



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
www.stanwixrural.co.uk clerk@stanwixrural.co.uk Tel: 01228 231124

6 May 2020

A virtual meeting of Stanwix Rural Parish Council will be held on:

Wednesday 13 May 2020 at 7.30pm

The meeting is accessible with the attached [link](#) or by logging into www.zoom.us and using Meeting ID **812 7340 6394** with the password **269418**. The meeting can also be joined using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240). Please aim to arrive at the meeting by 7.20pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

Yours faithfully

Sarah Kyle

Clerk & Responsible Financial Officer

Agenda

- 1. Apologies for absence:** to receive apologies and approve reasons for absence
- 2. Declarations of Interest and Request for Dispensations:** a) 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 and to b) receive declarations by members of interests in respect of items on this agenda
- 3. Minutes of the meeting of the Parish Council held on 11 March 2020**
To approve the accuracy of the minutes. Minutes to be physically signed at the next in-person meeting - **attached**
- 4. Public Participation**
In accordance with Standing Order 3e the Chairman will, at his discretion, a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and b) receive reports from City and County Councillors
- 5. Administrative Matters**
 - 5.1 To adopt an addendum to the Standing Orders to enable virtual meetings as **attached**
 - 5.2 To adopt an advice guidance note and application form for memorial benches as previously circulated
- 6. Planning Matters**
 - 6.1 To ratify planning responses made prior to the meeting as listed in Appendix A – **attached**
 - 6.2 To note planning decision notices received as listed in Appendix B – **attached**
- 7. Finance Matters**
 - 7.1 To ratify payment of invoices and to note the bank reconciliation as listed in Appendix C - **attached**
 - 7.2 To retrospectively approve the opening of a new bank account with Unity Bank
 - 7.3 To note the receipt of the precept from Carlisle City Council of £46,500
 - 7.4 To ratify the first round of grant awards – Appendix D – **attached**
- 8. Annual Governance and Accountability Return 2019/20**
 - 8.1 To consider accepting the end of year internal auditors report for the financial year 2019/20 – **attached**
 - 8.2 To approve the Annual Governance Statement 2019/20 and authorise the Chairman to sign the Annual return – **attached**
 - 8.3 To approve Accounting Statements 2019/20 and authorise the Chairman to sign the annual return – **attached**
- 9. Clerk's Report**
To note the update from the Clerk as detailed in Appendix E – **attached**
- 10. Councillor Matters:** an opportunity for Councillors to raise issues on behalf of residents in their ward
- 11. Date of Next Meeting:** To confirm that the next virtual meeting will be called at a date, to be confirmed by electronic summons

STANWIX RURAL PARISH COUNCIL

Minutes of a Meeting of Stanwix Rural Parish Council held on Wednesday 11 March 2020 in the Wildlife Centre, Houghton at 7:30 p.m.

Present: The Chairman Cllr C Nicholson, Cllrs H Phillips, C Savory, M Sherriff, S Splinter and N Watson.

In Attendance: City Cllrs E Mallinson, P Nedved and F Robson. County Cllr J Mallinson. The Clerk, S Kyle.

ACTION

SR 946/03/20 Apologies for absence

Apologies were received and accepted from Cllrs Cllrs A Coles, D Milburn, M Ellmore and A Lightfoot.

SR 947/03/20 Minutes of the meeting of the Parish Council held on 15 January 2020

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

SR 948/03/20 Requests for Dispensations

No requests for dispensations were received.

SR 949/03/20 Declarations of Interest

No declarations of interest were made.

SR 950/03/20 Public Participation

County Cllr J Mallinson reported that investigations could be made into prohibiting right-hand turns in and out of Brunstock onto the A689 if residents felt it was a solution to the traffic issues. City Cllr E Mallinson reported an update to the Tribune Drive play area refurbishment, with a meeting planned for 17 April.

SR 951/03/20 Planning Matters

951.1 To Ratify Responses Made Prior to the Meeting

20/0081 Land to the rear of 28 Beech Grove, Houghton, Carlisle, CA3 0NU - Erection of Detached Dwelling and Garage Together with Associated Access and Landscaping
Resolved to ratify the submitted response.

