

SCARISBRICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Scarisbrick Village Hall at 7.30pm on Monday 9th May 2022.

PRESENT:

Councillor J Herbert (in the Chair)
Councillor A Blundell
Councillor J Marshall (arrived 7:35pm)
Councillor N Makin
Councillor C Marshall
Councillor S Brake

Mrs J Smith (Clerk) in attendance

There were no members of the public present

22/091 ELECTION OF CHAIRPERSON OF THE COUNCIL

Councillor J Herbert was elected as Chairperson and signed the declaration of Office. He then took the Chair.

22/092 ELECTION OF VICE-CHAIRPERSON OF THE COUNCIL

Councillor A Blundell was elected as Vice-Chairperson.

22/093 APOLOGIES:

Apologies were received from Councillor A Pickersgill.

22/094 DECLARATIONS OF INTEREST:

There were no declarations of interest.

22/095 CONFIRMATION OF MINUTES:

It was resolved that the minutes of the Parish Council meeting, held on 4th April 2022, were a true record and should be signed by the Chairman.

22/096 ADJOURNMENT OF THE MEETING:

As no members of the public were present the meeting was not adjourned.

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22/097 PLANNING APPLICATIONS:

The following applications were considered and the decisions taken as shown:

Reference	Details	Applicant	Address	Resolution
2022/0362/FUL Response Deadline 20/05/22	Variation of Condition No 5 of Planning Permission 2020/0992/FUL relating to number of residents. Further details attached.	Jenna Mackintosh	Dam Wood, Hall Road, Scarisbrick, Lancashire	<i>No objection</i>
2022/0384/FUL Response Deadline: 27/05/22	Retrospective construction of a stable block and menage and proposed additional menage	Mr. J Hodgson	Greenings Farm, Greenings Lane, Scarisbrick, Southport, Lancashire	<i>No objection</i>

22/098 SPC WORKING GROUPS PROGRESS REPORTS:

ROAD TRAFFIC WORKING GROUP:

It was noted that the distribution of wheelie bin stickers had been completed. The small number of remaining stickers will be passed to Councillors for further distribution to residents as requested.

Barriers to the completion of the SPID project have been identified and these relate to the options around the posts required for the SPIDs and their installation. The options are: 1) to request LCC to install 8 bespoke columns, which will involve a long lead time, or 2) to hire a private contractor to do it but this will still require the involvement of LCC to give the necessary permissions.

It was resolved that, despite the long lead time, the option to request LCC to install the columns, was the way forward. However, County Councillors would be contacted to request their assistance in addressing the lead times.

It was resolved that a proposal document regarding the B5242 will be provided to the June SPC meeting for further consideration and approval.

It was resolved that County Councillors will be contacted to seek their assistance in addressing the long lead times provided by LCC Highways.

MILLENNIUM WOOD WORKING GROUP:

It was noted the contractors have visited the Woods and that quotations are awaited.

It was resolved that the quotes will be chased up and a report produced for consideration and approval at the June Meeting.

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22/099 INSURANCE RENEWAL 2022/23:

It was resolved to approve payment of renewal premium £713.73.

22/100 FINANCE:

a) *It was resolved to approve the following accounts for payment:*

	Payee	Detail	Amount Payable £ (inc VAT where applicable)	Authority	Payment Type
1	J Smith	Salary (May22)	647.42	LGA 1972, s112 (2)	Electronic
2	J Smith	MS365 subscription 2 nd Mar to 1 st April. Inv E0200I22B9 £18.12 MS365 subscription 2 nd Apr to 1 st May. Inv E020200IEY £18.12	36.24	LGA 1972, s111 (1)	Electronic
3	M Winnard	Additional Grass Cutting Mar 22 Inv 1124744	250.00	Open Spaces Act 1906, s10	Electronic
4	Ian Edwards	Internal Audit Services for y/e 31/03/22. Inv 2022-23IE003	75.00	LGA 1972, s111 (1)	Electronic
5 *	PCC of St Marks, Scarisbrick	Contribution to refreshments at 15 th May 22 Civic Service (agreed at Mar 22 SPC Meeting min 22/066)	150.00	LGA 1972, s137	Electronic
6	Zurich Municipal	Renewal of Insurance Arrangements for 01/06/22 to 31/05/23	713.73	LGA 1972, s111(1)	Electronic

*Item 5: This item of expenditure benefits the local community as paying for refreshments enables the community to gather together after the Civic Service and network with members of the Council

b) The following remittances/advice received were noted:

WLBC Precept (1st Instalment) £13,446

WLBC CIL 2021/22 £5,370.98 St Elizabeth's. Oct 21 to Mar 22

WLBC CIL £1790.33 Oct 21 to Mar 22 no explanation

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The Clerk explained that, pending query with WLBC, the two CIL amounts had been included as a remittance advice had been received for £5,370.98 but a payment of £1,790.33 has been received with no explanation provided.

