



Members of Barrow Parish Council are summoned to the **Annual Open Parish Meeting** on Monday 30 May 2022 in the Calder Room, Whalley Old Grammar School, commencing at 6.30pm.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Annual Open Parish Meeting held on 24 May 2021.**
- 3. Annual Report from the Chair.**
- 4. Receive the Draft Financial Statements for the year ended 31 March 2022.**
- 5. Open Forum.**

A handwritten signature in blue ink, appearing to read "M. Hill".

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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DRAFT MINUTES

FOR THE ANNUAL OPEN PARISH MEETING

HELD ON MONDAY 24 MAY 2021 AT WHALLEY OLD GRAMMAR SCHOOL COMMENCING 6.30PM

Present:	Cllrs Jean Brown (Chair), Lee Street (Vice-Chair), Diane Chiappi, Elizabeth Kinder
In attendance:	Mandy Richardson (Clerk), Borough Cllr David Birtwhistle, one member of the public

1. To receive apologies for absence and consider approval.

Apologies received from Parish Councillor Sarah Parr.

2. To approve as a correct record the minutes of the Annual Open Parish Meeting held on 13th May 2019.

It was resolved to accept and sign the minutes of the Annual Open Parish Meeting held on 13th May 2019 (previously circulated) as a correct record.

3. To receive Barrow Parish Council's draft financial statements for the year ended 31st March 2021.

Barrow Parish Council's draft financial statements for the year ended 31st March 2021 (previously circulated) were presented. These showed an opening balance of £6770.98 as @ 1 April 2020, income of £14,118.24 and expenditure of £11,913.86, leaving a balance carried forward at the year-end of 31 March 2021 £8975.36.

4. To hold an open forum

The following matters were raised by members of the public:

- A member of the public raised concerns about the blocking off a cut through in the boundary fence that divides Chestnut Avenue estate and the woodland area owned by Rowland Homes. It was advocated that this was a traffic free well used community asset, used by 20-30 per day.
- Councillor Jean Brown stated that this a private legal matter between the landowners Rowland Homes and Lancashire County Council.
- The Parish Council is currently in negotiations with Rowland Homes about the possibility of adopting the pathways of the woodland. Until this is concluded it was agreed the Parish Council shall refrain from deciding about the 'cut through.' The Parish Council has received representations from residents that want the access to remain open and those that do not.
- A member of the public requested an update on the activity of the Barrow Action Group.

5. To receive the Annual Report from the Chairman of Barrow Parish Council

- A Chairman's report was not issued in May 2020 due to Co-vid19 restrictions. This terrible disease has affected so many people throughout the UK & most Countries Worldwide. Sadly, many people have lost loved ones & lives changed forever.
- Many of our Parish Council meetings had to be via Zoom, a new experience for us. We are now however, back to 'face to face, meetings. We had to stop our Newsletters for obvious reasons but hopefully, will be able to issue them again soon.
- As usual the Parish Council has had an extremely busy time covering all kinds of issues, many of which are ongoing. Due to various Housing Developments currently taking place Barrow's population is still increasing, but without the normal required infrastructure in place, to support it.
- Sadly, Barrow lost its Chapel which played a big part in Village life for many years, which upset many residents. Work on expansion of Barrow School is almost completed & its pupil intake has vastly increased.

- More Commercial units have been built & are open for business as is the Loom Loft, at Barrow Brook Trade Park. These combined with the fast-food outlets, cover a busy area. There is no doubt that more development is on its way but once again, we have no supporting infrastructure.
- We have a new Borough Councillor for Barrow. David Birtwhistle and got many things done, which is appreciated.
- Sadly, Vicky Wilson, who has been our Parish Clerk for the last 10 years has given in her notice. On behalf of us all, I would like to thank her for her work, her input, professionalism & friendship & wish her well for the future.
- I would also like to welcome to Barrow Parish Council our new parish Clerk, Mandy Richardson. I have worked closely with Mandy during the last few weeks, have been impressed by her knowledge & professionalism.
- Finally, I would like to thank all our Parish Councillors for their hard work and input which is purely voluntary and demonstrates a commitment to their public/civic duty.

The Chair thanked everyone for attending and closed the meeting at 6.25pm.

Signed by Chair..... Date.....

