

## **Haighton Parish Council**

### **Annual Parish Meeting**

Minutes of the Annual Parish Meeting held on 17<sup>th</sup> May, 2021 . This meeting was held by means of telephone and e-mail, owing to the continuing pandemic.

### **Annual Parish Assembly**

A sign inviting members of the public to raise issues prior to this meeting had been displayed on the noticeboard and website for 7 days.

**Items raised by members of the public:** None.

### **Annual Parish Council Meeting**

**Appointment of Chair:** Cllr. Clarke to remain as Chair: proposed by Cllr Jones, seconded by Cllr Royle

**Appointment of Vice-chair:** Cllr Kennedy to remain as Vice-Chair: Proposed by Cllr Clarke, seconded by Cllr Leach

**Appointment of signatories of council cheques:** all agreed that Cllrs Clarke, Leach and Jones to remain as signatories.

**Annual Highway Review:**

No problems were reported.

**Governance:**

- **Review of this Council's Accounting records and Risk Assessment:** it was agreed that all was in order. This has been entered as Appendix 1 to these minutes.
  - **Assets:** The list of assets had not changed from the previous year. Entered as Appendix 2 to these minutes.
  - **Review of the level of Fidelity Guarantee:** The Zurich policy provides HPC with cover for £25,000.
  - **Internal Audit: Review of Effectiveness:** Mr P Derbyshire had carried out the Internal Audit for YE 31.3.21.
  - **Review of the Standing Orders of this Council:** All members agreed that these were satisfactory. Entered as Appendix 3 to these minutes.
- For appendixes 1-4 refer to the minutes of last year's Annual Meeting.**

### **Normal Parish Council Meeting**

Minutes of the Parish Council Meeting held on 17<sup>th</sup> May 2021.

**Minutes of the last Parish Council Meeting held on 22nd March 2021:**

Confirmed and signed by the Chairman

**Matters Arising:**

- None

**Correspondence:**

- No issues of any importance to report.

**Planning:**

**Applications:**

- Application No. 06/2021/0238 Proposal: 2no. Dwellings. Site Address: The Paddock adjacent Whinfield Cottage, Cow Hill, Haighton, Preston

PR2 5SH. Following consultation of all members of the Council, it was agreed that HPC should object to this application on the grounds that it fails to comply with the Open Countryside and Areas of Separation policies of the Local Plan.

- Application No. 06/2021/0370: Proposal: Extension to agricultural building. Site Address: Park House Farm, Whittingham Lane, Houghton, Preston PR2 5SL. Following consultation of the other members of my Council, it was agreed that although it is the policy of Houghton Parish Council to resist new development in open countryside, the proposed extension is justified, considering the need to comply with environmental regulations regarding the prevention of contamination of water courses by manure effluent.
- Application No.06/2021/0631: Listed Building Consent for refurbishment works including repairs to external walls and new roof, replacement of and inclusion of new window and door openings and roof lights, new porch canopy, steps and railing, and internal works. Site Address: Houghton Hall Farm, Houghton Green Lane. All members were consulted, although it is assumed that the listed building regulations would ensure that all of the proposed work would be in keeping with this fine old farmhouse.
- Application No. 06/2021/0683: 1 no. dwelling. Site address: Land adjacent to the Paddock, Whinfield Cottage, Cow Hill. All members are in the process of being consulted, although they still have about two weeks before their views have to be submitted to the clerk prior to making HPC's formal response to PCC.

**Approvals:**

- Application No 06/2021/0238: 2 dwellings at 'The Paddock', land adjacent to Whinfield Cottage, Cow Hill.

**Appeals:**

- None

**Meetings:**

- None

**Accounts:**

- The Annual Audit had been prepared by the Clerk.

**Certificate of Exemption:**

- This is a new provision within the Audit regulations. Following agreement by all members of the Council, it was signed by the Chair and by the Clerk. Since HPC has a gross income and expenditure of less than £25,000 and had not violated any of the Audit regulations in the previous year, it satisfies the criteria for exemption and need only publish the audit documents on the noticeboard and website. The Certificate of Exemption must be sent to the Auditor.

**Annual Audit-Statement of Assurance**

- The Annual Governance Statement was completed after discussion of each question and approved by all members. It was then signed by the Chairman and Clerk.

#### **Annual Audit-Accounts:**

- The accounting statements for YE 31/3/21 were approved by all members and signed and dated by the Chairman and Responsible Financial Officer (the clerk).
- The Annual Internal Audit Report had been completed by Mr P Derbyshire after examining the parish council's accounts.
- The Notice of Appointment of Date for the Exercise of Elector's rights will be displayed along with the Audit documents from 21/6/21 to 30/7/21. The accounts will then be available for inspection by electors between the hours of 4.00pm and 6.00pm .

#### **The Annual Precept:**

- No remittance advice statement had been received from PCC. However, it is assumed that PCC will have paid £750.00 into HPC's account.

#### **Payments:**

- Cheque No.343 for £37.47 paid in favour of LALC for this year's subscription.
- Cheque No.327 for £198.55 paid in favour of Zurich Municipal for the renewal of this years' insurance cover.

#### **AOB:**

- None