

# KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr. J Alexander  
9DG

Clerk: Sonia Hutchinson, 2 Sevenoaks Terrace, Cross Lane, Wigton, CA7

Phone: 016973 43702 Email: clerk@kirkbamptonweb.co.uk

5<sup>th</sup> March 2018

Dear Councillor,

You are summoned to a meeting of Kirkbampton Parish Council at 7:30 p.m. on:-

**Monday 12<sup>th</sup> March 2018 in Kirkbampton Village Hall.**

Please let me know if you are unable to attend.

**Sonia Hutchinson**  
Clerk to the Council

## **Agenda**

### **1. Apologies for absence**

### **2. Requests 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.

### **3. Declarations of Interest**

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. *(If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting).*

### **4. Minutes of the meeting of the Parish Council held on 8<sup>th</sup> January 2018.**

To receive and agree the minutes of the Parish Council held on 8<sup>th</sup> January 2018 – attached.

### **5. Public Participation**

In accordance with Standing Orders, the Chairwoman will, at *her discretion*, invite members of the public to address the meeting in relation to the business to be transacted at this meeting or raise issues for future consideration.

### **6. Administration and Governance**

#### **6.1 Policies**

To approve the following policies and procedures previously circulated: -

Standing Orders, Code of Conduct, Data Protection Policy, Freedom of Information Policy, Disciplinary Policy, Grievance Policy and Press & Media Policy.

## 6.2 General Data Protection Regulation changes from May 2018

Verbal update by the Clerk.

## 6.3 Insurance

The Parish Council public liability insurance is due for renewal on 31<sup>st</sup> May 2018. To either approve the Clerk sourcing 2 estimates for the May meeting or to approve auto-renewal with the same insurance company.

## 6.4 Dates of meetings for 2018/2019

To note dates for the Parish Council meetings in 2018/2019 – see attached

## 7. Finance Matters

### 7.1 Income

To note receipt of any income.

None received

### 7.2 Expenditure

To approve the following payments

Cheque No.	Payee	Description	Amount £
518	Sonia Hutchinson	Expenses	35.00
519	Sonia Hutchinson	Salary - Month February and March	280.10
520	HMRC	PAYE February and March	70.00

Note – Clerk expenses are in respect of the charge for registering with the ICO.

### 7.3 Current position

To receive a report of income and expenditure to 5<sup>th</sup> March 2018 and note the current position.

Bank Balance as at 27<sup>th</sup> February 2018      £9,859.83

Deduct cheques not presented              £385.10

Closing Balance                                      £9,474.73

See attached bank reconciliation.

### 7.4 Financial Regulations

To adopt the Financial Regulations reviewed March 2018 previously circulated.

### 7.5 Payroll Administration

To note that the charge per annum for payroll administration from 1<sup>st</sup> April 2018 will remain the same as 2017/2018 £63.50.

### 7.6 Summary of risk assessment and internal audit document including revised Asset Register.

For agreement and approval – see attached.

### 7.7 Review of Risk Assessment Schedule

For agreement and approval – see attached

### 7.8 Internal system of control assurance

To nominate and approve a Councillor to check bank statements and bank reconciliations on a quarterly basis.

### 7.9 External Hard Drive for Computer back up

To approve the purchase of an external hard drive to back up files on the laptop. The hard drive can then be kept in a different location to ensure business continuity in case of fire etc.

## 8. Planning matters

### 8.1 To consider applications received: -

#### Planning Application Reference 2/2018/082 Fold House Farm

To submit a comment to Allerdale Planning Authority - application and supporting papers previously circulated.

### 8.2 To note permission notices received: -

**Full plans have been approved** in respect of planning application number HOU/2018/0019 for a front single storey garage extension to The Firs, Kirkbampton, Carlisle.

### **8.3 Syke Farm planning application**

Concerns raised regarding large vehicles taking up the whole road and speeding - Chairwoman to report.

## **9. Police matters**

No crime was reported in the parish and no stop and search undertaken in December 2017 (latest data). Police priorities are to tackle anti-social behaviour.

## **10. Highways matters**

**Updates to be given by Chairwoman, Borough and County Councillors on: -**

**10.1** Oughterby – condition of road, pot-holes and road sweeping – Chairwoman to report

**10.2** Road south from Oughterby – mud on road – Chairwoman to report;

**10.3** West Lane – road sweeping requested Cllr. V Hodgson to report;

**10.4** Oughterby Hill Road – request that re-surfacing is undertaken – Chairwoman to report;

**10.5** Bampton to Little Bampton Road – request for re-surfacing to be undertaken – Cllr V Hodgson to report;

**10.6** Road through Kirkbampton in need of re-tarmacking in several places – complaints from some residents – Cllr V Hodgson to report;

**10.7** The road on the right-hand side of the old school house is flooding again - Cllr. V. Hodgson to report.

## **11. Village Matters**

### **11.1 Oughterby Easement**

Verbal update from the Chairwoman

### **11.2 Kirkbampton & Oughterby Notice Boards**

Verbal update from Cllr. Heaney and Cllr. Bertram

### **11.3 Kirkbampton website**

Verbal update from the Chairwoman

### **11.4 Dropped Kerbs**

Verbal update from the Chairwoman

### **11.5 Community Defibrillators**

Verbal update from the Clerk.

### **11.6 Oughterby Village Green – Fencing around section of the green.**

Verbal update from Cllr. Bertram

### **11.7 Vehicle Activated Sign – Kirkbampton**

Verbal update from the Clerk

### **11.8 Finger Posts**

Verbal update from the Clerk

### **11.9 Community Plan**

Chairwoman to report.

### **11.10 Nominations for people to be in Windsor Castle grounds for the Royal Wedding**

Cllr. Cunliffe to report.

## **12. Reports from County and Borough Councillors**

## **13. Schedule of Correspondence previously circulated.**

**13.1 Newsletter Wigton Baths**

**13.2 United Utilities Legacy Fund**

**13.3 Cumbria CCG's next Governing Body Meeting on Wednesday 7 February 2018**

**13.4 Allerdale Community Governance Review process**

**13.5 Act F.A.S.T. Campaign**

**13.6 February CALC Newsletter**

**13.7 NALC opinion survey – Code of Conduct**

**13.8 Allerdale three tier meeting March 22<sup>nd</sup>, 2018**

**13.9 Cumbria in Bloom competitions 2018**

**14. Date of next meeting**

The next meeting is scheduled for Monday 14<sup>th</sup> May 2018 at Kirkbampton Village Hall.

**Kirkbampton Parish Council Meeting dates 2018/2019**

**Location Kirkbampton Village Hall**

14<sup>th</sup> May 2018 at 7.17pm Parish Annual Meeting

14<sup>th</sup> May 2018 at 7.30pm Annual Parish Council Meeting

9<sup>th</sup> July 2018 at 7.30pm

10<sup>th</sup> September 2018 at 7.30pm

12<sup>th</sup> November 2018 at 7.30pm

14<sup>th</sup> January 2019 at 7.30pm

11<sup>th</sup> March 2019 at 7.30pm

<b>KIRKBAMPTON PARISH COUNCIL</b>					
<b>BANK RECONCILIATION AT 15th MARCH 2018</b>					
				<b>Bank Balance</b>	
<b>Opening Balance Cumberland Acc.at 1/4/2017</b>				<b>5270.54</b>	
	<b>Receipts</b>	<b>9835.40</b>	<b>Payments</b>	<b>£ 5,246.11</b>	
<b>Current Balance @22/11/2017</b>					
Cumberland	All Bank Accounts				
	Community Account			£ 9,859.83	
Deduct unrepresented cheques Current Account				£ 385.10	
		518	35.00		
		519	280.10		
		520	70.00		
<b>Closing Balance after cheque deduction</b>				<b>£ 9,474.73</b>	

**KIRKBAMPTON PARISH COUNCIL  
SUMMARY OF RISK ASSESSMENT & INTERNAL AUDIT DOCUMENT**

In order to manage risk the Council carried out the annual assessment of risk at a Council meeting on 12<sup>th</sup> March 2018.

This was done to ensure that the Council has a sound system of financial control that facilitates the effective exercise of the council's functions for the prevention and detection of fraud and corruption.

The Financial Regulations formally laid down and adopted in March 2018 are designed so that the Council can meet its responsibilities.

