



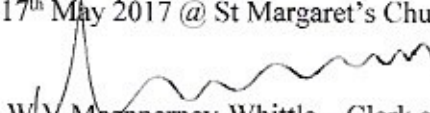
7 BILSBOROUGH MEADOW
LEA, PRESTON, PR2 1YY
01772 733829

E-MAIL: ingoltantertonnc@hotmail.co.uk

10th May 2017

NEXT MEETING

Members of the Council are summoned to the **ANNUAL NEIGHBOURHOOD COUNCIL MEETING** to be held on Wednesday the 17th May 2017 @ St Margaret's Church Hall Ingol commencing at 7.00pm



WJ Meennerney-Whittle – Clerk and RFO

AGENDA

1. To elect a Chairman for the next 12 months who will then sign the Acceptance of Office form
2. To elect a Vice chairman for the following 12 months.
3. To receive apologies
2. To approve the Minutes of the Meeting held on the 29th March 2017 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public discussion

Please note that the Council may not make any decisions during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than neighbourhood council members or officials.

5. To authorise payment of the following accounts:

On Line	Greenwood GS	Lengthsman	319.20
On Line	Len Slade	Internal Auditor	105.00
On Line	Salsa Northwest	Band for Fete – Donation	400.00

6. To consider and approve the Internal Auditors Report for the year ended 31st March 2017 (enclosed)
7. To receive and approve the Financial Statement of Accounts to the 31st March 2017 (enclosed)
8. To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31st March 2017 (papers enclosed)
9. To confirm renewal of the Council's insurance with Zurich Insurance for a further 12 months in accordance with our LTA at £614.95
10. To appoint representatives to attend PAC meetings on behalf of this Council (please note that since this Council is not a LALC member it can only attend the open session and not that relating to LALC matters)

11. To consider ownership of the CCTV equipment to be installed at Ingol Community Primary School in the light of information now received from the Information Commissioner Office (ICO) and approve that the equipment should be gifted to the school by way of donation.

Data protection requirements are such that access and viewing of CCTV installations are required to be under the control of a Data Controller who is then responsible for dealing with access requests by either the police, other organisations or any person who requests sight of any filming that has been taken of them. It is unlawful for access to be granted to any third parties without a specific request being approved as above. It goes without saying therefore that the siting of CCTV equipment at the school which belongs to the NC will need to be under the control of the NC Data Controller (The Clerk) who has been registered with ICO for that purpose. The equipment must be protected so that third parties are unable to access and that includes those on the premises where the equipment is situated. This means any requests must be made to the NC. Staff at the school or even the police cannot freely access the footage. To remove this level of administration and therefore also speed up any police access requests, it is felt that it would be better to have ownership transferred to the school who would, if not already, register the name of their Data Controller, amend their registration as required and take full responsibility for its management, maintenance and access requests.

12. To consider production of a regular newsletter going forward:

Some members have suggested that it should be the Clerk who has vast experience in this field and who produced a well-received special edition in January in respect of the Consultation Exercise who should undertake all future newsletters given that only one has been produced by the current editorial team in the past 12 months, despite agreement to produce up to six and the performance survey results two years ago which recommended that quarterly editions should be undertaken due to the failure of the Council to communicate with its residents previously. The Clerk has indicated that he is prepared to produce 4 newsletters in the next 12 months at regular intervals at a cost of £150.00 per newsletter based on 4 x A5 pages of copy/articles/photographs with any additional pages as might be required from time to time being charged on a pro rata basis (this level of charge corresponds with the fee paid to the lady in Hutton who produces similar for them)

13. To consider paying for (£110) the replacement of the CCTV camera situated at the rear of Intact – we are informed that the suppliers will fit the camera at no cost – the camera will be owned by Intact who will be responsible for maintenance and Data Controller responsibilities.
14. To consider the options regarding Christmas trees for 2017 as per the enclosed report.
15. To consider and review the need for current working groups as set out below and appoint members / disband groups as appropriate.

Surgeries W/G – to arrange surgeries and member attendees – Cllrs Anderson and Bevan at present.

Tanterton Shops Area – to investigate potential improvements – Cllrs Ellison, Roskell and Brookes at present.

Gateway Liaison W/G – to investigate potential projects – Cllrs McGrath, Anderson and Bevan at present.

Dog Fouling W/G – to investigate potential actions – Cllrs McGrath, Soole and Bevan at present.

Christmas Event W/G – to organise the event – Cllrs Thompson and Soole at present.

CCTV W/G – to investigate the installation of CCTV equipment within the neighbourhood – Cllrs Anderson and McGrath at present.

Nog Tow Roundabout W/G – to investigate potential for further planting etc – Cllrs Roskell and Brookes

Community Warden W/G – to consider viability and make recommendations - Cllrs McGrath, Roskell and the Clerk.

16. To note that the next meeting is scheduled for the 12th July 2017



MINUTES of the NEIGHBOURHOOD COUNCIL MEETING held on Wednesday the 29th March 2017 @ St Margaret's Church Hall Ingol commencing at 7.00pm

Present: Cllrs McGrath, Bevan, Ellison, Thompson, Darby, Soole, Anderson, Roskell and Brookes

There were no members of the public present.

25/17 To receive apologies

None

26/17 To approve the Minutes of the Meeting held on the 1st March 2017 (enclosed)

It was resolved that the Minutes of the meeting held on the 1st March 2017 should be approved and signed by the Chairman as a true and accurate record

27/17 To receive Declarations of Interest

Declarations of personal and prejudicial interests were received from Cllrs Brookes, Ellison, Soole and Thompson in respect of item 5 (06/2017/0181) on the agenda since they were all members of an action group (IGVRA) who opposed any development on Ingol Golf course. They all left the room during the debate and voting on this item however they reserved the right to make a statement of representation prior to leaving the room.

Cllr Darby declared a personal and prejudicial interest in item 5 (06/2017/0181) on the agenda relating to the planning application for Ingol Golf Course due to him being a Liberal Democrat City Councillor whose party, and who himself had already expressed their views against any development of Ingol Golf Course. He left the room during the debate and voting on this item however he reserved the right to make a statement of representation prior to leaving the room.

28/17 To adjourn the meeting for a period of public discussion

There were no members of the public present

29/17 To consider Planning Applications:

Prior to the discussion and debate on the following agenda item those members who had declared prejudicial interests made statements against the proposed development siting several National and Local Planning Policies (NPPF Clause 74 – Core Strategy Policy 19 – Preston Local Plan Policies EN2 and EN5) which they felt would be contravened should the application be given permission. They all asked the Council to object to the development for the above-mentioned reasons.

Cllr Anderson took the Chair due to Cllr Darby having left the room for the following planning application discussion and vote

06/2017/0181 – New first team training facility for Preston North End situate @ Ingol Golf and Squash Club Preston PR2 7BY

It was resolved that a letter of objection should be sent objecting to the proposed development since it was felt that it would be contrary to the policies stated above and was like the hybrid application 07/2017/0002 in respect of the training facilities which was discussed at the last meeting and to which similar objections were made.

Cllr Darby returned to the room and took over the Chair following the decision on the planning application above

06/2017/0255 – Reserved matters application (namely access, appearance, landscaping, layout and scale) pursuant to outline application 06/2009/0499 for 93 dwellings @ Land at former Cottam Hall Brickworks

It was resolved that no representation should be made – it was noted that an application for a further 21 dwellings had been made 06/2017/0256 which would be dealt with under the Clerk’s delegated authority due to timescales and that the response would be the same despite the disappointment that the original proposals for this land as a marina would not now proceed.

30/17 To authorise payment of the following accounts:

On Line	B G Fencing	Materials Bench Installation	57.47
On Line	GGS	Lengthsman	416.00
On Line	W V McWhittle	Salary and Expenses	1149.03
On Line	Inland Revenue	Tax and NI	704.80
On Line	B G Fencing	Materials Bench Installation	39.90
On Line	GGS	Lengthsman	570.00

It was resolved that the payments mentioned above should be approved

31/17 To consider whether this Council wishes to respond to the Central Lancashire Employment Land Study details of which are attached and have already been circulated.

It was resolved that a response should be made to reiterate and support the Preston Local Plan in that open space in the neighbourhood should be protected from unwanted development since it provided an attractive area which helped to attract employers and employees to come to the area and support the local economy.

It was also resolved that a response should be made supporting the Brickworks development as a local centre since this was in the interests of supporting the wellbeing of residents and the local economy.

32/17 To consider the installation of 8 cameras at Ingol CP School as per the enclosed quotation at a cost of £2900.00 with £100.00 per year maintenance fee. Please also see attached letter explaining why the proposal is requested and note that the school have agreed to put £1000 towards the costs.

It was resolved that subject to a contribution of £1000 from Ingol CP School that this Council would provide that CCTV equipment as outlined above to assist generally in its aim to reduce ASB in the neighbourhood

33/17 To consider whether 6 benches should be installed within the neighbourhood as per the enclosed suggested location points and if so further consider the enclosed quotations and decide which, if any, should be accepted.

