

ULNES WALTON PARISH COUNCIL

MEETING: Annual Council Meeting

DATE: Monday 12 May 2025 7.00 pm

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

A G E N D A

1. Election of Chairman for 2025 - 2026

To elect the Chairman for the forthcoming year.

To receive the Declaration of Acceptance of Office.

2. Apologies for Absence

To receive apologies.

To accept the reason for Cllr Doddenhof's absence from meeting.

3. 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.

4. Election of Vice Chairman

To elect the Vice Chairman for the forthcoming year.

5. Appointment of Representatives to Outside Bodies

To appoint Parish Council representatives to Outside Bodies.

6. Minutes of the Meeting held on 14 April 2025

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

7. 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.

8. Planning

New planning applications for consideration:

Application	Proposed Development	Location
No applications at the time of publication of the agenda		

9. Financial Matters

i) To receive the finance update.

ii) To consider requests for payment made to the Council.

10. Annual Governance and Accountability Return for the Year Ended 31 March 2025

i) To note the report of the Internal Auditor.

ii) To complete and approve the Annual Governance Statement.

iii) To approve the Statement of Accounts.

iv) To approve the Certificate of Exemption.

ULNES WALTON PARISH COUNCIL

11. Reports from Outside Bodies
To receive reports from Members attending meetings on behalf of the Council.
12. Date of Next Meeting
To confirm the date of the next meeting.

Alan Platt

CLERK
06/05/2025

Ulnes Walton Parish Council
Reports for Annual Meeting 12 May 2025

1. Election of Chairman for 2025 - 2026

Councillors will elect a Chairman for the forthcoming year.

Councillors will receive the Chairman's Declaration of Acceptance of Office.

2. Apologies for Absence

Councillors will be asked to accept the reason, on medical grounds, for Cllr Doddenhof's absence from meetings. Should Cllr Doddenhof be in attendance at this meeting, the request will be withdrawn.

3. Disclosure of Interests

4. Election of Vice Chairman

Councillors will elect a Vice Chairman for the forthcoming year.

5. Appointment of Representatives to Other Bodies

Current representatives:

Chorley Liaison - vacant

Chorley Council Western Parishes Neighbourhood Area Meeting - Cllr Doddenhof

Peter Lathom Charity - Cllr Sloan

Lancashire Association of Local Councils Chorley Area Committee - vacant

6. Resident's Surgery

7. Planning

Other applications: None

Permissions:

25/00230/FUL	Section 73 application to vary condition 3 (approved plans) attached to planning permission 21/00263/FUL (Section 73 application to vary condition 3 (approved plans) attached to planning permission 20/00810/FUL (Erection of one detached dwelling) to reduce the scale of the approved dwelling) to alter the dwelling design	Eccleston Equestrian Centre Ulnes Walton Lane
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Refusals: None

Withdrawn: None

8. Financial Matters

i) Councillors will receive the monitoring statement.

ii) Requests for payment for the current month will be approved.

9. Annual Governance and Accountability Return for the Year Ended 31 March 2025

i) Councillors will note the report of the Internal Auditor.

ii) Councillors will be asked to complete and approve Section 1 - Annual Governance Statement. Councillors should satisfy themselves that a 'Yes' answer can be provided for boxes 1-9.

iii) Councillors will be asked to approve Section 2 - Statement of Accounts.

iv) Councillors will be asked to approve the signing of the Certificate of Exemption.

Copies of all documents enclosed.

PTO

9. Annual Governance and Accountability Return for the Year Ended 31 March 2025 (cont.)

The exemption criteria are met if the smaller authority can declare that it has:

- gross income and gross expenditure below £25k; and
- the authority was in existence on 1 April 2021.
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re an unlawful item of account issued by its external auditor in relation to the preceding financial year (2023/24).

