

Longton Parish Council

7 Bilborough Meadow

Lea

Preston

PR2 1YY

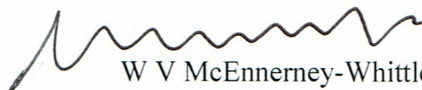
Tel 01772 733829

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5th May 2026

NEXT MEETING

Members of the Council are summoned to the **ANNUAL PARISH COUNCIL MEETING** to be held on Tuesday the 12th May 2026 at **Longton Library** which will commence immediately after the ANNUAL PARISH MEETING which will start 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 then 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 7th April 2026 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public participation

Please note that no decisions can be lawfully made on any matter raised during this time.

7. To consider the following planning applications:

None

8. To approve the following payments:

None

9. To approve the enclosed Financial Statement as at 31st March 2026
10. To receive and note the enclosed Internal Auditors Report for the year 2025/26
11. To approve Section 1 Annual Governance Statement 2025/26 and Section 2 Accounting Statements 2025/26 (enclosed) being part of the Annual Governance and Accountability Return 2025/26 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council
12. To note that the next meeting is scheduled for the 23rd June 2026

**DECLARATION OF
ACCEPTANCE OF OFFICE
LONGTON PARISH COUNCIL**

I _____ having been
elected to the Office of Chairman of Longton
Parish Council declare that I take that office
upon myself and will duly and faithfully fulfil
the duties of it according to the best of my
judgment and ability.

Signed

Date

This declaration was made and signed before me

Signed

Date

Proper Officer of the Council

Longton Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on

Tuesday the 7th April 2026 at **New Longton Village Hall** commencing at 7.30pm.

Present: Cllrs Alsop, Fox, Sumner, Turner, Mather, Garside, Riley and Porter

There were 7 members of the public present

23/26 To receive apologies

Cllrs Molder and Welch

24/26 To consider and approve the Minutes of the Meeting held on the 3rd March 2026 (enclosed)

It was resolved that the minutes of the meeting held on the 3rd March 2026 should be approved and signed by the Chairman as a true and accurate record

25/26 To receive Declarations of Interest

Cllr Riley declared a personal and prejudicial interest relating to planning application 07/2026/00088/FUL since she lives in close proximity to the proposed development.

Cllr Fox declared a personal and prejudicial interest relating to planning application 07/2026/00088/FUL since she had already pre-determined her view on the proposals.

Both members left the room during the discussion and did not take part in the debate or voting on this item.

26/26 To adjourn the meeting for a period of public participation

The meeting was adjourned

Some residents present raised concerns with regard to planning application 07/2026/00088/FUL since they were concerned about road safety should the access to the proposed development be granted since the proposed access via The Vinery was a very narrow road which already had issues with inconsiderate parking and that construction vehicles would likely make this worse to the detriment of neighbourhood amenity. It was mentioned that a previous application had been approved, however, the access to the development was from Station Road, which did not have the same issues as The Vinery. It was thought that this was a much better access route. Other concerns related to the removal of trees which had already taken place and that bats were present despite the ecology report presented with the planning documentation did not raise this as an issue.

Members of Longton Carnival Committee made a short presentation concerning the Longton carnival which was to be resurrected after 20 years and is scheduled to take place in May 2026. Arrangements are well in hand and support from residents and local businesses has been good following their organising of the Winter Wonderland last November, which was extremely well received and very successful.

The meeting was reconvened

27/26 To consider the following planning application:

07/2026/00088/FUL – Erection of two dwellings and associated development to the rear of 42-46 Station Road New Longton PR4 4ZB with access from The Vinery.

It was resolved that this Council should make comment concerning the issues raised by residents relating to road safety, the narrowness of The Vinery and the potential disturbance to neighbourhood amenity by construction vehicles suggesting that the original proposed access from Station Road would be much more suitable and convenient.

28/26 To approve the following payments:

13/02/2026	LEYLAND GATES BKVC PLAQUE ERECTION NEW LONGTON	582.00
13/02/2026	VIKING DIRECT STATIONERY	209.73
13/02/2026	M RAINFORD LENGTHSMAN	433.10
28/02/2026	BANK CHARGES	6.00
16/03/2026	GLOBAL ENERGY SERVICES SPORTS CLUB RADIATORS CIL	2016.00
16/03/2026	M RAINFORD LENGTHSMAN	676.47
16/03/2026	BROXAP REPLACE FINAL 3 LITTER BINS	1155.60
16/03/2026	CPRE SUBSCRIPTION	60.00
16/03/2026	NEWGATE NURSERIES MATERILA LENGTHSMAN	14.46
26/03/2026	HMRC 4TH QTR	1596.16
26/03/2026	CLERKS SALARY 4TH QTR	2027.78
31/03/2026	BANK CHARGES	7.00

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

29/26 To consider a funding request from Longton Carnival Committee as outlined on the attached documentation which includes a summary of their accounts to date. If agreed the purchases would be required to be in the name of the Parish Council and payments settled by invoices addressed to the Parish Council who can then reclaim Vat and who would then 'gift' the purchases to the applicant group.

It was resolved that the requested grant to Longton Carnival Committee should be approved at a figure of £920.50 which is a slight reduction to the amount originally requested as some items had already been purchased.

30/26 To note that the next meeting is scheduled for the 12th May 2026

It was noted that the next meeting is scheduled for the 12th May 2026

FINANCIAL STATEMENT 1ST APRIL 2025 TO 31ST MARCH 2026				
REVISED				
BUDGET	INCOME			
176925	Balance b/f 1st April 2025	179150.82		
20000	Precept	20000.00		
1000	Bank Interest	3350.08		
390	V A T Recovered	1548.48		
900	Trustee Admin Contribution	900.00		
450	New Longton Rovers FC	446.00		
	CIL	17768.29		
500	Advertising	300.00		
	Refund Overpayment S&S	549.63		
200165		224013.30		
	LESS EXPENDITURE			
180	Hire Hall	98.80		
1200	Subscriptions incl Web Site	722.49		
15000	Lengthsman	7251.74		
600	Insurance	493.95		
13500	Clerks salary	12774.04		
400	Mileage	397.15		
350	Postage Telephone & Stationery	332.36		
100	Donations incl Poppy Day	100.00		
600	Audit	555.00		
1800	Newsletter	1738.00		
80	Bank charges	73.00		
40	Chairman's Allowance	40.00		
350	Competitions Xmas & Garden	371.00		
	Vat reclaimable	11149.77		
1000	Ground Maintenance / Repairs	658.71		
350	Xmas Trees			
1200	National Insurance Employer	1190.36		
5000	Carnival Committee Xmas Lights	4981.91		
485	BKVC Plaque	485.00		
328	St Oswalds Grant CIL	328.30		
4312	Tree Works CIL	4312.50		
40900	New Bus Shelter CIL	16725.10		
8449	Longton Sports & Social Grant CIL	7080.00		
2083	St Andrews Furniture Grant CIL	2083.00		
9900	New Benches Project CIL	10194.10		
11200	Litter Bin Project CIL	7057.00		
119407	Total	91193.28		
80758	Balance in hand	132820.02		
	Bank Balances	129383.00		
		3437.02		
	Total	132820.02		
	LESS RESTRICTED FUNDS CIL	87303.99		
	UNRESTRICTED FUNDS	45516.03		

CIL MONIES

DATE	RECEIPTS	PAYMENTS	PURPOSE	BALANCE
01/04/2022	11871.67			
06/12/2022	1642.55			
02/06/2023	5664.78			
08/12/2023	18279.34			
10/05/2024	57325.94			
08/11/2024	27667.49			
25/11/2024		998.00	NEW NOTICE BOARDS	
10/12/2024		451.00	NEW BENCH NEW LONGTON	
11/12/2024		180.40	NEW GATE LVMRG	
28/02/2025		2381.67	ST OSWALDS REFURBISH GRANT	
28/03/2025		640.00	TREE INSPECTION	
23/05/2025		3852.50	TREE WORKS	
29/05/2025		328.30	ST OSWALDS REFURBISH GRANT	
19/08/2025		6120.00	NEW BENCHES PROJECT	
19/08/2025		460.00	TREE WORKS	
18/09/2025		2083.00	ST ANDREWS FURNITURE GRANT	
19/09/2025	8648.22			
24/10/2025	9120.07			
04/11/2025		5400.00	LONGTON SPORTS AND SOCIAL GRANT	
04/11/2025		8471.00	REPLACE BUS SHELTER	
28/11/2025		7057.00	REPLACE LITTER BINS	
15/12/2025		8254.10	30% DEPOSIT 3 BUS SHELTERS	
15/12/2025		3111.10	NEW BECHES PROJECT INSTALLATION	
31/12/2025	140220.06	49788.07		90431.99
13/02/2026		485.00	BKVC WINNER PLAQUE	
16/03/2026		1680.00	SPORTS & SOCIAL CLUB RADIATORS	
16/03/2026		963.00	BENCH REPLACEMENT PROJECT	
31/03/2026	140220.06	52916.07		87303.99

Annual Internal Audit Report 2025/26

LONGTON PARISH COUNCIL

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During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (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: 26/04/2026 Name of person who carried out the internal audit: SANDRA WISEMAN

Signature of person who carried out the internal audit: *Sandra Wiseman*

Date: 29/04/2026

*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 2025/26

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 2026, 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 have assured 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.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*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

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Section 2 – Accounting Statements 2025/26 for

LONGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	96,042	179,151	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	30,000	20,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	91,417	24,862	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	12,854	13,964	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	25,454	77,229	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	179,151	132,820	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	179,151	132,820	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	17,180	24,063	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	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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:

as recorded in minute reference:

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

SIGNATURE REQUIRED
