



Chairman: Cllr Harry Kay

Clerk: Sarah Kyle
Hill House
Walton
Brampton CA8 2DY

Tel: 01228 231124
Email: clerk@hethersgill.org.uk

www.hethersgill.org.uk

14th May 2019

The Annual Meeting of Hethersgill Parish Council will be held on Tuesday 21st May 2019 in the Parish Hall, Hethersgill. The meeting will follow the closure of the Annual Parish Meeting, which will begin at 7.30pm.

This is a public meeting and all are welcome to attend.

Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

1. **Election of Chairman for the Council Year 2019/20**
The successful nominee will sign the Declaration of Acceptance of Office
2. **Appointment of Vice-Chairman**
3. **Declaration of Acceptance of Office Forms**
To confirm receipt from Councillors of their Acceptance of Office forms
4. **Apologies for Absence**
To receive and accept reasons for apologies for absence
5. **Minutes of the meeting of the Parish Council held on 19th March 2019**
To receive and agree the minutes of the last meeting of the Parish Council
6. **Request for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest
7. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
8. **Public Participation**
 - 8.1 To receive comments and representations from members of the public in relation to any item on the Agenda, at the discretion of the Chairman
 - 8.2 To receive reports from City and County Councillors.
9. **Administrative Matters**
 - 9.1 **Programme of Meetings**
To agree the calendar of meeting dates for the council year 2019/20:

- Tuesday 23 July 2019 (note later than normal date)
- Tuesday 17 September 2019
- Tuesday 19 November 2019
- Tuesday 21 January 2020
- Tuesday 17 March 2020
- *Tuesday 19 May 2020 - TBC (New Council Year)*

9.2 Broadband

To receive and consider any updates regarding matters in the parish

9.3 Kirklington Hall

To further consider complaints received and correspondence subsequently exchanged with the Planning Authority

9.4 War Memorial

To consider works required and progress with grant application

9.5 Hallburn Wind Farm Grant Scheme

To receive a verbal report regarding the above

9.6 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaints procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to adopt updated policies where necessary

9.7 General Power of Competence

To consider whether to resolve that from 21st May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence

9.8 Vacancies

To consider the procedure required for the filling of the two remaining vacancies

9.9 Clerk's Computer

To consider replacement of the above

10. Planning Matters

No matters to consider.

11. Highways Matters

11.1 Updates

To review on-going Highways issues and give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported.

12. Finance Matters

12.1 Insurance 2019/20

To consider acceptance of a quotation from Came and Company for the Council insurance – amount to be confirmed

12.2 SLCC Membership

To consider a donation of £7.00, payable to Stanwix Rural Parish Council, towards the Clerk's membership of the Society of Local Council Clerks

12.3 Internal Audit Report

To consider accepting the end of year internal auditors report for the financial year 2019/20

- 12.4 Annual Governance and Accountability Return (AGAR) Certificate of Exemption**
To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019
- 12.5 Annual Governance Statement for the Year Ended 31st March 2019**
To approve the Annual Governance Statement and authorise the Chairman to sign the Annual return
- 12.6 Statement of Accounts to Year Ended 31st March 2019**
To approve the Statement of Accounts and authorise the Chairman to sign the annual return
- 12.7 CALC Subscription**
To consider authorisation of the 2019/20 subscription payment to CALC of £132.45
- 12.8 Payments**
To consider approving payments in accordance with the payment schedule and authorise two councillors to sign
- 12.9 Receipts**
To note the receipt of £7,000 from Carlisle City Council (Precept)
- 12.10 Internet Banking**
To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue
- 12.11 Bank Mandate/Signatories**
To agree an update to the above
- 13. Councillor matters**
An opportunity for Councillors to raise issues on behalf of residents.
Note: no decisions can be made on these matters, but they may be placed on a future agenda of the Council.
- 14. Schedule of Correspondence, notices and publications**
To note correspondence, notices and publications received since the last meeting
- CALC April Newsletter
 - Community Infrastructure Levy Briefing Note
 - North East Cumbria Forestry Investment Zone Pilot scheme Six Monthly Update
 - CPCA Grant Application Awards 2019/20 Notification
 - CALC Summer Conference Invitation
- 15. Date of the next meeting:**
To resolve that the next meeting of the Parish Council will take place on 23 July 2019 in Hethersgill Parish Hall at 7.30pm

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.

