
	General Reserve	58583.79		

CIL MONIES

DATE	INCOME / PAYMENTS	BALANCE
01/04/2022	RECEIVED 11871.67	11871.67
06/12/2022	RECEIVED 1642.55	13514.22
02/06/2023	RECEIVED 5664.78	
08/12/2023	RECEIVED 18279.34	37458.34

Section 1 – Annual Governance Statement 2023/24

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 2024, 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.

***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/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

<http://www.longton-pc.gov.uk>

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

LONGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	50,352	72,452	<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	30,000	<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	17,390	28,655	<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	11,279	11,917	<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	100,011	23,148	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	72,452	96,042	<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	72,452	96,042	<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	17,788	<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>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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

Annual Internal Audit Report 2023/24

LONGTON PARISH COUNCIL

http://www.longton-pc.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

28/04/2024 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

SANDRA WISEMAN IDITOR

Signature of person who carried out the internal audit

SANDRA WISEMAN

Date

28/04/2024

*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).