Full details relating to the Return can be viewed at:

[https://www.lalc.org.uk/uploads/documents/files/Practitioners%20guide%202024%20\(1\).pdf](https://www.lalc.org.uk/uploads/documents/files/Practitioners%20guide%202024%20(1).pdf)

10. Reports from Outside Bodies

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

11. Date of Next meeting

The scheduled date is Monday 9 June 2025.

Forthcoming meetings

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

Chorley Liaison - Wednesday 16 July 2025
 Wednesday 15 October 2025
 Wednesday 21 January 2026
 Wednesday 18 March 2026

Western Parishes Neighbourhood Area meeting - Wednesday 25 June 2025
 Monday 23 March 2026

Ulnes Walton Bowling Club 12:00pm Wednesday 14 May 2025 at The Bowling Green.

HMP Wymott Community Engagement Forum 6:00pm Thursday 19 June 2025

ULNES WALTON PARISH COUNCIL

MINUTES of the Council Meeting held on 14 April 2025 in The Old School, Ulmes Walton Lane, Ulmes Walton commencing at 7.00 pm.

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

21/25 Apologies for Absence

An apology was received from Councillors P Doddenhof and N Watkinson.

22/25 Declarations of Interests

None declared.

23/25 Minutes of the Meeting held on 10 March 2025

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

24/25 Residents Surgery

The Ulmes Walton Action Group had advised the High Court had judged the Secretary of State had acted lawfully and reasonably and had refused the application for leave to appeal the granting of permission for the Third Prison. The Group intends to appeal the review decision as the Barristers have advised they feel this worthy of their efforts and offers no further risk in terms of costs.

25/25 Planning Matters

25/00275/FUL at Erection of livestock building at Boys Farm, Leyland Lane

There were no objections to this application.

26/25 Finance

- i) Resolved: the Monitoring Statement for the year ended 31 March 2025 was approved and signed by the Chairman.
- ii) Resolved: the Monitoring Statement was approved and signed by the Chairman.
- iii) Resolved: the following payments were approved:

£ 250.00	Ulmes Walton Charitable Fund	Room hire
£ 73.30	Eccleston Parish Council	Litter picking
£ 355.94	Staff costs	Salary and deductions
£ 30.36	Easy Websites	Monthly fee

27/25 Asset Register

Councillors carried out the annual review of the asset register. It was noted there were no additions or disposals during the year.

Resolved: the Asset Register was approved and signed by the Chairman.

28/25 Reports from Outside Bodies

Western Parishes Neighbourhood Area Meeting - Neighbourhood Priorities for 2025-26 were selected.

Chorley Liaison - Chief Inspector Neale, from the Local Policing and Partnerships Team at Lancashire Constabulary, provided details on local policing within Chorley. Information was provided on how issues including possible drug dealing, anti-social behaviour and speeding and other traffic issues may be reported.

A request was made for Planning Officers to provide guidance relating to the definition of 'Grey belt' land used as justification for recent Planning in Principle applications.

29/25 Date of Next Meeting

Monday 12 May 2025.

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

Annual Internal Audit Report 2024/25

ULNES WALTON PARISH COUNCIL

clerk@ulneswaltonpc.org.uk

ULNES WALTON PARISH COUNCIL WEBSITE: WWW.UWPC.CO.UK

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this 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 authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/04/2025

AMANDA PARTINGTON AUDITOR

Signature of person who carried out the internal audit

A. Partington

Date

25/04/2025

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ULNES WALTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2025, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTES REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

clerk@ulneswaltonpc.org.uk

PLEASE ENTER YOUR WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ULNES WALTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	7,367	6,357	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	6,135	6,140	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	228	4,394	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	4,089	4,359	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,284	1,981	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	6,357	10,551	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	6,357	10,551	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	9,902	9,902	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments 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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

ULNES WALTON PARISH COUNCIL

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25: £10,534 AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25: £6,341 AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, 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 need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date

SIGNATURE REQUIRED

DATE REQUIRED

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DATE REQUIRED

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

clerk@ulneswaltonpc.org.uk

ENTER AUTHORITY OWNED WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.