WLBC have now advised that, as the CIL officer left in February and the post is still vacant, other staff have assisted in processing CIL payments. Unfortunately, an error has been made and £1,790.33 has been paid in error, when £5,370.98 should have been paid. A further payment of £3,580.65 will be made as soon as possible to correct this.

- c) The 2020-21 Quarter 4 (Jan 22 to Mar 22) bank reconciliation was received and noted. It was confirmed that the bank reconciliation had been formally verified by Cllr Herbert and that, as Cllr Herbert has been elected Chairman, another Councillor will need to be nominated to complete this essential internal control task on a quarterly basis.
- d) The 2021-22 budget outturn report was received, and the reserves position was discussed.
It was resolved to approve the report and that Reserves should be discussed at a future SPC meeting particularly regarding CIL monies.
- e) The 2021-22 Annual Financial Statement of Accounts was received and approved.

22/101 INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2022):

The 2021-22 Internal Auditor's report was noted. There are no items of concern, and the report has noted the high standards to which the accounts are maintained with an excellent audit trail through to the accounts. There were several good practice points noted in the report.

21/102 REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL:

The review of the effectiveness of internal control carried out by the Councillor A Blundell and Councillor J Marshall was noted and approved.

22/103 2021-22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR):

- a) *It was unanimously resolved to approve the AGAR timetable, including the exercise of public rights period.*
- b) The AGAR Annual Internal Audit Report was noted
- c) The Annual Governance Statement – Section 1 (AGS) was completed and approved. *It was unanimously resolved that the Chairman sign the AGAR Annual Governance Statement.*
- d) to review and approve The Accounting Statements- AGAR Section 2 were review and approved. *It was unanimously resolved that the Chairman sign the AGAR accounting statements.*

22/104 2021/22 VAT CLAIM:

It was noted that the 2021/22 VAT claim for £535.54 has been submitted to HMRC.

22/105 BANK MANDATE:

It was resolved to approve the amendments to the bank mandate to remove and replace approved signatories details and add Councillor J Herbert as a signatory.

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22/106 FLOOD EQUIPMENT SHOPPING LIST:

The purchase of flood equipment has been delayed due to the need to identify sites for storage facilities.

It was resolved that Councillor C Marshall will contact St Elizabeth's to establish areas for the installation of storage facilities and that the Clerk will contact Scarisbrick Village Hall to discuss further.

Clerk to provide dimensions of proposed storage receptacles to Councillor C Marshall

22/107 2022 SCARISBRICK GARDENING COMPETITION:

Progress has been made in planning the 2022 Scarisbrick Gardening Competition although the date had not yet been specified. This will need to be advertised on website and social media.

A further proposal to hold a Scarecrow Competition was discussed and it was determined that this should be included on the SPC June meeting agenda for further consideration.

22/108 WLBC CAPITAL GRANT APPLICATION:

The capital application for funding towards the purchase of SPIDs has been successful and the conditions attached to the expenditure of the funding were noted.

22/109 COUNCILLOR VACANCIES:

It was resolved that the Clerk should commence the co-option process to obtain applications for the two parish councillor vacancies.

22/110 2022-23 INTERNAL AUDIT ARRANGEMENTS:

It was resolved to appoint internal audit to complete interim (half year) and full year audit work to ensure a continuous audit throughout the year (attached).

Clerk to liaise with the internal auditor.

22/111 REGISTER OF INTERESTS UPDATE:

Forms were distributed to Councillors to update the Register of Interests for 2022/23. The completed forms are required to be returned to the Clerk at the SPC Meeting on 13th June 2022. They can then be forwarded to WLBC.

The Chair reminded Councillors of the importance of this exercise and that not registering a disclosable pecuniary interest is a criminal offence.

22/112 CLERKS REPORT: FOR INFORMATION

The Clerk's report was noted.

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22/113 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS:

Councillor J Marshall raised concerns regarding the lack of the SVM magazine as a useful communication method for the Council. She suggested that perhaps the Church magazine could be used to advise Scarisbrick residents of the work of the Council.

It was decided that Community Engagement should be included on the June SPC agenda so that further consideration could be given to publicising the work of the Council and to engage with residents.

Councillor C Marshall advise that he has been in contact with LCC regarding the junction of Drummersdale and Merscar Lane. LCC are currently not concerned about the junction and do not want to instal any further signage. Cllr Marshall will continue to engage with LCC.

It was confirmed that the rescheduled Annual Parish meeting will take place on Monday 23rd May at 7pm in the Village Hall.

CLOSURE OF MEETING: The Chair closed the meeting at 9:15pm.