

ULNES WALTON PARISH COUNCIL

MEETING: Annual Council Meeting

DATE: Monday 11 May 2026 7.00 pm

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

A G E N D A

1. Election of Chairman for 2026-27
To elect the Chairman.
To receive the Declaration of Acceptance of Office.
2. Election of Vice Chairman for 2026-27
To elect the Vice Chairman
3. Councillors Declarations of Acceptance of Office
To receive acceptances of office unless the Council resolves for this to be done at a later date.
4. Apologies for Absence
To receive apologies.
5. Disclosure 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.
6. Appointment of Representatives to Other Bodies
To appoint Parish Council representatives to other bodies.
7. Minutes of the Meeting held on 20 April 2026
To receive and approve the minutes of the meeting distributed to Councillors.
8. 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.
9. Planning
New planning applications for consideration:

Application	Proposed Development	Location
26/00358/FULHH	Single storey side extension, two storey side extension and front porch extension	Four Acres Ulnes Walton Lane
10. Financial Matters
 - i) To receive the finance update.
 - ii) To consider requests for payment made to the Council.
11. Annual Governance and Accountability Return for the Year Ended 31 March 2026
 - i) To complete and approve the Annual Governance Statement.
 - ii) To approve the Statement of Accounts.
 - iii) To approve the Certificate of Exemption.

ULNES WALTON PARISH COUNCIL

12. Third Prison
To receive an update.
To provide details of items to be raised at the Stakeholder Liaison Group meeting.
13. Reports from Outside Bodies
To receive reports from Members attending meetings on behalf of the Council.
14. Date of Next Meeting
To confirm the date of the next meeting.

Alan Platt

CLERK
04/05/2026

Ulnes Walton Parish Council

Reports for Annual Meeting 12 May 2026

1. Election of Chairman for 2026 - 2027

Councillors will elect a Chairman for the forthcoming year.

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

2. Election of Vice Chairman for 2026 - 2027

Councillors will elect a Vice Chairman for the forthcoming year.

3. Councillors Declarations of Acceptance of Office

To receive acceptances of office unless the Council resolves for this to be done at a later date.

4. Apologies for Absence

5. Disclosure of Interests

6. Appointment of Representatives to Other Bodies

Current representatives:

Chorley Liaison - vacant

Chorley Council Western Parishes Neighbourhood Area Meeting - Vacant

Peter Lathom Charity - Cllr Sloan

Lancashire Association of Local Councils Chorley Area Committee – vacant

7. Minutes of Meeting held on 20 April 2026

8. Resident's Surgery

9. Planning

Other applications: None

Permissions:

Application	Proposed Development	Location
26/00201/FULHH	New driveway	3 Willow Road

Refusals: None

Withdrawn: None

10. Financial Matters

- i) Councillors will receive the monitoring statement.
- ii) Requests for payment for the current month will be approved.

11. Annual Governance and Accountability Return (AGAR) for the Year Ended 31 March 2026

- i) 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.
- ii) Councillors will be asked to approve Section 2 - Statement of Accounts.
- iii) Councillors will be asked to approve the signing of the Certificate of Exemption.

Copies of all documents enclosed.

PTO

11. Annual Governance and Accountability Return (AGAR) for the Year Ended 31 March 2026 (cont.)

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

- gross income and gross expenditure below £25k; and
- 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 the prior year; and
- the reporting year is not one of the authority's first five years of existence.

The publication "Joint Panel on Accountability and Governance Practitioners' Guide (March 2025)" provides guidance on proper practices to be applied in the preparation of the statutory annual governance statement.

Full details can be viewed at: <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>

12. Third Prison

Councillors will provide details of items to be raised at the Prison Stakeholder Liaison Group on 21 May 2026.

13. Reports from Outside Bodies

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

14. 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.

Forthcoming Events

The following take place at 6:30pm at Chorley Town Hall.

