

MINUTES OF A MEETING OF YATE AND PICKUP BANK PARISH COUNCIL HELD ON MONDAY 21 MAY 2018 AT 7.30 PM, AT THE GIRL GUIDE CENTRE PICKUP BANK.

Councillor Taylor had resigned from his post since the last meeting. All Councillors wished him well for the future, and thanked him for his work carried out on behalf of the Parish Council .

Present: Cllrs A Wild (Chair), B Massey, I Parkinson and J Smith.

0135 Apologies for Absence

There were Apologies for Absence from Cllr P Smith

0136 Declarations of Interest

There were no declarations of Interest.

0137 Minutes of the Meeting held on 19 March 2018

Resolved: that the minutes of the meeting held on 19 March 2018, having been circulated be received, and approved and signed by the Chair.

0138 Matters Arising

There were no matters arising from the meeting held on 19 March 2018.

0139 Planning

There had been no planning applications received by the clerk for this period.

0140 Accounts

Resolved: that the following accounts be approved:

Clerks Salary: £ 300.00, HMRC: £ 75.00, Insurance: £330.00, Subscriptions: £ 87.17, Gardening Services: £20.00 (already paid).

0141 New Lengthsman

The probationary period for the new gardener had been unsuccessful and no further work had been carried out by him. Mr N Wignall attended the meeting as a potential new gardener for the Parish and he was advised on the work that would be required by the Parish Council over the next few months. He would be given a probationary period by the Parish Council with a view to the contract becoming permanent.

0142 Fracking

There had been no update on Fracking.

The clerk would keep councillors updated on any future changes.

0143 West Pennine Moors-Site of Special Interest (Update)

The clerk had written the following letter **FAO attention of Mr Burke RE: Quarry Area at Broadhead Road Pickup Bank Daren Lancashire.**

Dear Mr Burke following your correspondence with Councillor Brain Massey he has asked me to formal contact you as clerk to the Yate and Pickup Bank Parish Council. As you are aware the above area is being damaged with motor cyclists on a regular basis. This area has been designated as a Site of Special Scientific Interest. We hoped that you would be able to help by providing signage in the area to deter these people from using the land. The signage needs to state what the consequences of illegally riding a motor bike in the quarry or on the moor would be. The signage would need to be fitted to posts as there are non in the area. I hope you can help with this matter.

The reply stated the following:

Apologies for the delay in responding to your email. Further to my letter 25 August 2017 to Cllr Massey I can report that the owner of the quarry area, Blackburn with Darwen Council will be putting a sign up. They have found some funding for this purpose and are now checking with Lancashire Police that they are happy for their logo to be included on the sign. We are getting there, slowly, but progress is being made.

Action: The clerk was asked to contact Blackburn with Darwen Borough Council to get an update on the position

0144 To receive items for information

There were no items of information received by the clerk.

0145 Elections

All Councillors had been duly elected to Yate & Pickup Bank Parish Council for the next four years, with the exception of Councillor Taylor who had resigned from his post before the election date. There was now a vacancy for a Parish Councillor.

Action : Councillors to look at filling the vacancy.

0146 Any Other Business

- There were still issues regarding the traffic problem when the Grane Road was shut that needed a resolution.
Action : The clerk was asked to contact Cllr Julie Slater and invite her to the next meeting.
- There would be no funding for the Parish Council as Julie Slater had advised that the money had been diverted to other projects. The Parish Council would look at funding for a new bench from its own resources.
Cllr Parkinson would get a price **(Update)**
- There would be a range of trees planted at Wileswood. The trees would be donated locally**(Update)**.
- Motor bikes were again using the quarry.

Exclusion of Public and Press

0147 Financial Position 21 May 2018

The financial position to the 21 May 2018 had been circulated to councillors with the agenda.

Councillors noted and approved the latest financial position.

0148 Bank Mandate

There had been no progress made on the Bank Mandate and the submission period had expired. The bank had also refused to discuss any information with the clerk regarding the account as he was not a signature. The Vice Chairman and the clerk would endeavour to resolve this position.

0149 Certificate of Exemption (2017-18)

As the Parish Council had a total gross income and total gross expenditure of less than £25k, there was no need to send off detailed accounts to the External Auditor. Instead an exemption certificate was signed by the chairman and the clerk which would be submitted to the External Auditor by **11 June 2018**. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still needed to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. By signing this certificate the Parish Council were also confirming that this would be done.

Action: Clerk to ensure that all the above actions were completed.

0150 Annual Internal Audit Report (2017-18)

The Annual Internal Audit for 2017-18 had been carried out in accordance with the needs of the Parish Council. Acting independently **Mr F Cumpstey** had looked at the assessment of risk carried out selective assessment of compliance with the relevant procedures and controls that were in operation during the financial year to 31 March 2018. On the basis of the findings in the areas examined the internal audit conclusions were summarised . The conclusion was that in all significant aspects of the control objectives were being achieved throughout the financial year. The Internal Auditor had concluded that the accounts were materially accurate and correct.

Councillors accepted the report and conclusion of the Internal Auditor and thanked him for carrying out the audit for 2017-18 financial year.

0151 Annual Governance Return (2017-18)

In compliance with a change in the accounts and Audit Regulations 2015, the clerk went through the Annual Governance Statement 2017-18 with councillors. Councillors acknowledged that there was a sound system of internal control, including arrangements for the preparation of Accounting Statements. The statement was signed by the Chairman.

0152 Annual Accounting Return (2017-18)

The clerk explained to councillors section 2 which was the Accounting Statements relating to 2017-18. Councillors accepted/approved the return which was signed off by the Chairman.

0153 Annual Risk Assessment

Regulation 4 of the Accounts and Audit (England) Regulations 2011 requires that authorities (Parish Councils) review the effectiveness of internal control which included arrangements for the management of risk. The Parish Council following advice had produced its own bespoke template to assess potential current and future risks. Councillors reviewed the list of risks and procedures in place to combat them. All risks were categorised by Councillors. Councillors asked that a separate risk section be added to include the Gardening Contractor as it was the duty of the Parish Council to ensure that any contractor working for the Council had the correct Health and Safety procedures in place to carry out duties on behalf of the Parish Council.

Resolved: that the risk assessment having been reviewed be formally adopted and accepted as a fair assessment of the risks of the Parish Council for the ensuing year (with the amendment for the Gardening Contractor).

0154 Date and Time of the Next Meeting

The next meeting will be held on Monday 17 September 2018 at 7.30pm, at The Girl Guide House Pickup Bank.