951.2 To Consider New Applications:

20/0099 Brackenthwaite, Whiteclosegate, Carlisle, CA3 0HY - Conversion and Extension of Existing Detached Garage/Accommodation to Provide Annexe

Resolved to note concerns over traffic frequency, noting that the application is however for visiting family members only. For this reason alone, in this instance, the Parish Council does not object to the application and is able to recommend, albeit with some caution, determination in accordance with local and national planning policy and guidance. This recommendation is however dependent upon the application of strict conditioning, perhaps through a legal agreement, to ensure that the proposed dwelling may not be brought into use as separate private dwelling or used for commercial purposes; e.g. as holiday or tenanted accommodation of any kind, or as office space. If such conditioning is not applied and for the reasons outlined above, the Parish Council must object to the application.

19/0982 The Old Vicarage, Crosby on Eden, Carlisle, CA6 4QZ - Erection of Detached Garden Room (Part Retrospective)
& **19/0983 (LBC)**

Resolved that the Parish Council continue to object to the proposal in its current form, however, following email correspondence with the applicant it is agreed that the objection may be overcome through a condition requiring the use of an appropriately muted shade of render, to match the proposed brickwork and existing stonework, rather than the white finish currently proposed; the reason for this being to soften the visual impact of the proposal within the rural

environment and thus retain a sympathetic relationship with the character and setting of the listed building.

20/0139 Walby Hall Farm, Birky Lane, Walby, Carlisle, CA6 4QL - Erection of Agricultural Building to Cover Existing Silage Clamp

Resolved to recommend determination in accordance with local and national planning policy and guidance.

20/0149 Land at Rickerby, Carlisle - Variation Of Condition 7 (Mitigation Measures) Of Previously Approved Permission 18/1062 (As Varied By 19/0686) For The Construction Of Flood Alleviation Scheme; Landscaping & Associated Works - To Substitute These With The Mitigation Measures/Details Set Out In The Submitted Ecological Impact Assessment Addendum And Updated Habitats Regulations Assessment

Resolved to recommend determination in accordance with local and national planning policy and guidance.

20/0138 Land at Orchard Gardens, Houghton, Carlisle, CA3 0LH - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0597 (Erection Of 4no. Bungalows) To Change Site Layout, Dwelling Design and Reduction in Number of Dwellings From 4no. To 3no.

Resolved to note that, whilst the Parish Council welcomes the proposed reduction in the number of dwellings, from 4 to 3, it stresses that it would not wish the amendment, if permitted, to facilitate any reduction in the rigour and supervision of conditions in respect of drainage issues.

20/0136 13 Smithy Croft, Houghton, Carlisle, CA3 0NS - Demolition of Existing Garage and Outhouse; Erection of Two Storey Side and Single Storey Rear Extension to Provide Lounge, Utility and Kitchen/Dining Room on Ground Floor With 1no. En-Suite Bedroom Above

Resolved to recommend determination in accordance with local and national planning policy and guidance.

951.3 Additional Planning Matters

19/0503 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB -Siting of Hand Car Wash and Valet Facility Including Canopy and Portable Office Store Building (Revised Application)

A letter had been sent to the City Council with a response received regarding the procedures relating to submissions for the above. The response had been circulated to Cllrs prior to the meeting.

Resolved that a further response will be submitted as part of the official complaints procedure a draft will be circulated to all Cllrs ahead of submission.

CN

SR 952/03/20 Clerk's Report

A report had been circulated alongside the agenda regarding the following:

SR 882/10/19 Rickerby Weeding

This matter remains ongoing.

SR 898.4/11/19 Tribune Drive Play Area

Correspondence has been received from Carlisle City Council to indicate that the matter is progressing and a meeting has now been arranged, as noted above.

SR 928/01/20 Drainage Issues, Brunstock

This matter was re-reported to Cumbria Highways.