HETHERSGILL PARISH COUNCIL

Minutes of a Meeting held on 19th March 2019 in the Parish Hall, Hethersgill at 7.30pm

Present Cllrs H Kay (Chairman), S Barrett (entered 7.43pm), N Elliott, A Gash, G Houston, A Oswin, A Sisson and C Williams.

ACTION

874/19 Apologies for Absence

Apologies for absence were received and accepted from Cllr F Heaton.

875/19 Request for Dispensations

No requests were received.

876/19 Declarations of Interest

No declarations of interest were made.

877/19 Minutes of the meeting of the Parish Council held on 20th November 2018

Resolved that the Chairman be authorised to sign the minutes of the last Parish Council meeting as a true record. It was noted that the January meeting had been cancelled due to unforeseen circumstances.

878/19 Public Participation

No members of the public were present.

879/19 Administrative Matters

879.1 Broadband

It was noted that there was significant activity with road closures being scheduled and Open Reach vans present in the area. It was reported that the cabinet for the main road was now connected.

879.2 Kirklington Hall

The Planning Officer had confirmed he was in the process of arranging a meeting with the owner of the above to discuss ongoing concerns.

879.3 War Memorial

It was confirmed that a grant application has been submitted to the Hallburn Wind Farm fund to undertake restoration works at the above, the result of which is still unknown.

879.4 Hallburn Wind Farm Grant Scheme

It was noted that the panel to discuss applications had met and results should be made known to applicants within the month.

879.5 Electoral Review of Carlisle: Final Recommendations

It was noted that the review of the ward boundaries had taken place and the results circulated to Cllrs, with confirmation that three ward Cllrs will be appointed to the parish from May 2019.

Cllr Barrett entered the meeting at 7.49pm.

879.6 Standing Orders and Financial Regulations

Resolved to adopt updated standing orders with immediate effect. Also noted that the Clerk had undertaken a review of the Financial Regulations with no changes required to them at present.

879.7 Internal Audit Documents

Resolved to adopt updated documents as follows and to accept the review of the effectiveness of the internal audit:

Signed (Chairman).....

21st May 2019

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

879.8 Internal Auditor

Resolved to continue the appointment of Mrs P Cronin as internal auditor for the financial year 2018/19 and until further notice.

879.9 Fidelity Insurance Guarantee

Resolved that the above has been reviewed and is adequate.

879.10 Elections 2019

It was **noted** that nomination papers for the forthcoming elections have been circulated to those who requested them and that they need to be completed and submitted to the Civic Centre before 4pm on 3rd April 2019.

880/19 Planning Matters

18/1060 Bramley Cottage, Uppertown, Kirkclinton - Part demolition of store and erection of single storey extension to provide a porch, office, utility, garage and bedroom.

Resolved to note that the Clerk responded under delegated powers with "no representation" and permission has subsequently been granted.

881/19 Highways Matters

869.1 Updates

Cllr Oswin reported damage to the verges, leading to flowing water on the road. Water also appears to be running into a service manhole. It was agreed that the size of agricultural vehicles is not proportionate to the size of the roads in the area but it anticipated that Highways will not be willing to act on the verge repairs very quickly.

Cllr Gash reported that the road from Sikeside to Uppertown was in poor repair. The road to Bolton Fell End was in a similar state of disrepair.

Cllrs were encouraged to report any problems directly to the Highways hotline.

Cllr Elliott noted that there was a join in the road on the C1005 east of High Dubwath that appears to be splitting.