**Financial Safeguards:**

The Financial Regulations are reviewed on an annual basis.

**OVERALL SYSTEMS AND PROCEDURES**

- The Council formally adopts a set of Financial Regulations and Standing Orders annually.
- The Council has a Responsible Financial Officer being the Clerk who is appropriately qualified.
- The Council has an appointed parish councillor (.....) to check financial details and the bank reconciliation at every meeting.
- The Council has an internal Auditor who is a qualified accountant.
- The Council reviews the effectiveness of its systems and procedures annually. This is done every May when the Council approves the Annual Accounts for the previous year. The Clerk reads through the Governance Statement for agreement for approval before the accounts are approved.

**FINANCIAL RECORDS**

- The Cash Book is regularly maintained and up to date throughout the year.
- The Cash Book arithmetic is reconciled and confirmed by the bank reconciliation.
- All other financial records are checked regularly. Members are issued with copies of the Schedule of Payments and Bank Reconciliation at each meeting. The annual accounts are presented at the May meeting following inspection and approval by the Internal Auditor. All paperwork is uploaded on to the website.
- Payments in the cashbook are supported by invoices, authorised and minuted. A Schedule of Payments is presented to the members at each meeting within the agenda.
- Income is properly recorded and promptly banked.
- All income is noted on the agenda papers and recorded in the minutes.
- Councillors are kept aware of balances as they are issued with the monthly bank reconciliation. Cllr. .... checks the bank reconciliation with the bank statements and the cashbook.
- All payments are approved by the Council. The payments are posted on the notice boards in the agenda papers in advance. Payments are formally proposed and seconded and then approved before payment is authorised.
- All cheques are signed and counterfoils initialled by two authorised councillors or a councillor and the Clerk who is also a signatory.
- Actual expenditure against the budget is reported to the council at every meeting.
- No petty cash is held by the clerk or Member.
- Security controls over cash and near-cash are adequate and effective. No cash is held. Cheque books are stored under lock and key at the Clerks home
- VAT on payments is identified, recorded and reclaimed on an annual basis
- S137 expenditure is separately recorded and within statutory limits.
- Where appropriate, debtors and creditors have been properly recorded.

## **PROVISION OF GOODS AND SERVICES**

- All items are competitively purchased. Financial Regulations stipulate that the Clerk must strive to obtain three quotations.
- An audit trail from underlying financial records to the accounts is in place and checked by the Internal Auditor
- All capital works is administered in accordance with the Council's standing orders and financial regulations relating to contracts. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

## **RISK MANAGEMENT**

- Council minutes record the council carrying out an annual risk assessment.
- Insurance cover is appropriate and adequate and regularly reviewed by the RFO.

## **PRECEPT & BUDGETARY CONTROLS**

- The council prepares an annual budget based upon anticipated income and expenditure including the use of reserves and all sources of funding for the year in support of its precept. The budget cycle is started in September with a view to being approved at the November meeting to levy a Precept for the next financial year.
- The annual budgets form the basis of financial control for the ensuing year.
- Unexplained variances from budget are explained at the year-end meeting.
- The precept recorded is checked so that it agrees to the Council Tax authority's notification
- The RFO/Clerk issues the precept to the billing authority and supplies each member with a copy of the approved budget.

## **STAFFING**

- The Clerk has a contract of employment with clear terms and conditions.
- Salaries paid agree with those approved by the council. The Clerk is paid bi-monthly by cheque which is recorded on the Schedule of Payments itemised on the agenda.
- Other payments to employees are approved by the council and paid by cheque.
- PAYE/NIC is properly operated by the council as an employer. The Council is a registered employer with HM Revenue & Customs. The Council contracts the payroll to Diane Mally.