SR 938.2 Houghton Village Green Damage

An invoice has been sent to the business responsible and the grounds maintenance contractor authorised to carry out the repairs. It was noted that further damage has now been incurred; County Cllr Mallinson to request assistance with the placement of bollards from Cumbria Highways.

SR 938.3 The Stag Inn, Crosby

Work remains ongoing to canvass support for the re-listing as an Asset of Community Value, for the above.

SR 939.1 A689 Safety

A letter has been sent to the resident regarding proposed measures and work will continue in due course.

Flooding

A meeting has been arranged for 26 March with the Environment Agency.

Other Matters

Asset Repairs

Damage was sustained to the bench at Linstock following storm Ciara. The bench was removed as soon as possible, repaired and returned. Repair works have also been authorised to the Houghton Village Green notice board to rectify general wear and tear.

Crosby-on-Eden Defibrillator Guardian

A new guardian has been appointed for the above.

SR 953/03/20 Administrative Matters

953.1 Asset Review

Resolved to approve the updated asset register which had been circulated alongside the agenda.

953.2 Community Plan - Action Plan

Resolved to note an updated version of the action plan, which had been circulated alongside the agenda. It was confirmed that an additional volunteer had been recruited for speedwatch. It was also noted that the anti-social behaviour in Houghton appears to have calmed down.

953.3 Walks and Footpath Leaflets

A proposed format of leaflet for the first of three walks was circulated around members during the meeting.

Resolved to continue to produce the leaflets and proceed with printing in due course.

953.4 Standing Orders

Resolved to note that the Clerk has reviewed the Standing Orders, with no amendments suggested.

953.5 Local Electricity Bill

Information regarding the above had been circulated to members prior to the meeting. It was agreed that the principle behind the Bill was commendable, but it was unclear how it could be applied practically.

Resolved not to respond at this time.

953.6 Tree Survey

The updated tree survey had been received and consideration was to be given, in due course, to obtaining quotations from tree surgeons for the required non-urgent suggestions of works.

953.7 Covid-19 Pandemic

Resolved to extend the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents

SR 954/03/20 Village Matters

954.1 Community Asset Transfer, Whiteclosegate

The Chairman outlined, for the benefit of new members, the previous history and attempt at making an asset transfer for the area of land adjacent to the garage, alongside an unsuccessful application to have a tree preservation order applied to the remaining apple tree.

CN

SK

Resolved to investigate whether the position of the authority's has changed and re-apply for the above if so.

CN

SR 952/03/20 Financial Matters

952.1 Payments:

Resolved that the following payments be approved:

Nest Pension, March pension	£94.29
Sarah Kyle, March salary plus reimbursements	£1257.50
HMRC, March PAYE	£222.77
Cumbria Payroll, March payroll	£18.00
Tech4Office, Jan/Feb Printing	£34.64
Cumbria Wildlife Trust, rental	£20.00
Susan's Farm, grant	£276.14
Savills, Linstock Village Green rental	£10.00
Equipphase, website hosting	£66.00
S Splinter, reimbursements	£40.00
B Smith, joinery repairs	£259.00
BHA Trees, tree survey	£744.00
TOTAL:	£3042.34

952.2 Noted: balances at bank as at 29th February 2020:

Community Account	£1,044.12
Money Manager Account	£58,242.10
Cash Account	£3,919.45
Income to 29/02/20	£57,398.50
Expenditure to 29/02/20	£46,611.88

952.3 Fidelity Insurance

Resolved to note the adequacy of the above, prior to the receipt of the 2020/21 precept.

SR 953/03/20 Schedule of Correspondence, Notices and Publications

A schedule of correspondence, notices and publications received since the last meeting was noted.

SR 954/03/20 Councillor Matters

Cllr Watson noted that a request had been received for the placement of a memorial bench in Linstock. The matter will be considered at the April meeting.

County Cllr Mallinson and City Cllrs Mallinson, Nedved and Robson all left the meeting at 8.21pm.

Exclusion of Press & Public - Part B Item

Resolved that the following item be considered confidential and exclusion of members of the public or press be permitted under the Local Government Act 1972.

SR 955/03/20 Brunstock Pond

Members were updated that the Council's solicitor had sent a letter to the other party, to which a response had been received. The matter therefore remains ongoing with further steps agreed.

SR 956/03/20 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 8th April 2020 in the Wildlife Centre, Houghton.

There being no further business, the Chairman closed the meeting at 8.47pm.



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY

Tel: 01228 231124

www.stanwixrural.co.uk

clerk@stanwixrural.co.uk

Addendum Protocol added to Standing Orders on 13 May 2020

Attendance

1. To attend any virtual, electronic or digital meeting, a Member must be able at that time:
 - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting

Protocol for the Meeting

2. Members should connect to the Meeting shortly before the allotted commencement time and check that their connection is operational.
3. Each vote will be a roll call vote or by a show of hands, while the minutes will record the decision of the meeting.

Members with a Disclosable Pecuniary Interest in a Matter

4. Any Member with a Disclosable Pecuniary Interest in any particular matter must disconnect from the Meeting for that particular item. The Meeting will pause for up to five minutes for the said Member to reconnect once the matter has been dealt with.

Confidential or Exempt Items or Issues

5. When confidential, or “exempt” issues are under consideration. The Chair and Members should ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings. Any Remote Member should confirm, prior to participating in any confidential and/or exempt item of business, that they are in a secure private location and that no one else is able to hear the proceedings from the device being used by that Remote Member and that no recording is being made. Any member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled will be in breach of their Code of Conduct responsibilities.

Connection Problems

6. If, during the course of a Meeting, it becomes apparent that a Member is no longer in attendance, the Meeting will be paused for a period of up to five minutes to re-establish their attendance.
7. After the five-minute period, if it has not been possible to re-establish the attendance of the particular Member:
 - a. If the Meeting remains quorate, the Meeting continues.
 - b. If the Meeting is inquorate, it will be adjourned until a suitable alternative time.
8. In circumstances when a Member re-joins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

Public/Other Participants

9. For those meeting which require some public or other participation, at the relevant item, the Meeting will be paused until such time as those other involved persons are able to so participate.
10. If a technical matter prevents the relevant participant from attending then the Chair will make a decision as to whether they are able to put forward the person's contribution (e.g. a question).

Appendix A – 13 May 2020

Planning Responses Made Prior to the Meeting

20/0160 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 18/0928 (Erection Of 2no. Detached Dwellings) To Modify Red Line Site Boundary In South West Corner

20/0161 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection Of Detached Garage

19/0982 (LBC) & 19/0983 The Old Vicarage, Crosby on Eden, Carlisle, CA6 4QZ - Erection Of Detached Garden Room (Part Retrospective)

20/0239 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 2no. Dwellings (Outline)

20/0099 Brackenthwaite, Whiteclosegate, Carlisle, CA3 0HY - Conversion and Extension Of Existing Detached Garage/Accommodation To Provide Annexe (Additional bat survey information)

19/0503 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB -Siting Of Hand Car Wash and Valet Facility Including Canopy and Portable Office Store Building (Revised Application)
(Additional correspondence with regards to complaint over procedural issues)

20/0236 39 Whiteclosegate, Carlisle, CA3 0JA - Change Of Use Of Agricultural Land To Residential; Together With Erection Of Single Storey Side And Rear Extension To Provide Dining Room

(All responses previously circulated via email and are available to view on the Carlisle City Council website or upon request from the Clerk)

Appendix B – Notification of Planning Decisions Received

Permission Notices Received

20/0024 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Enclosure Of Existing Open Sided Canopy For Unheated Retail Space; Erection Of Open Sided Canopy; Demolition Of Part Of A Covered Walkway

20/0070 Harker Grange, Houghton, Carlisle, CA6 4HY - Erection Of Replacement Porch/Reception

20/0136 13 Smithy Croft, Houghton, Carlisle, CA3 0NS - Demolition Of Existing Garage And Outhouse; Erection Of Two Storey Side And Single Storey Rear Extension To Provide Lounge, Utility And Kitchen/Dining Room On Ground Floor With 1no. En-Suite Bedroom Above

20/0138 Land at Orchard Gardens, Houghton, Carlisle, CA3 0LH - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0597 (Erection Of 4no. Bungalows) To Change Site Layout, Dwelling Design And Reduction In Number Of Dwellings From 4no. To 3no.

