

Haighton Parish Council

Annual Parish Meeting

Minutes of the Annual Parish Council Meeting held on 20<sup>th</sup> May, 2024 at Manor Vale. The meeting opened at 7.30 p.m.

*Present:* D.W.Clarke, D.A.Kennedy, A.Leach

*Apologies:* S.M.Royle, J.N.Jones.

Annual Parish Assembly

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

*Items raised by members of the public:* No members of the public attended.

Annual Parish Council Meeting

*Declaration of Disclosable Pecuniary Interests forms:* Updated and signed by all members.

*Appointment of Chair:* Cllr.Clarke to remain as Chair: proposed by Cllr Kennedy, seconded by Cllr Leach.

*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 and Jones were to remain as signatories.

*Minutes of the last Annual Parish Council Meeting dated 15<sup>th</sup> May 2023:* confirmed as a correct record of that meeting and signed by the Chairman.

*Matters arising:*

- None.

*Annual Highway Review:*

- Cllr Clarke reported that the problem of pot holes along the south edge of the carriageway on Haighton Green Lane between Wayside Cottage and the entrance to Seed Hill Farm had not been repaired and still presented a hazard to cyclists and motorists. The Clerk will report this to LCC once more.
- Cllr Clarke reported that the pot hole on the apex of the bend on Haighton Green Lane on the north side of the road just west of Primrose Farm had deteriorated again. The Clerk will report this to LCC yet again.

***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 31.3.24. Entered as Appendix 3 to these minutes.
- *Review of the Standing Orders of this Council:* All members agreed that these were satisfactory. Entered as Appendix 4 to these minutes.

Normal Parish Council Meeting

Minutes of the Parish Council Meeting held on 20<sup>th</sup> May 2024 at Manor Vale. The Meeting opened at 7.55 p.m.

*Present:* D.W.Clarke, D.A.Kennedy, A Leach.

*Apologies:* S.M.Royle, J.N.Jones.

*Minutes of the last Parish Council Meeting held on 18<sup>th</sup> March 2024:* Confirmed and signed by the Chairman

*Matters Arising:*

- *Defibrilators:* Information obtained by the Clerk indicated that a defibrillator needed to be applied to a person having a cardiac arrest within 3 minutes for the best chance of success. Considering that Haighton Manor was the only place where a defibrillator might be available to people within the time limit, and that it would take much longer to reach most of the population of Haighton, it was agreed that HPC should continue to donate to the Air Ambulance instead.

*Correspondence:*

*Best Kept Village Competition:* This year's entry form had been submitted. A poster announcing that the start of judging would commence on 1<sup>st</sup> June would be displayed on the noticeboard..

- CPRE: Magazine- circulated.
- 3 editions of 'Clerks and Councils Direct' circulated to members.
- LCC Trading Standards warning poster regarding 'cowboy roofers' and other scams to be aware of.

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Signed by the Chairman.....

**Planning:**

*Applications:*

- 06/2024/0313: Various improvements to Whittingham and Goosnargh Sports and Social Club. It was agreed that the decisions on these matters were best left to Whittingham and Goosnargh Parish Councils.
- 06/2024/0424: Modification of Public Right of Way footpath Haighton No.3. Site address: Summers Farm, Cow Hill. The aim of this application was to reduce the width of the footpath from 3m to 2m in the section adjacent to the areas with planning permission for new dwellings. It was agreed that there were no objections, providing that the path was kept in good order.

*Approvals:*

- None.

*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. 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 criterial 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 31/3/24 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 3/6/24 to 12/7/24. The accounts will then be available for inspection by electors between the hours of 4.00pm and 6.00pm .

*The Annual Precept:*

- A remittance advice statement had not yet been received from PCC . The Clerk contacted Melanie Salisbury in PCC's Finance Dept. who said that the precepts were still awaiting authorization by the head of dept., Jackie Wilding.

*Payments:*

- Cheque No. 366 for £ 60.65 paid in favour of Lancashire Association of Local Councils for this year's subscription.
- Cheque No.369 for £208.850 paid in favour of Zurich Municipal for the renewal of this years' insurance cover.

*AOB:*

- None.

There being no other business, the meeting closed at 8.10.p.m.

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*Signed by the Chairman.....*