## **ASSET MANAGEMENT**

- The council maintains a register of all material assets owned or in its care. See below.
- The Assets and Investments register is kept up to date and is published on the website

*Signed:*

*Chairman of Parish Council*

*Dated:*

**KIRKBAMPTON PARISH COUNCIL**

**ASSET REGISTER - MARCH 2018**

<b>LAND ASSETS</b>			
<b>ASSET</b>	<b>LOCATION</b>	<b>MAINTENANCE</b>	<b>VALUATION</b>
Kirkbampton (This area is <u>not</u> a registered village green – amended Jan 2016)	Area outside Kirkbampton school	Contract Grasscutting	Nil
Haverlands Green	Finglandrigg Nature Reserve	Contract Grasscutting	Nil
Flatt Village Green	Flatt, Kirkbampton		Nil
Oughterby Village Green	Oughterby, Kirkbampton	Contract Grasscutting	Nil
Little Bampton Village Green (Added July 2016)	Little Bampton (Adjacent to the Tam O'Shanter Pub)	Contract Grasscutting	Nil
Little Bampton Common	Finglandrigg Nature Reserve  (Reg. under S9 of Common Registration Act)	Natural England own & exercise grazing rights and maintain the Common on behalf of Kirkbampton Parish Council	Nil
Studholme Village Green	Studholme, Little Bampton	None	Nil
<b>OTHER ASSETS</b>			
<b>EQUIPMENT</b>	<b>ITEM</b>	<b>PURCHASE DATE</b>	<b>VALUE</b>
Notice Boards	1 Kirkbampton	Donation	£1
	1 Oughterby		£1
Lenovo B50-80 Laptop Computer	Office Equipment	22/02/2016	£270
Brother Printer	Office Equipment	03/03/16	Disposed of 2017
Microsoft Office – Home & Student	Office Equipment	25/02/16	£120
Epson Printer Scanner	Office Equipment	15/12/17	£50
2 drawer filing cabinet	Office Equipment	10/12/17	£47.16

## Risk Assessment Schedule

Agenda item 7.7

### **Kirkbampton Parish Council:**

**Date of review of risk assessment schedule: 14.02.2018**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Kirkbampton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### **FINANCIAL AND MANAGEMENT RISKS**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>Risk rating High H Medium M Low L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>	<b>By Who</b>
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.	Clerk Cllrs.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary and at least on an annual basis.	Clerk
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements  Bi-monthly bank reconciliation provided at every council meeting.	Existing procedure adequate	Clerk Cllrs.

Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.	Clerk Cllrs.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.	Clerk Cllrs.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Cheques to employee and HMRC signed and approved at council meetings. Included in bank reconciliation.	Existing procedure adequate.	Clerk Cllrs.
Employees	Fraud by staff  Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Employee to be provided adequate direction and safety equipment needed to undertake the role	Existing procedures adequate. Monitor health and safety requirements and insurance annually.	Clerk Cllrs.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate	Clerk
Annual Return	Submit within time limits	L	Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.	Clerk Cllrs.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate	Clerk Cllrs.
Minutes/ agendas/ Notices Statutory Documents`	Accuracy and legality  Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair	Existing procedures adequate.  Members adhere to Code of Conduct	Clerk Cllrs.

Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.	Clerk Cllrs.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.	Clerk Cllrs.
Data protection	Policy provision	L	The Parish Council has a Data Protection Policy in place which is reviewed annually. The Parish Clerk is attending training in March 2018 on the New General Data Protection Regulations which come into force May 2018.	Existing procedures adequate will be revised in May to comply with new legislation.	Clerk Cllrs.
Freedom of Information	Policy Provision	L M	The Council has a Publication scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI	Clerk Cllrs.
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate	Clerk
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate	Clerk Cllrs.
Notice Boards	Risk of damage	L	The Parish Council currently has 2 notice boards. No formal inspection procedures are in place, but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate	Clerk Cllrs.

Meeting locations	Adequacy	L	The Parish Council meeting is held in the village hall, a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate	Clerk
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.	Clerk
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home. Electronic data is backed up on external hard drive.	Existing procedures considered adequate	Clerk

#### PHYSICAL RISKS TO COUNCIL MEMBERS, EMPLOYEE & MEMBERS OF THE PUBLIC

What are the hazards?	Who might be harmed and how?	Risk rating High H Medium M Low L	What is being done to control this risk?	Do you need to do anything else to control this risk?	Action by who?
Site visits Site specific hazards	Council Members, employee	L	Obtain site induction where possible Site Regulations must be adhered to Take notice of all signage and adhere to all instructions	Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk
Site visits Persons may slip, trip or fall on uneven/worn surfaces or be hit by falling debris	Council Members, employee	L	To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc.	Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk