



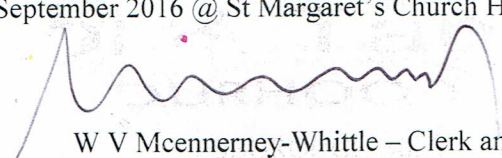
7 BILSBOROUGH MEADOW
LEA, PRESTON, PR2 1YY
01772 733829

E-MAIL: ingoltantertonnc@hotmail.co.uk

31st August 2016

NEXT MEETING

Members of the Council are summoned to the **NEIGHBOURHOOD COUNCIL MEETING** to be held on Wednesday the 7th September 2016 @ St Margaret's Church Hall Ingol commencing at 7.00pm



W V Mcennerney-Whittle – Clerk and RFO

AGENDA

1. To receive apologies
2. To approve the Minutes of the Meeting held on the 13th July 2016 (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	City Distributers	Consultation Questionnaire	134.40
On Line	W McGrath	Reimburse purchase of Drop Boxes	29.85
On Line	Greenwood Gardening Services	Lengthsman	390.00
On Line	Newgate Nurseries	Replacement Plants	20.00
On Line	Greenwood Gardening Services	Lengthsman	286.00
On Line	BDO	External Audit	396.00

6. To consider and approve the enclosed Statement of accounts to the 30th June 2016
7. To approve and accept the enclosed Annual Return 2016 and Certificate from BDO as External Auditors
8. To consider the enclosed request from the Christmas Event W/G to provide up to £600 to cover the costs of this year's event.
9. To receive verbal updates from working groups concerning their activities to date:

Surgeries W/G – to arrange surgeries and member attendees – Cllrs Anderson, Buchner and Bevan

Tanterton Shops Area / Village Green Seating W/G – to investigate potential improvements/installation – Cllrs Ellison, Roskell and Brookes

Gateway Liaison W/G – to investigate potential projects to improve area – Cllrs McGrath, Anderson and Bevan

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

Christmas Event W/G – to organise the event – Cllrs Thompson, Soole, and Buchner

Community Plan W/G – to investigate potential questionnaire, distribution, completion and collection – Cllrs Anderson, Soole, Bevan with the advice and support of the Clerk

CCTV W/G – to investigate the potential for the installation of CCTV equipment within the neighbourhood – Cllrs Anderson, Buchner, and McGrath

Nog Tow Roundabout W/G – to investigate the potential for planting, street art and lighting to enhance the visuals of the area – Cllrs Roskell and Brookes



MINUTES of the NEIGHBOURHOOD COUNCIL MEETING held on Wednesday the 13th July 2016 @
St Margaret's Church Hall Ingol commencing at 7.00pm

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

There were thirteen members of the public present.

63/16 To receive apologies

Cllr Buchner

64/16 To approve the Minutes of the Meeting held on the 18th May 2016 (enclosed)

It was resolved that the Minutes of the meeting held on the 18th May 2016 should be approved and signed by the Chairman as a true and accurate record

65/16 To receive Declarations of Interest

None

66/16 To adjourn the meeting for a period of public discussion

The meeting was adjourned

Residents from Hollybank Close expressed concern that a number of trees belonging to numbers 36 and 53 Eastbourne Close were exceptionally high and had overhanging branches causing obstruction to the pavement and roots affecting the pavements in the vicinity. It was explained that this Council had no jurisdiction with regard to trees on private land and that as far as the overhanging branches were concerned these would need to be reported to LCC who could invoke their legislative powers to get them cut back. The Chairman in his capacity as a Preston City councillor agreed to speak to LCC Cllr B Winlow to see what it anything could be done to expedite matters.

A resident raised concerns regarding the proposed retail development on the car park of the Guild Merchant Public House. He felt that the development if it went ahead would adversely affect the business of other local shops and would therefore be detrimental to those areas of Ingol and Tanterton. He also felt that the development would be detrimental to road safety in the immediate vicinity and would cause pollution as it would attract more vehicles to the site.