It was noted that whilst generally members had no objection to the concept and proposed locations for additional benches in the neighbourhood they did not however feel that the proposed types were suitable and that further investigation should take place concerning more appropriate types, the obtaining of necessary permissions from land owners, local consultation if appropriate and total costs which should include installation costs in addition to purchase costs.

It was resolved that this matter should be deferred to a future meeting so that a full report with recommendations could be provided covering the above and that Cllrs Bevan and Anderson would assist Cllr Buchner, who had put forward the original suggestion, in this respect.

34/17 To consider the installation of dog fouling signs and a no ball game sign at a project cost of £1450.00 as outlined in the attached report

It was resolved that the signs as detailed in the report referred to above should be purchased and installed subject to formal permission being confirmed by the landowner (Gateway) and agreement with Gateway and Preston CC as to the wording of the signs.

35/17 To further consider the proposals put forward by Preston CC whereby Parish Councils might wish to contribute to the costs of open space maintenance in their areas and decide what action, if any, should be taken at this stage.

It was noted that no further information had been provided. The Clerk had requested full details of the areas of open space and playground locations that would be affected by any service reductions, the estimated costs for this area and was awaiting a response from Preston CC at which time a further agenda item will be placed to consider this Council's response.

36/17 To note that the next meeting is scheduled for the 17th May 2017

It was noted that the date of the next meeting is scheduled for the 17th May 2017

A	PROPER BOOKKEEPING	<p>The Clerk maintains computerised cash book, which is updated monthly and reported to Committee on a quarterly basis along with a comparison of progress against budget. The cash-book is arithmetically correct and regularly balanced.</p> <p>The Council has formally adopted standing orders (approved 2/3/16).</p> <p>Financial Regulations were formally adopted (approved 2/3/16) . Items and services have been competitively purchased.</p> <p>For each payment, the accounts record the payee, date approved, cheque number, minute number, expenditure type and gross amount paid. For receipts, the precept, VAT., and other income are itemised in the accounts.</p> <p>The Councils financial regulations have been met, payments supported by invoices, expenditure approved and VAT., appropriately accounted for.</p> <p>The regulations require each payment to be authorized by the Council and minuted. Cheques require two signatures. (2 Councillors). The cheque counterfoil should be initialed by the Councillors. Where possible, invoices should be approved for payment at the next available parish meeting.</p>
---	--------------------	--

A selective assessment of five payments has been checked for compliance with the Councils financial regulations.						
DATE	PAYEE	INVOICE AMOUNT	RECORDED in A/cs	VAT	MINUTED	CHQ/ON LINE
26/6/16	Newgate	£210.96	Yes	£35.16	68/16	On Line.
20/7/16	Greenwood	£390.00	Yes	Nil	78/16	On Line
23/11/16	Printing W.	£215.00	Yes	Nil	101/16	On Line
12/1/17	Barton Gr.	£2160.00	Yes	£360.00.	15/17	On Line
27/3/17	BG Fencing	£39.90	Yes	£6.65	30/17	On Line

			<p>S137 expenditure is separately recorded and within statutory limits.</p>
<p>B</p>	<p>RISK MANAGEMENT</p>	<p>Yes.</p>	<p>The Council maintains a comprehensive risk management policy statement which is reviewed annually. A review of the minutes does not reveal any unusual financial activity.</p> <p>Insurance cover is appropriate and adequate</p> <p>Internal financial controls are appropriate,adequate,documented and regularly reviewed.</p>
<p>C</p>	<p>BUDGETARY CONTROLS</p>	<p>Yes</p>	<p>The annual precept for 2016/17 was based on a comprehensive estimate of costs..</p> <p>The Clerk has reported progress against budget to the Council on a regular basis.</p> <p>Reserves at the year-end were £47,052.21, as opposed to a £50,220.32., brought</p>

			<p>forward and are appropriate</p> <p>There are no significant variations from the budget.</p>
D	INCOME CONTROLS	Yes.	<p>The Council's financial regulations require receipts to be banked within five working days and to be entered in the cash book.</p> <p>It is noted that the precept will be paid by BACS., for 2017/18.</p> <p>The Council submits a VAT., return annually and the 2016/17 claim was submitted, in April 2017. Again this is paid in by BACS.</p> <p>Expected income was fully received based on correct prices ,properly recorded and promptly banked and VAT., was accounted for.</p>

E.	PETTY CASH PROCEDURES.	Yes	<p>The precept recorded agreed with the Council Tax authority's notification.</p> <p>The Council does not have petty cash as such. The Clerk keeps a record of all expenses incurred on Parish Council business and reclaims the amount periodically.</p> <p>Petty Cash payments were supported by receipts, expenditure was approved and VAT., accounted for.</p>
F	PAYROLL CONTROLS.	Yes.	<p>The Clerks salary is paid in accordance with NALC., pay scales, and he has a contract of employment.</p> <p>Ni., and PAYE., is calculated using HMRC., software. PAYE., and Employees Ni., are deducted at source and paid to HMRC., quarterly along with Employers Ni..</p> <p>Salaries to employees and allowances to members are paid in accordance with the Council approvals and PAYE., and Ni., were properly applied.</p>

G	ASSET CONTROLS.	Yes	<p>Asset register was complete and accurate and properly maintained.</p> <p>Asset insurance variations agree with those in the asset register</p>
H	BANK RECONCILIATION	Yes.	<p>Year-end accounts have been prepared on a receipts and payments basis and agree to the cash book. The Clerk has maintained a well organised file, which along with the Councils minutes provide a full audit trail.</p> <p>Balances at 31/3/2017 reconcile to the accounts.</p> <p>The b/f was £50,220.32. The balance at 31/3/17 is £47,052.21..</p> <p>The Clerk reconciles the accounts to the bank statements on a regular basis. Bank reconciliations as at 30/6/16, 30/9/16, 31/12/16 and 31/3/17 are held on file.</p> <p>The Clerk has produced a statement of variances to submit with the accounts to the external auditor.</p>

I	YEAR-END PROCEDURES.	Yes.	Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure) agreed with the cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. The Clerk has maintained a well organised file, which along with the Councils minutes provides a full audit trail..
J	TRUST FUNDS	N/A	Ingol and Tanterton Neighbourhood Council is not a Trustee.

++

Signed  Len Slade Internal Auditor.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

INGLIS + TANTERTON NEIGHBOURHOOD COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed			'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has 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 smaller 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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

INBON + TAXATION NEIGHBOURHOOD LEWIS

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	35597	50220	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	48730	30730	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1887	1772	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	6762	6829	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	24232	28841	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	50220	47052	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	50220	47052	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	12516	17797	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Christmas Tree Location within Tanterton

The working party have investigated the proposal to remove or relocate the Christmas tree from Tag Lane due to the cost of vandalism.

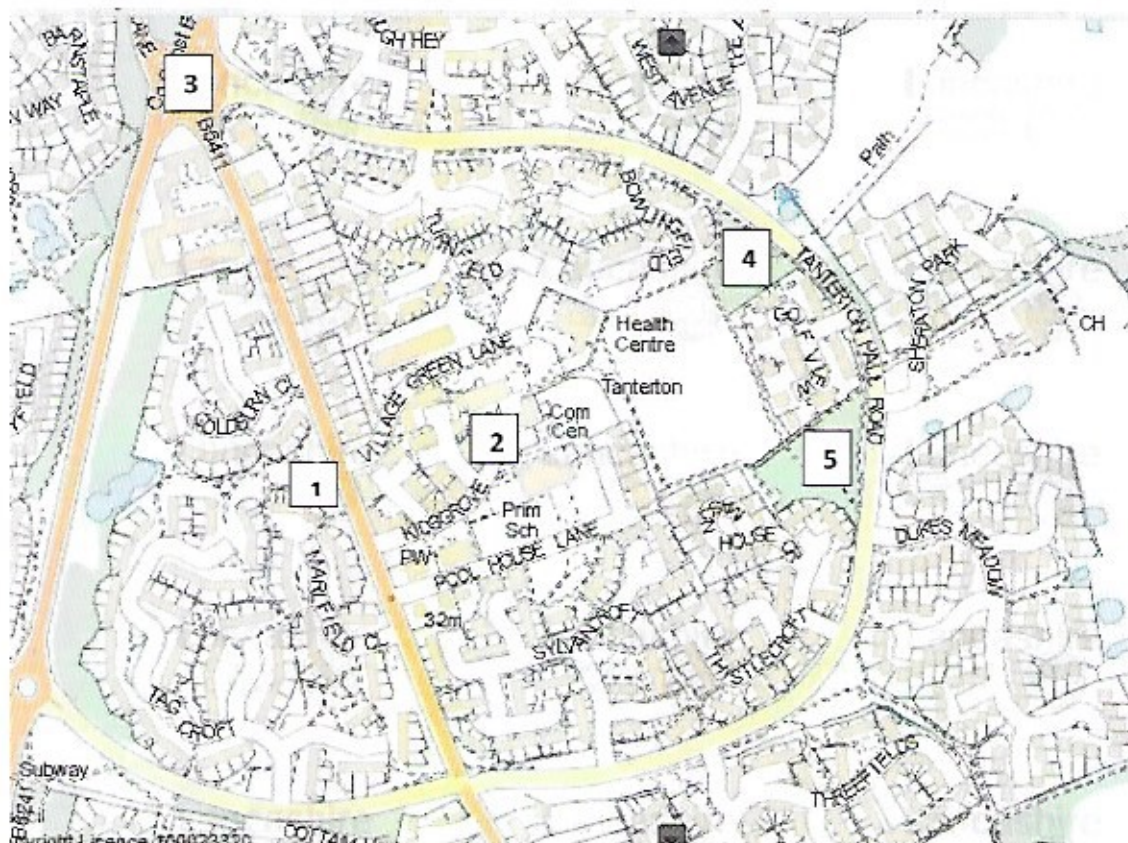
Criteria for the location was;

- a) Maximum visibility,
- b) Maximum safety for residents viewing the tree,
- c) Maximum security from vandalism,

The current location is shown as 1,

Other locations investigated were,

- 2 on the roundabout near the Nisa store & Tanterton Village Centre
- 3 on the roundabout at the Guild Merchant Public house
- 4 on the triangle between Bowlingfield and Golf View
- 5 on the triangle between Golf View and Thistlecroft



Position 2; although covered by CCTV from the Tanterton Village Centre, this site was rejected due to lack of visibility from passing traffic and the trees currently on the roundabout would have to be pruned to fit in a Christmas tree.



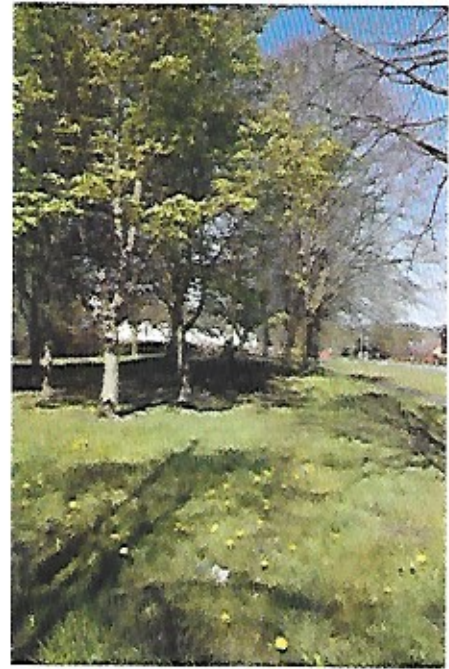
Position 2a; the area within the Tanterton Village Garden was considered, but was rejected due to the lack of visibility, there is no CCTV coverage and recent ASB in the area.



Position 3; this would be a prime spot as it is in the local bus route, it is also at the Northerly entrance to Tanterton & Ingol. Location would be on the on the right of the picture. Problems could be the cost of installation and removal of the tree as it is on a major thoroughfare. LCC to be contacted for legal requirements. This information may already be held by our clerk following previous works on the same roundabout.



Position 4; this was rejected due to the number of trees in this position.



Position 5; this position is the preferred site after Position 2, as it is on the local bus route, it is visible from a good distance on Tanterton Hall Road, the playing field and local houses.



Alternative venues were investigated to coincide with the switching on of the Tanterton Christmas Tree.

Two venues were investigated, these being the Tanterton Christian Fellowship and the Tanterton Village Centre.

Both were rejected due to the significantly lower numbers they can accommodate when considering the attendance for the St Margaret's Church event is around 300 to 350 people per year.

Recommendation:

1. Position 3 on the roundabout opposite the Guild merchant public house if access for the installation and decommissioning of the tree is not excessively expensive or difficult to arrange.

If position 3 is not available, then

2. Position 5 on the small mound in the triangle of land between Golf View and Thistlecroft is recommended.

The current operators of Ingol Village Golf club have been contacted and, if still in operation, are very happy to accommodate a public tree switch on event with the car park being available and refreshments being available before and after the event.

3. St Margaret's Church to remain the primary location for the Christmas Tree Lights Switch event, with the potential for a smaller event for the Tanterton Tree, depending on the tree location chosen.