

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

12th March 2019

Dear Councillor,

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

Monday 18th March 2019 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.

4. Minutes of the meeting of the Parish Council held on 14th January 2019.

To receive and agree the minutes of the Parish Council held on 14th January 2019 – 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 re-adopt 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.
All of the above policies have been revised by the Clerk and there are no changes.

6.2 Insurance

The Parish Council public liability insurance is due for renewal on 31st May 2019. To either approve the Clerk sourcing 2 estimates for the May meeting or to approve auto-renewal with the same insurance company.

6.3 Dates of meetings for 2019/2020

To note dates for the Parish Council meetings in 2019/2020 – see attached

6.4 Resignation of the Clerk

To note that the Clerk has resigned with effect from 31st March 2019.

To approve the appointment of an interim Clerk from 1st April 2019 whilst the recruitment process for a permanent Clerk takes place.

6.5 Website Maintenance

To approve the use of Rocketsites for website maintenance for the period 2019/2020 at a cost of £75 plus VAT

7. Finance Matters

7.1 Income

To note receipt of any income.
HMRC – VAT refund - £795.67

7.2 Expenditure

To approve the following payments

Cheque No.	Payee	Description	Amount £
546	Sonia Hutchinson	Salary - Month February and March	295.90
547	HMRC	PAYE February and March	74.00
548	Sonia Hutchinson	Expenses	14.79
DD	ICO	Registration fee	35.00
549	Ian Roebuck	New notice board at Oughterby	245.00

Note – Clerk expenses are in respect of postage and stationery

7.3 Current position

To receive a report of income and expenditure to 3rd March 2019 and note the current position.

Bank Balance as at 1st March 2019 (including Direct Debit) £10,718.13

Deduct cheques not presented £ 629.69

Closing Balance £10,088.44

See attached bank reconciliation.

7.4 Financial Regulations

To adopt the Financial Regulations reviewed March 2019 previously circulated.

7.5 Payroll Administration

To note that the charge for payroll administration from 1st April 2019 will be £73.00 for the year 2019/2020.

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 Appointment of Internal Auditor for 2018/2019 financial year

To approve the appointment of J. Airey as Internal Auditor for 2018/2019 annual audit.

8. Planning matters

8.1 To note planning applications received and comments forwarded to Allerdale Borough Council: -

Planning Application Reference 2/19/9001 Kirkbampton C of E School Kirkbampton

No comment

Planning Application ref FUL/2019/0029 - Demolition of derelict outbuildings and replacement with new dwelling, Little Bampton Farm, Little Bampton

Comment - In principal the application looks fine, the only reservations would be the increased volume of traffic from an entry point which appears to have possible restricted visibility, and the suitability of the existing drains to accept the increased capacity (foul surface) and the additional traffic load (vehicles) over them; both may have been taken into consideration already.

8.2 No permission notices have been received

9. Police matters

No crime was reported in the parish and no stop and search undertaken up to December 2018 (latest data). Police priorities are to tackle anti-social behaviour.

Newsletter from PCSO Nichol to follow.

10. Highways matters

Updates to be given by Chairwoman, the Clerk and Borough Councillor on: -

10.1 Silver Hills Kirkbampton problem with drainage – Chairwoman to report.

10.2 Request by parishioner for double yellow lines on road up from Oak Tree Lane on to main road through Kirkbampton – Clerk to provide a verbal update.

10.3 HIMS Ref: W1980954710 – Pot Holes on the A689 round about at Moorhouse

11. Village Matters

11.1 Kirkbampton & Oughterby Notice Boards

Verbal update from Cllr. Heaney and the Clerk

11.2 Community Defibrillators

Verbal update from the Clerk

11.3 Oughterby Village Green – Fencing around section of the green.

Verbal update from Cllr. Bertram

11.4 Vehicle Activated Sign – Kirkbampton – use of temporary SID's

Verbal update from the Clerk

11.5 Finger Posts

Verbal update from the Clerk

11.6 Community Plan

Verbal update from the Clerk.

11.7 Little Bampton Residents mowing the communal areas

Verbal report from Cllr. Bertram.

11.8 Trees and bushes on Oughterby Village Green –

Verbal update from the Clerk

11.9 Oughterby – management of wild flower area

Verbal report from the Chairwoman

12. Reports from County and Borough Councillors

13. Schedule of Correspondence previously circulated.

13.1 Notification that the Section 137 monies is £8.12 per head for 2019/2020

13.2 Message from Cumbria Police & Crime Commissioner proposing to increase council tax precept for 2019/20 by £2 per month for a band D property

13.3 Dementia 2020 The platform for discussion to shape a better policy

13.4 Latest update from the ICO

13.5 Newsletter from Wigton Baths

13.6 Election Briefings for parish Councillors from Allerdale Borough Council

13.7 Allerdale Local Plan part 2

13.8 Council Tax base for 2019/2020

13.9 January North West Coastal Update

13.20 Temporary Road Closure – B5307 Kirkbampton

13.21 Cumbria Arts and Culture Network Ebulletin

13.22 Keep Britain Tidy Great British Spring Clean

13.23 CALC February Newsletter

13.24 125 years of parish councils

13.25 CSFP Independent Chair recruitment

13.26 Local Industrial Strategy Consultation

13.27 NALC Election Information

13.28 Coastal Community Input into the North West Marine Plan

13.29 Allerdale 3 Tier meeting March 26th 2019

13.30 Local Committee Working Together Further Update

13.31 Tour of Cumbria event notification

14. Date of next meeting

The next meeting will be the Annual Parish Council meeting on Monday 13th May 2019 at Kirkbampton Village Hall at 7.30.

The Parish Annual meeting will also take place on 13th May 2019 at 7.15pm at Kirkbampton Village Hall.

Kirkbampton Parish Council Meeting dates 2019/2020

Location Kirkbampton Village Hall

13th May 2019 at 7.15pm Parish Annual Meeting

13th May 2019 at 7.30pm Annual Parish Council Meeting

8th July 2019 at 7.30pm

9th September 2019 at 7.30pm

11th November 2019 at 7.30pm

13th January 2020 at 7.30pm

9th March 2020 at 7.30pm

KIRKBAMPTON PARISH COUNCIL					
BANK RECONCILIATION AT 1st March 2019					
					Total
Opening balance cash book as at 3/4/2018				9484.56	
	Receipts	9431.42	Payments	£ 8,827.54	£ 10,088.44
Current Balance @01/03/2019					
Cumberland				£ 10,718.13	(inclusive of £35.00 Direct Debit for ICO registration)
Deduct unrepresented cheques Current Account					
				£ 629.69	
		Cheque Number	Amount		
		546	295.90		
		547	74.00		
		548	14.79		
		549	245.00		
		Total	629.69		
Adjusted balance				£	10,088.44

**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 11th March 2019.

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 2019 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 appointed the Vice Chairman 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. The Vice-Chairman 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 Malley.

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

KIRKBAMPTON PARISH COUNCIL

ASSET REGISTER - MARCH 2019

LAND ASSETS			
ASSET	LOCATION	MAINTENANCE	VALUATION
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
EQUIPMENT ASSETS			
EQUIPMENT	ITEM	PURCHASE DATE	VALUE
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: 14.02.2019

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

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise	By Who
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, a Data Privacy notice, Subject Access Request Policy and a Data Breach Policy in place which are reviewed annually. The Clerk has attended GDPR training and all parish councillors have been made aware of the GDP regulations and have been given a checklist of what to do with personal data.	Existing procedures adequate and comply with 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 are 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