Chorley Liaison - Wednesday 15 July 2026

Wednesday 21 October 2026

HMP Wymott Community Engagement Forum 4:00pm Thursday 21 May 2026

ULNES WALTON PARISH COUNCIL

MINUTES of the Council Meeting held on 20 April 2026 in The Old School, Ulnes Walton Lane, Ulnes Walton commencing at 7.00 pm.

Present Councillors J Dalton (Chairman), E Doran, N Watkinson and D Williams.

23/26 Apologies for Absence

Apologies were received from Cllr P Sloan.

24/26 Declarations of Interests

Cllr Williams declared a personal interest in agenda item 9 (Third Prison).

25/26 Minutes of the Meeting held on 9 March 2026

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

26/26 Residents Surgery

Problems with United Utilities contractors had been reported.

The grass has been cut on the Wymott Park Play Area. A broken tree has been reported to Chorley Council and the swings are to be replaced.

27/26 Planning Matters

26/00201/FULHH New driveway at 3 Willow Road

There were no objections to this application.

28/26 Finance

- i) Resolved: the Monitoring Statement for the year ended 31 March 2026 was approved.
- ii) Resolved: the current Monitoring Statement was approved.
- iii) Resolved: the following payments were approved:

£ 30.36	Easy Websites	Monthly fee
£ 76.85	Eccleston Parish Council	Litter picking
£ 250.00	Ulnes Walton Charitable Fund	Room hire
£ 367.38	Staff costs	Salary, reimbursements and deductions

29/26 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.

30/26 Replacement Seat and Cross

Councillors discussed the replacement of the vandalised seat and repairs to the Cross at The Old School. The Trustees are to be approached to see how they wish to proceed.

31/26 Third Prison

A hold up on the bypass road for Pump House Lane has occurred due to Lancashire County Council requesting the inclusion of a bridge.

The Prison had thanked residents for their assistance in reporting drones.

32/26 Action for Ulnes Walton

It was mentioned the membership of the Group has dwindled and Councillors discussed how to assist with new members. A suggestion for an article in the next newsletter was made and the potential use of the new bowling club building for meetings was mentioned.

33/26 Newsletter

Trustees of Action for Ulnes Walton are to be contacted for an article to encourage new members. The local Neighbourhood Policing Team is also to be contacted.

34/26 Reports from Outside Bodies

Chorley Liaison - an update was provided on Lancashire County Council's Electric Vehicle Infrastructure Programme and Chorley Council provided information on its Climate Change Programme and its Town of Culture bid.

35/26 Date of Next Meeting

Monday 11 May 2026.

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

..... (Chairman)

Certificate of Exemption – AGAR 2025/26 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 2026 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 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

ULNES WALTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

certifies that during the financial year 2025/26, 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 2025/26:

£6,715 **ENTER AMOUNT £00,000**

Total annual gross expenditure for the authority 2025/26:

£7,946 **ENTER 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 2022
- In relation to the preceding financial year (2024/25), 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 2026.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk@ulneswaltonpc.org.uk **ENTER GENERIC EMAIL ADDRESS**

Telephone number

01257 234003 **NUMBER**

*Published web address

ulneswaltonpc.org.uk **ENTER PUBLICLY AVAILABLE 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 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2025/26

ULNES WALTON PARISH COUNCIL

ulneswaltonpc.org.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR (see AGAR Page 1 Guidance Notes).			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (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 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2025/26

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 2026, that:

	Agreed		'Yes' means that this 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.	✓		<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 have assured 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 <i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*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:

MINUTE 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)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.	<input type="checkbox"/>	<input type="checkbox"/>

ulneswaltonpc.org.uk **ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

Section 2 – Accounting Statements 2025/26 for

ULNES WALTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	6,357	10,550	<i>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.</i>
2. (+) Precept or Rates and Levies	6,140	6,230	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,394	485	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,359	4,411	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,982	3,535	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	10,550	9,319	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	10,550	9,319	<i>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.</i>
9. Total fixed assets plus long term investments and assets	9,902	9,902	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 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.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED