

# ULNES WALTON PARISH COUNCIL

MEETING: Council Meeting

DATE: Monday 10 February 2025 7.00 pm

VENUE: The Old School, Ulnes Walton Lane, Ulnes Walton

## A G E N D A

1. Apologies for Absence

To receive apologies.

2. Declarations of Interests

Members are reminded of their responsibility to declare any personal or pecuniary interest in respect of matters contained in this agenda, or brought up at any point in this meeting, in accordance with the adopted Code of Conduct.

3. Minutes of the Meeting held on 9 December 2024

To receive and approve the minutes of the meeting distributed to Councillors.

4. Residents Surgery

The meeting will be adjourned.

The Parish Council welcomes and encourages input from residents on issues relating to the village or in connection with any item appearing on the agenda of the Parish Council Meeting. A short time is set aside at Council Meetings for residents to raise their questions or concerns. This session will be restricted to 10 minutes in total. No legal decisions may be taken.

5. Planning

New planning applications for consideration:

| Application    | Proposed Development  | Location  |
|----------------|---|---|
| 24/01059/FULHH | Change of use from residential to mixed use of residential and dog minding business (retrospective) and extensions to existing buildings  | Holker Cottage<br>Holker Lane                                       |
| 25/00008/PIP   | Permission in principle application for the erection of up to five dwellings  | Land North of<br>Lydiat Farm<br>Cottage<br>Lydiat Lane<br>Eccleston |
| 25/00044/PIP   | Permission in principle application for the erection of 3 no. dwellings   | Ring O Bells<br>Leyland Lane  |
| 25/00064/P3PAM | Prior approval application under Part 3, Class R of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the proposed change of use of 2no. agricultural buildings to a flexible use falling with Use Class E (commercial, business or service) to allow the buildings to be used as retail warehouses | Culshaws Farm<br>Holker Lane  |

6. Financial Matters

- i) To receive the finance update.
- ii) To confirm a pledge of a contribution of £1000 towards the potential legal costs of the Third Prison Judicial Review.
- iii) To consider requests for payment made to the Council.

# ULNES WALTON PARISH COUNCIL

7. Internal Audit Review  
To review the effectiveness of the internal audit.  
To consider the appointment of an internal Auditor and set a fee for the audit.
8. Western Parishes Neighbourhood Area Meeting  
To consider suggestions for Neighbourhood Priorities for 2025-26.
9. Reports from Outside Bodies  
To receive reports from Members attending meetings on behalf of the Council.
10. Date of Next Meeting  
To confirm the date of the next meeting.

*Alan Platt*

CLERK  
03/02/2025

Ulmes Walton Parish Council

Reports for Meeting 10 February 2025

5. Planning

Other applications:

| Application   | Proposed Development   | Location                                    |
|---------------|--|---|
| 24/01110/MNMA | Minor non-material amendment to planning permission ref: 22/01228/FUL (Erection of warehouse and creation of new service yard and erection of extension to main garden centre building) to amend the description of the development to: A phased development comprising the erection of a warehouse and creation of new service yard (Phase 1) and erection of extension to main garden centre building (Phase 2) and to amend the wording of condition no. 5 (surface water drainage scheme) to allow some development to commence in advance of the formal discharge of the condition  | Leyland Garden Centre<br>338 Southport Road |
| 24/01111/MNMA | Minor non-material amendment to planning permission ref: 23/00630/FUL (Erection of extension to western elevation of existing garden centre building following the demolition of an existing warehouse, external canopy, wall and gate and 2no. portacabins) to amend the wording of condition no. 6 (surface water drainage scheme) to allow demolition works to commence in advance of the formal discharge of the condition   | Leyland Garden Centre<br>338 Southport Road |
| 24/01112/MNMA | Minor non-material amendment to planning permission ref: 22/00492/FUL (Erection of new retail sales building (following demolition of an existing building), erection of extension to western elevation of main garden centre building and the erection of canopies over external sales areas (following the removal of existing canopy)) to amend the description of the development to: A phased development comprising the demolition/removal of an existing canopy (Phase 1) and the demolition of an existing building (Phase 2), and the subsequent erection of a new retail sales building (following demolition of an existing building), erection of an extension to the western elevation of the main garden centre building and the erection of canopies over external sales areas (following the removal of existing canopy) (Phase 3) and to amend the wording of condition no. 5 (surface water drainage scheme) to allow some development to commence in advance of the formal discharge of the condition | Leyland Garden Centre<br>338 Southport Road |

## 5. Planning (cont.)

Other applications:

| Application  | Proposed Development   | Location                                    |
|--------------|--|---|
| 25/00054/DIS | Application to discharge condition 8 (great crested newts working method statement) of planning permission ref: 22/00492/FUL (Erection of new retail sales building (following demolition of an existing building), erection of extension to western elevation of main garden centre building and the erection of canopies over external sales areas (following the removal of existing canopy)) | Leyland Garden Centre<br>338 Southport Road |

Permissions:

| Application    | Proposed Development  | Location  |
|----------------|---|---|
| 24/00866/AGR   | Agricultural determination for the erection of 2no. agricultural buildings to house machinery, equipment, feed and silage | Ash Grove<br>Ulnes Walton Lane                        |
| 24/00901/CLPUD | Application for a certificate of lawfulness for a proposed outbuilding  | 267 Southport Road                                    |
| 24/00963/CLPUD | Application for a certificate of lawfulness for the proposed replacement of a static caravan                              | Caravan at Lodge House Farm<br>Dawbers Lane<br>Euxton |
| 24/00996/FULHH | Single storey side extension and widening of driveway (retrospective)   | Greenacres<br>Ridley Lane<br>Croston                  |
| 24/01033/FUL   | Erection of agricultural storage building (retrospective)   | Caravan at Lodge House Farm<br>Dawbers Lane<br>Euxton |

Refusals: None

Withdrawn: None

## 6. Financial Matters

- i) Councillors will receive the monitoring statement.
- ii) Councillors will confirm the pledge of £1000 towards the potential legal costs of the Third Prison Judicial Review.
- iii) Requests for payment for will be approved.

## 7. Internal Audit Review

Councillors will review the effectiveness of the internal audit (documentation enclosed). Councillors are requested to satisfy themselves that the scope of the document is adequate and are invited to suggest additions or amendments as appropriate.

Guidance for internal audit and the appointment of an internal auditor can be found in Sections 4.1 - 4.21 (pages 24 - 27) of the Joint Panel on Accountability and Governance Practitioners' Guide (March 2024).

<https://www.nalc.gov.uk/library/our-work/jpag/4040-practitioners-guide-2024/file>

Councillors will also review the requirements detailed on the Internal Auditor Testing document (enclosed). Again, Councillors are requested to satisfy themselves that the scope of the document is adequate and are invited to suggest amendments as appropriate.

Councillors will discuss the appointment of an Internal Auditor for the year ending 31 March 2025 (the current Internal Auditor, Mrs Amanda Partington, has confirmed her willingness to carry out the audit). A fee for the internal audit for the year ended 31 March 2025 will be confirmed. The current fee of £80 was agreed in 2018 and Councillors may wish to consider an increase.

(cont.)

## **8. Neighbourhood Priorities**

Suggestions have been invited for neighbourhood priorities for the Western Parishes Neighbourhood Area Meeting due to be held on Thursday 23 March 2025 (details of requirements for submission of suggestions were emailed to Councillors 28 November 2024).

## **9. Reports from Outside Bodies**

Reports will be provided from any meetings attended by Councillors on behalf of the Council.

## **10. Date of Next meeting**

The scheduled date is Monday 10 March 2025.

### **Forthcoming meetings**

Meetings usually begin at 6:30pm at Chorley Town Hall. Confirmation will be sent as and when received.

Chorley Liaison - Wednesday 19 March 2025

Wednesday 16 July 2025

Wednesday 15 October 2025

Wednesday 21 January 2026

Wednesday 18 March 2026

Western Parishes Neighbourhood Area meeting - Monday 17 March 2025

## ULNES WALTON PARISH COUNCIL

**MINUTES** of the Council Meeting held on 9 December 2024 in The Old School, Ulnes Walton Lane, Ulnes Walton commencing at 7.00 pm.

Present Councillors J Dalton (Chairman), E Doran, P Sloan and N Watkinson.

### 102/24 Apologies for Absence

An apology was received from Councillor P Doddenhof.

### 103/24 Declarations of Interests

None declared.

### 104/24 Minutes of the Meeting held on 11 November 2024

Resolved: the Minutes (as circulated) were approved and signed by the Chairman as a correct record.

### 105/24 Residents Surgery

Disappointment at the decision by the Ministry of Housing, Communities and Local Government to allow the appeal for the Third Prison was expressed by Councillors.

### 106/24 Planning Matters

24/00996/FULHH Single storey side extension and widening of driveway (retrospective) of at Greenacres, Ridley Lane, Croston

There were no objections to this application.

### 107/24 Finance

- i) Resolved: the Monitoring Statement was approved and signed by the Chairman.
- ii) Resolved: the following payments were approved:

|          |                  |                       |
|----------|------------------|-----------------------|
| £ 6.00   | Unity Trust Bank | Service charge        |
| £ 71.80  | Eccleston PC     | Litter picking        |
| £ 679.12 | Staff costs      | Salary and deductions |
| £ 30.36  | Easy Websites    | Monthly fee           |

### 108/24 2025-26 Precept

The Precept for the forthcoming financial year was considered. A draft budget was presented.

Resolved: the Precept for 2025 - 2026 was set at £6230, which will result in no increase in the cost of the Parish Council portion of council tax to residents

### 109/24 Chorley Council Draft Housing Strategy 2025-30

A response to a consultation was considered. Councillors had no comments and the consultation was noted.

### 110/24 Remote Attendance and Proxy Voting at Local Authority Meeting

A response to a consultation by HM Government regarding remote and hybrid attendance and proxy voting at council meetings was considered. The suggestions were not felt to be practicable for the parish council. Details of the consultation were noted.

### 111/24 Reports from Outside Bodies

No reports.

11/24 Date of Next Meeting

Monday 10 February 2025.

There being no further business the Chairman declared the meeting closed.

..... (Chairman)

Ulnes Walton Parish Council

Precept 1 April 2025 - 31 March 2026

**Budgets**

|                            |              |
|----------------------------|--------------|
| Salaries                   | 4500         |
| General administration     | 500          |
| Litter picking             | 1000         |
| Repairs and replacements   | 250          |
| Subscriptions & entry fees | 300          |
| Room hire                  | 200          |
| Newsletter                 | 100          |
| Elections                  | 100          |
| Grants                     | 1000         |
| Street furniture           | 300          |
| Insurance                  | 300          |
| Audit fees                 | 100          |
| CIL                        | 6150         |
| Sundries                   | 500          |
| Earmarked reserves         | 0            |
| General reserve            | 1300         |
| Total                      | <u>16600</u> |

**Funded by**

|                                  |              |
|----------------------------------|--------------|
| Estimated balance as at 31.03.25 | 10165        |
| Add: Proposed precept            | 6230         |
| Add: Anticipated top up grant    | 205          |
|                                  | <u>16600</u> |



ULNES WALTON PARISH COUNCIL

REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

APPENDIX A - Meeting the Standards

| Expected Standard               | Evidence of Achievement  | Response |
|---------------------------------|--|----------|
| 1. Scope of internal audit      | Internal Audit Tests - guidance sheet  |          |
| 2. Independence                 | <ul style="list-style-type: none"> <li>▪ Internal Auditor has direct access to those charged with governance.</li> <li>▪ Reports are made in own name to management.</li> <li>▪ Auditor does not have any other role within the council.</li> </ul>                                    |          |
| 3. Competence                   | <p>No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.</p> <ul style="list-style-type: none"> <li>▪ Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit.</li> </ul>                |          |
| 4. Relationships                | <ul style="list-style-type: none"> <li>▪ Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>▪ The responsibilities of council members are understood; training of members is carried out as necessary.</li> </ul> |          |
| 5. Audit Planning and reporting | <ul style="list-style-type: none"> <li>▪ The Internal Audit Plan properly takes account of corporate risk.</li> <li>▪ The plan has been approved by the council.</li> <li>▪ Internal Audit has reported in accordance with the plan.</li> </ul>  |          |

APPENDIX B - Characteristics of Effectiveness

| Characteristics of effectiveness                           | Evidence of Achievement   | Response |
|--|---|----------|
| Internal audit work is planned                             | Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.   |          |
| Understanding the Council's needs and objectives           | The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.   |          |
| Be seen as a catalyst for change                           | Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.  |          |
| Add value and assist the Council to achieve its objectives | Demonstrated through positive Council response to recommendations and follow up action where called for.  |          |
| Be forward looking   | Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.                                     |          |
| Be challenging   | Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.   |          |
| Ensure the right resources are available                   | <ul style="list-style-type: none"> <li>▪ Adequate resource is made available for internal audit to complete its work.</li> <li>▪ Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul> |          |

**ULNES WALTON PARISH COUNCIL**

**INTERNAL AUDITOR TESTING**

| Internal Control  | Suggested test  | Response             |
|---|---|----------------------|
| Proper bookkeeping  | <ul style="list-style-type: none"> <li>▪ Is the cashbook maintained and up to date?</li> <li>▪ Is the cashbook arithmetic correct?</li> <li>▪ Is the cashbook regularly balanced?</li> </ul>  | <br><br><br>         |
| a) Standing Orders and Financial Regulations<br>b) Payment controls | <ul style="list-style-type: none"> <li>▪ Has the Council formally adopted standing orders and financial regulations?</li> <li>▪ Has a Responsible Financial Officer been appointed with specified duties?</li> <li>▪ Have items or services above a de minimis amount been competitively purchased?</li> <li>▪ Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>▪ Has VAT on payments been identified, recorded and reclaimed?</li> <li>▪ Is s137 expenditure separately recorded and within statutory limits?</li> </ul> | <br><br><br><br><br> |
| Risk management arrangements  | <ul style="list-style-type: none"> <li>▪ Does a scan of minutes identify any unusual financial activity?</li> <li>▪ Do the minutes record the council carrying out an annual risk assessment?</li> <li>▪ Is insurance cover appropriate and adequate?</li> <li>▪ Are internal financial controls documented and regularly reviewed?</li> </ul>  | <br><br><br>         |
| Budgetary controls  | <ul style="list-style-type: none"> <li>▪ Has the Council prepared an annual budget in support of its precept?</li> <li>▪ Is actual expenditure against the budget regularly reported to the Council?</li> <li>▪ Are there any significant unexplained variances from budget?</li> </ul>   | <br><br><br>         |
| Income controls   | <ul style="list-style-type: none"> <li>▪ Is income properly recorded and promptly banked?</li> <li>▪ Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>▪ Are security controls over cash adequate and effective?</li> </ul>  | <br>n/a              |
| Petty cash procedures   | <ul style="list-style-type: none"> <li>▪ No petty cash system</li> </ul>  | <br>n/a              |
| Payroll controls  | <ul style="list-style-type: none"> <li>▪ Do salaries paid agree with those approved by the Council?</li> <li>▪ Are other payments to the Clerk reasonable and approved by the Council?</li> <li>▪ Has PAYE/NIC been properly operated by the Council as an employer?</li> </ul>   | <br><br><br>         |
| Asset controls  | <ul style="list-style-type: none"> <li>▪ Does the Council keep an asset register of all material assets owned?</li> <li>▪ Are the Asset/Investments registers up to date?</li> <li>▪ Do asset insurance valuations agree with those in the asset register?</li> </ul>   | <br>n/a              |
| Bank reconciliation   | <ul style="list-style-type: none"> <li>▪ Is there bank reconciliation for each amount?</li> <li>▪ Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>▪ Are there any unexplained balancing entries in any reconciliation?</li> </ul>   | <br><br><br>         |
| Year end procedures   | <ul style="list-style-type: none"> <li>▪ Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>▪ Do accounts agree with the cash book?</li> <li>▪ Is there any audit trail from underlying financial records to the accounts?</li> </ul>   | <br><br><br>         |