The meeting was reconvened

67/16 To consider planning application number 06/2016/0506 – To provide 1 retail store on the car park of The Guild Merchant public house together with associated works

It was resolved that this Council should raise concerns in respect of the following and that the Clerk should make appropriate representation on behalf of this Council and request Preston City Councillor Darby to call the application in to the Planning Committee:

The design and appearance of the building was out of keeping with the existing character of the area

The outside parking/turning area was too small to cope with the vehicular movements that the development would generate

The access provision for service vehicles (drays and refuse) was too tight which would lead to safety issues for people visiting the pub and parked cars.

That the statement that the existing car park was underutilised was assessed on measurements at a particularly quiet time of year and therefore not reflective of normal pub usage

That a reduction in pub parking facilities combined with retail user vehicle requirements might lead to on road parking which would be detrimental to road safety

That access to the store from local residents would lead to road safety issues due to the need to cross Tanterton Hall Road in close proximity to the exit from Nog Tow roundabout something however that might be overcome with the provision, at the expense of the developer, of a zebra crossing in that vicinity.

That whilst there was a need for such facilities in the area generally the current proposal for the reasons indicated above was in the wrong location

68/16 To authorise payment of the following accounts:

On Line	Printing World	Seating Consultation Document	36.50
On Line	GGS	Lengthsman	403.00
On Line	Zurich Insurance	Policy Renewal	565.10
On Line	Printing World	Consultation Document	299.00
On Line	GGS	Lengthsman	325.00
On Line	W V Mcennerney-Whittle	1 st Qtr Sal & Exp	1118.20
On Line	Inland Revenue	1 st Qtr Tax & NI	698.00
On Line	Newgate Nurseries	Planter Replanting	210.96

It was resolved that the above mentioned payments should be approved

69/16 To consider whether this Council should make any representation in respect of Planning Application LCC/2016/0046 relating to the development of new highways in the Cottam/NW Preston area including the Preston Western Distributer, Cottam Link Road and East West Link Road access details of which have already been advised to members.

It was resolved that this Council fully support the provision of the new highways and would request that consideration should be given to the removal of the traffic lights at the Wychnor/ Tom Benson way junction once the new roundabout on Tom Benson Way has been constructed which would then allow a left turn only' order to be made which would move traffic left to the new roundabout rather than exacerbate the position at the current traffic light location which causes heavy congestion particularly at peak times.

70/16 To consider the following proposals as outlined in the attached report:

- a) *Refurbish the pedestrian footway to Haslam Park from Bexhill Road to Savick Bridge at a cost of £1362.00*
- b) *Refurbish the pedestrian footway to Haslam Park from Haslam Park Gates to Savick Bridge at a cost of £1346.00*

It was resolved that the above improvements should be undertaken by this Council subject specific permission being obtained from the landowner thought to be Preston City Council

71/16 To consider the tender for CCTV installation at Granton Walk Ingol as per the attached report at a cost of £1795.20 (since most of existing equipment is not considered fit for purpose the

installation if approved would become an asset of this Council for insurance and maintenance purposes)

It was resolved that the above mentioned installation should take place subject to the specific agreement in writing from the police that they will take on access/viewing responsibility which would likely include the downloading of appropriate software to their equipment in order to do so.

72/16 To note that the date of the next meeting is scheduled for the 7th September 2016

It was noted that the next meeting is scheduled for the 7th September 2016

73/16 To receive verbal updates from working groups concerning their activities to date:

Surgeries W/G – to arrange surgeries and member attendees – Cllrs Anderson, Buchner and Bevan

Surgeries are poorly attended and some have been cancelled at weekend holiday times

Tanterton Shops Area / Village Green Seating W/G – to investigate potential improvements/installation – Cllrs Ellison, Roskell and Brookes

Discussions are ongoing with local stakeholders who appear supportive of improvements to the area. The seating consultation is under way and the outcomes are expected by the time of the next meeting

Gateway Liaison W/G – to investigate potential projects to improve area – Cllrs McGrath, Anderson and Bevan

Communication continues on a regular basis however no specific projects have been forthcoming

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

The working group are considering appropriate new signage

Christmas Event W/G – to organise the event – Cllrs Thompson, Soole, and Buchner

Nothing to report at this early stage

Community Plan W/G – to investigate potential questionnaire, distribution, completion and collection – Cllrs Anderson, Soole, Bevan with the advice and support of the Clerk

Whilst a number of forms have been returned it has been necessary to extend the deadline to allow members to undertake door to door canvassing

CCTV W/G – to investigate the potential for the installation of CCTV equipment within the neighbourhood – Cllrs Anderson, Buchner, and McGrath

An installation has been approved by this Council subject to the police accepting access and viewing responsibilities

Nog Tow Roundabout W/G – to investigate the potential for planting, street art and lighting to enhance the visuals of the area – Cllrs Roskell and Brookes

Proposals with regard to the above and the improvement of the garden areas on the roundabout is expected at the next meeting

INGOL & TANTERTON NC 30/6/2016			
FORECAST			
BUDGET			
50220	Opening Balance	50220.32	
30730	Precept	30730.00	
100	Interest	10.93	
1386	Vat Refund	1385.80	
250	PROW Scheme From CCLA	250.00	
82686	Total Income	82597.05	
4500	Donations	200.00	
6800	Clerk Salary	1707.32	
400	Clerk Expenses - Petrol	51.35	
405	Audit	105.00	
570	Insurance	565.10	
10000	Projects		
2000	Notice Board	195.39	
300	Subscriptions	20.00	
600	Office Expenses/Misc	157.32	
400	Room Hire / Ground Rent		
3000	Newsletter	36.50	
1000	Training		
1000	Materials/Repairs/Plants	191.73	
5000	Parish Plan	299.00	
500	Xmas Event		
1700	Xmas Trees		
5500	Lengthsman	1040.00	
	Vat Reclaim	54.63	
3000	Election Costs		
46675	Expenditure	4623.34	
36011	Reserves	77973.71	
	Bank	47775.63	
	PSD FUND	30198.08	
	Chqs O/S		
	Balance	77973.71	

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

INGOL AND TANTERTON NE

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 2016, 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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

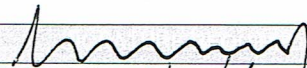
This annual governance statement is approved by this smaller authority and recorded as minute reference:

54/16
 dated 18/05/16

Signed by:

Chair 
 dated 18/05/16

Signed by:

Clerk 
 dated 18/05/16

*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 2015/16 for

Enter name of
smaller authority here:

INGOL AND TANTWORTON NC

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	33388	35597	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	48730	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2131	1887	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	6685	6762	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	41967	24237 29232	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	35597	35597 35597	Total balances and reserves at the end of the year. Must equal (3) - (4+5+6)
8. Total value of cash and short term investments	35597	35597 50220	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	11792	12516	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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).
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.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2016 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 18/05/2016

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

18/05/2016

and recorded as minute reference:

54/16

Signed by Chair of the meeting approving these accounting statements.



Date 18/05/2016

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

IN602 AND TANKINGTON NC

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature



External auditor name

**BDO LLP Southampton,
United Kingdom.**

Date

12/3/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

IN 602 (NW) TANTERTON NC

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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 and year-end bank account reconciliations were properly carried out.	✓		
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. (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 smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit **LEN SLADE**

Signature of person who carried out the internal audit **LEN SLADE** Date **12/4/16**

*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, internal audit must explain why not (add separate sheets if needed).

Next meeting agenda

Janet Thompson

Sun 28/08/2016 19:36

To:Ingol Tanterton Neighbourhood Council <ingoltantertonnc@hotmail.co.uk>;

Cc:Liz Soole <lizsoole@yahoo.co.uk>;

Hi Bill,

Please can you put on the agenda that a budget of £600 be made available for the Christmas Tree Switch on event on the 28th November 2016, the working group hopefully do not intend to spend the full amount but is there as a safety net. Ness the vicar of St Margaret's has been off work ill since Easter Sunday and I have been in touch with the Church and we have agreed the date, in the past the church have paid for a organist, so with Ness being ill I am not sure what will happen this year, also we would like to give selection boxes out again, as well as the book tokens for the School's competition and refreshments in the church hall.

Regards Janet

Sent from my BlackBerry 10 smartphone.