882/19 Finance Matters

882.1 Statement of Accounts to 28th February 2019

Resolved: To receive and note the statement of accounts to date which had been circulated alongside the agenda. The balance at bank at 28 February is £5,718.63.

It was **resolved** to ringfence the unclaimed donations for the Social Committee, Church and Village Hall to carry forward to 2019/20. It was also agreed to credit the outstanding payment to the former website provider as the invoice remained unrepresented some years after agreement.

882.2 Clerk's Salary

Resolved: To agree implementation of the new National NJC pay scales, effective 1 April 2019 with a £146.28 increase annually.

Signed (Chairman).....

21st May 2019

882.3 Payments

Resolved to approve payments and authorise two councillors to sign the payment schedule. Payments being:

- Sarah Kyle, January salary, £213.39
- Sarah Kyle, February salary, £213.19
- Sarah Kyle, March salary plus reimbursements for postage, £230.50
- HMRC, Jan/Feb PAYE, £106.60
- HMRC, March PAYE, £53.40

Payments for the Clerk's salary for the first month of 2019/20 were also approved.

883/19 Councillor Matters

No other matters were brought to the attention of the Council.

884/19 Schedule of Correspondence, notices and publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

Cllrs Gash and Williams noted they planned to attend the Solway Aviation Museum open day; the Clerk to confirm.

885/19 Date of Next Meeting

Resolved that the Annual Meeting of the Parish Council be held on Tuesday 21st May 2019 in the Parish Hall, Hethersgill. The meeting will directly follow the Annual Parish Meeting which will commence at 7.30pm.

There being no further business the Chairman closed the meeting at 8.08pm, noting his thanks to all Cllrs and the Clerk for their work over the years he has served, having taken the decision not to stand for the forthcoming elections. Cllr Houston also thanked everyone, having also decided not to stand.

Signed (Chairman).....
21st May 2019

Certificate of Exemption – AGAR 2018/19 Part 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

Hethersgill Parish Council

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19: **£7,000** PER AMOUNT £00,000

Annual gross expenditure for the authority 2018/19: **£4,427** PER 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 Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), 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 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 you are able to confirm that the above statements apply and that 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, 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 need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

15/04/2019

Signed by Chairman

Date

SIGNATURE REQUIRED

21/05/2019

Email

Telephone number

clerk@hethersgill.org.uuk ADDRESS REQUIRED

01228 231124 NUMBER

*Published web address

www.hethersgill.org.uk PUBLISHED WEBSITE 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.

Annual Internal Audit Report 2018/19

Hethersgill Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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.	✓		✓ <i>DMC</i>
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 and year-end bank account reconciliations were properly carried out.	✓		
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 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			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

24/10/2018

26 04 19.

DD/MM/YY

Name of person who carried out the internal audit

Pamela Cronin

NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Pamela Cronin SIGNED

Date

26 04 19.

*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 2018/19

We acknowledge as the members of:

Hethersgill 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 2019, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

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

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

21/05/2019

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2018/19 for

Hethersgill Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,665	3,162	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	6,501	6,781	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,768	219	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	3,042	3,199	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	5,730	1,228	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	3,162	5,735	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	3,162	5,735	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	3,402	3,502	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 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

Date

15/04/2019

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

21/05/2019

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

HETHERSGILL PARISH COUNCIL

SCHEDULE OF PAYMENTS

21st May 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	N/a	Salary May 2019	£223.08	BACS
Sarah Kyle	n/a	Salary June 2019	£223.08	BACS
HMRC	n/a	PAYE May/June 2019	£111.60	BACS
Sarah Kyle	n/a	Reimbursements (stamps)	£122.00	BACS
Came & Company	n/a	Insurance	£TBC	BACS
CALC	n/a	Subscriptions	£132.45	BACS
Stanwix Rural Parish Council	n/a	SLCC Contribution	£7.00	BACS
Bluezon	3220	The Gill	£96.00	BACS Paid Prior to Meeting

Authorised by:

Signatory

1:.....

Signatory

2:.....