19/0982 (LBC) & 19/0983 The Old Vicarage, Crosby on Eden, Carlisle, CA6 4QZ - Erection Of Detached Garden Room (Part Retrospective)

20/0160 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 18/0928 (Erection Of 2no. Detached Dwellings) To Modify Red Line Site Boundary In South West Corner

20/0161 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection Of Detached Garage

20/0149 Land at Rickerby, Carlisle - Variation Of Condition 7 (Mitigation Measures) Of Previously Approved Permission 18/1062 (As Varied By 19/0686) For The Construction Of Flood Alleviation Scheme; Landscaping & Associated Works - To Substitute These With The Mitigation Measures/Details Set Out In The Submitted Ecological Impact Assessment Addendum And Updated Habitats Regulations Assessment

Withdrawn Applications

20/0031 Land adjacent to Avalon, Rickerby, Carlisle, CA3 9AA - Erection Of 1no. Detached Dwelling With Ancillary Detached Garage

APPENDIX C

STANWIX RURAL PARISH COUNCIL

SCHEDULE OF ADDITIONAL PAYMENTS TO BE AUTHORISED 13 May 2020Financial Year 2019/20

<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>VOUCHER No.</u>	<u>PAYMENT</u>
At Home PC	Office 365 Subscription	£ 78.00	138	BACS
Play Inspection Company	Play area inspections	£ 240.00	139	BACS
Cumbria County Council	Sign for Houghton	£ 102.00	140	BACS
		£ 420.00		

Financial Year 2020/21

<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>VOUCHER No.</u>	<u>PAYMENT</u>
NEST Pension	April Pension	£ 94.29	1	DD
Sarah Kyle	Salary and reimbursements	£ 1,449.25	2	BACS
HMRC	PAYE and NI, April 2020	£ 212.01	3	BACS
Cumbria Payroll	April Payroll	£ 18.00	4	BACS
Tech4Office	Feb/March printing	£ 30.82	5	BACS
Border Pest Control	Mole Removal, Linstock	£ 84.00	6	BACS
Kierweb	Website updates	£ 20.00	7	BACS
Solway Communications	Telephone	£ 64.80	8	BACS
Cluaran Landscape Services	Grounds maintenance	£ 468.00	9	BACS
		£ 2,441.17		
Came & Company	Insurance	£ 1,005.56	10	BACS
Gordon Consultancy Limited	Mid-year& end year Audit	£ 216.00	11	BACS
SLCC	Clerk's Subscription	£ 202.00	12	BACS
Burnetts	Legal Fees	£ 1,344.00	13	BACS
CALC	Subscription	£ 440.35	14	BACS
Houghton in Bloom	Grant	£ 600.00	15	PAID BACS
Tech4office	Monthly printing	£ 30.82	16	BACS
Village Sign People	Banner Numbers (from February)	£ 12.00	17	BACS
Cluaran Landscapes	April grounds maintenance	£ 858.00	18	BACS
		£ 4,708.73		

Bank Reconciliation
Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 30.04.20	£46,500.00
	£108,475.40

Less expenditure at 30.04.20 £ 3,041.17

Balance at 30.04.20 **£ 105,434.23**

Represented by:

Community A/C (HSBC)	£57,120.47
Money Manager A/C (HSBC)	£0.00
Cash Account (CBS)	£30,000.00
Current A/C (Unity)	£17,400.00

plus unbanked deposits £1,008.05
less Direct Debits not yet taken £ 94.29

£ 105,434.23

STANWIX RURAL PARISH COUNCIL GRANTS 2020/21

Amount in Budget

S137 Payments (but can contribute up to £19,752 approx on	£1,000
General Grants Fund	£8,000
Committed Funds Carried Forward	£4,500
	£13,500

Applicant	Project	Last Years A/C's	Bank Statement	Quotations	Power to provide under Local Government Act 1972	Total Cost of Project	Amount Requested	Amount Awarded	Comments
Crosby Parish Hall	Re-wiring	Yes	To follow	One	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£17,760.00	As much as possible	£ 4,000.00	Carried Forward
1st Houghton Guides	Summer Trip	figures supplied	yes	No	LGA1972 s.145 Provision of entertainment and support of the arts	£1,252.60	£500.00	£ 500.00	Trip now cancelled
Crosby Magazine Grant	Newsletter	n/a	n/a	n/a	Newsletters. Power to provide information relating to matters affecting local government. LGA 1972 s142	n/a	£150	£ 150.00	Annual amount set
Linstock WI	Re-surface entrance	Yes	yes	Two	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£1,056	£1,056	£ 1,056.00	
Houghton Village Hall	Refurbishment works	Yes	yes	Yes	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£38,305	£2,100	£ 2,100.00	Amount as third party CWMET contribution
1st Houghton Rainbows	Summer Trip	figures supplied	yes	No	LGA1972 s.145 Provision of entertainment and support of the arts	£580	£250	£ 250.00	
Houghton in Bloom	Plants, sundries, insurance, room hire	Yes	yes	Breakdown	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£725	£600	£ 600.00	Only to work on after lockdown lifted
Crosby Parish Hall	New chairs	Yes	yes	Yes	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£480	£400	£ 400.00	
Susan's Farm	Annual bonfire	No	No	No	LGA1972 s.145 Provision of entertainment and support of the arts	£370	£370	£ 350.00	Refusal of first aid equipment in application
Houghton in Bloom	Battle of Britain display	Yes	yes	Be	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£156	£156	£ 156.00	Only to work on after lockdown lifted
TOTAL						£41,672.40	£5,082	£ 5,062.00	

Annual Internal Audit Report 2019/20

Stanwix Rural 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 2020.

The internal audit for 2019/20 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.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) 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

14/11/2019

01/05/2020

DD/MM/YY

Name of person who carried out the internal audit

Robert Gordon

Signature of person who carried out the internal audit

R Gordon

Date

02/05/2020

*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2020, 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 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 <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>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

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

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<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			<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			<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			<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			<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			<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			<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			<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			<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			<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			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Appendix E – Clerk's Report 13 May 2020

Further to the March meeting, the following items are to report on:

SR 953.3/03/20 Walks and Footpath Leaflets

Work remains ongoing to put together the above leaflets.

SR 954.1/03/20 Community Asset Transfer, Whiteclosegate

The TPO request for the apple tree on the above land has been submitted; work is postponed on the actual CAT until further notice.

SR953.6/03/20 Tree Survey

Quotations are being sought by the Clerk and will be considered in the late summer/autumn.

SR 898.4/11/19 Tribune Drive Play Area

Due to the ongoing COVID-19 crisis, the planned meeting has been postponed.

SR 938.3 The Stag Inn, Crosby

Insufficient feedback has been available from the community therefore progress to register the asset as a community asset has been postponed.

SR 939.1 A689 Safety

This matter remains ongoing.

SR 955/03/20 Brunstock Pond

Work remains ongoing.

SR 943/02/20 Tree Works

Correspondence has been exchanged with Carlisle City Council regarding the over-zealous tree felling reported at the February meeting. The issue remains ongoing.

Other Matters

Timber Wagons, A689

Concerns have been re-raised regarding the above. Work to address the situation is to begin.

Kingmoor Incinerator

Correspondence has been received regarding the ongoing plans for the above.

Flooding

A teleconference call was attended by Cllrs Nicholson and Ellmore, hosted by the Environment Agency. Work to establish plans for flood defences from the EA remain ongoing.