Agenda Item 4 For Information



Title: Financial Statements for year ended 31 March 2022

Submitted by: Clerk and Responsible Financial Officer

Date: 16 May 2022

Summary of Receipts and Payments

For the year ended 31 March 2022

	£
Balance brought forward at 1st April 2021:	8,975.36
Add total receipts:	15,944.05
Less total payments:	(12,535.09)
Balance carried forward at 31 March 2022:	12,384.32

Bank Reconciliation

As at 31 March 2022

		£
Bank account balance per Barclays Community Bank:		12,414.32
Cheques issued upto 31 March 2022 but not banked:	CHQ No	£
Whalley Educational Foundation (room hire):	100229	30.00
		(30.00)
Bank account balance to be carried forward:		12,384.32

Receipts for the period 1st April 2021 to 31st March 2022

Bank		Details	Breakdown of Income Streams					Totals
Date	Reference		RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
07/04/2021		RVBC - 2021/22 precept	14,430.00					14,430.00
20/04/2021		HMRC - VAT refund 2020/21		290.42				290.42
26/05/2021		Annual rental income for garage on car park					100.00	100.00
18/08/2021		Gallagher Insurance - reimburse bank charges on stopped cheque					12.50	12.50
31/08/2021		HMRC - VAT refund up to 31.8.21 to be claimed						0.00
27/09/2021	00204582	Concurrent Grant 2021/22			611.00			611.00
20/12/2021	00204582	RVBC Queen's Platinum Jubilee Grant			500.00			500.00
02/02/2022		Adjustment for difference in cheque 100171 in 2020/21					0.13	0.13
Total			14,430.00	290.42	1,111.00	0.00	112.63	15,944.05

Payments for the period 1st April 2021 to 31st March 2022

Dates			Staff Costs - Clerk				DD = Direct Debit							
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC NIC	Use of Home/ Expenses	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
12/05/21	24/05/21	100172	Came and Co. Insurance (replacement for lost cheque 100168)						838.82					838.82
18/03/21		100168	Cheque cancelled (lost)						(838.82)					(838.82)
19/05/21	02/06/21	100173	RVBC Annual Bin Emptying charges 21/22							398.32			79.66	477.98
19/05/21	02/06/21	100174	Ribble Valley Borough Council - Leasehold - Garage Rental									100.00		100.00
19/05/21	26/05/21	100175	V Wilson - clerk salary, use of home and reimbursements	1,251.39		34.66								1,286.05
19/05/21	27/05/21	100176	M Richardson - clerk salary, use of home and reimbursements	484.26		17.33	12.60							514.19
24/05/21	12/07/21	100177	Parish Lengthsman 2021-22							1,500.00				1,500.00
24/05/21	04/06/21	100178	Steel Solicitors - fees for lease legal work									35.00	7.00	42.00
24/05/21	30/06/21	100179	LALC Annual Subscription 2021-22						278.68					278.68
24/05/21	28/05/21	100180	EON - defibrillator electricity charges									6.04		6.04
26/05/21	26/05/21	Charge	Stopped Cheque charge				12.50							12.50
27/06/21	06/07/21	100181	M Richardson - reimbursement Stamps/Registered post				7.46							7.46
27/06/21	04/08/21	100182	Room Hire Whalley Educational Foundation JM1739				15.00							15.00
27/06/21	19/07/21	100183	AER Accountants - Internal Audit Report 2020-21- Invoice 1051						200.00					200.00
27/06/21	14/07/21	100184	LEVY 2021/2022 Whalley Wiswell and Barrow JBC						145.00					145.00
27/06/21	06/07/21	100185	M Richardson Salary & Home Office May/June	759.45		34.66								794.11
27/06/21	06/07/21	100186	M Richardson Mileage 30 Miles @ 0.45 per mile				13.50							13.50
	01/07/21	DD	Easy Web					24.00					3.60	27.60
N/A	N/A	100187	VOID CHEQUE											-
19/07/21	10/08/21	100188	M Richardson Mileage 44 miles @ 0.45 permile				19.80							19.80
26/07/21	10/08/21	100189	M Richardson Salary £527.12 less Income Tax £354=£173.12	173.12										173.12
26/07/21	10/08/21	100190	M Richardson Home Office July			17.33								17.33
26/07/21	18/08/21	100191	Income Tax M Richardson Period 2: £96.80 3: £151.80 4: £105.40	354.00										354.00
26/07/21	18/08/21	100192	HMRC NICS Period 3 (£3.10) Period 4 (£3.10)		6.20									6.20
	02/08/21	DD	Easy Web					24.00					3.60	27.60
	01/09/21	DD	Easy Web					24.00					3.60	27.60
31/08/21	30/09/21	100193	J Brown - reimbursement spanner set								14.70			14.70
31/08/21	08/10/21	100194	Play Inspection Company - 2021 annual inspection								67.50		13.50	81.00
31/08/21	13/09/21	100195	M Richardson - reimbursement defib pads				49.90						9.98	59.88
31/08/21	21/09/21	100196	HMRC Period 5	136.18			12.86							149.04
31/08/21	13/09/21	100197	M Richardson - clerk salary	693.98										693.98
13/08/21	13/09/21	100198	M Richardson - use of home and mileage			17.33	4.50							21.83
	01/10/21	DD	Easy Web					24.00					3.60	27.60
27/09/21	06/10/21	100199	M Richardson - clerk salary	522.69										522.69
27/09/21	06/10/21	100200	M Richardson - use of home and mileage			17.33	4.50							21.83
28/09/21	06/10/21	100201	M Richardson - reimbursement				25.57							25.57

Dates		Staff Costs - Clerk												
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC NIC	Use of Home/ Expenses	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
06/10/21	06/10/21	100202	Microsoft outlook - licence fee				49.99						10.00	59.99
06/10/21	12/10/21	100203	HMRC Period 6	88.40										88.40
06/10/21	07/10/21	100204	Oaklea Gardening - Trafford Gardens							434.00				434.00
	01/11/21	DD	Easy Web					24.00					3.60	27.60
02/11/21	29/12/21	100205	HMRC - Period 8	52.98	15.96									68.94
02/11/21	10/11/21	100206	M Richardson - clerk salary	362.10										362.10
02/11/21	10/11/21	100207	M Richardson - use of home and mileage			17.33	9.00							26.33
02/11/21	10/11/21	100208	M Richardson - reimbursement				71.24						14.25	85.49
02/11/21	29/11/21	100209	Room hire - Whalley Educational Foundation JM1786				15.00							15.00
02/11/21	24/11/21	100210	SLCC - advert for clerk's vacancy						195.00				39.00	234.00
02/11/21	24/11/21	100211	Ribble Valley Borough Council - replacement bin							33.33			6.67	40.00
03/11/21	10/11/21	100212	M Richardson - reimbursement				45.83						9.17	55.00
03/11/21	29/11/21	100213	Lancs Training - finance workshop for J Brown 14 Oct 2021									25.00		25.00
11/11/21	30/12/02	100214	M Richardson salary	165.94										165.94
	01/12/21	DD	Easy Web					24.00					3.60	27.60
11/11/21	30/12/21	100215	M Richardson - mileage claim				4.50							4.50
12/12/21	29/12/21	100216	HMRC - Period 9		41.60									41.60
		100217	VOID CHEQUE											0.00
13/12/21	23/12/21	100218	Poppy appeal wreath donation									25.00		25.00
13/12/21	24/12/21	100219	Purchase of Christmas tree									200.00		200.00
		100220	VOID CHEQUE											-
13/12/21	24/12/21	100221	Purchase of Christmas lights									99.98		99.98
13/12/21	22/12/21	100222	Power consumption for Christmas lights									4.26		4.26
13/12/21	17/12/21	100223	Oaklea Gardening Services							56.25				56.25
	04/01/22	DD	Easy Web					24.00					3.60	27.60
24/01/22	03/02/22	10024	Room hire - Barrow Primary School				30.00							30.00
	01/02/22	DD	Easy Web					24.00					3.60	27.60
10/02/22	17/02/22	10025	Oaklea Gardening Services							56.25				56.25
10/02/22	17/02/22	10026	Oaklea Gardening Services							56.25				56.25
	01/03/22	DD	Easy Web					24.00					3.60	27.60
10/02/22	08/03/22	100227	Oaklea Gardening Services							56.25				56.25
		100228	VOID CHEQUE											-
28/02/22	11/04/22	100229	Room Hire - Whalley Education Foundation				30.00							30.00
03/03/22	22/03/22	100230	Proludic (play equipment maint.)								1,404.00			1,404.00
22/03/22	30/03/22	100231	Insurance						1,008.68					1,008.68
			TOTALS	5,044.49	63.76	155.97	433.75	216.00	1,827.36	2,590.65	1,486.20	495.28	221.63	12,535.09

Budget Comparisons as at 31/03/22

	FINAL ACCOUNTS 2020/21	AGREED BUDGET 2021/22	FINAL ACCOUNTS 2021/22
INCOME			
	£	£	£
RVBC Precept	12,935	14,430	14,430
RVBC Grants	687	0	1,111
HMRC VAT Refunds	496	0	290
Sundry Income	0	0	113
	14,118	14,430	15,944
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary	4,609	4,800	5,044
Employers NIC	0	0	64
Postage, printing, stationery, telephone etc	566	1,000	785
Website design, hosting and maintenance	120	200	216
Insurances	839	800	1,009
Audit fee	100	100	200
Legal fee	0	0	35
Training	0	200	25
	6,234	7,100	7,378
Recreation Area Expenses:			
	£	£	£
Parish lengthsman scheme	1,500	1,500	1,500
Car park - rental	42	100	100
Car park - maintenance	0	400	0
BPF - Renovation and maintenance	1,672	1,000	15
BPF - inspection fee	68	100	68
BPF - Proludic annual service	350	400	1,404
RVBC - bin emptying	390	420	398
RVBC - grounds maintenance	340	360	0
Barrow - general maintenance	0	1,500	692
	4,362	5,780	4,177
Sundry Expenses:			
	£	£	£
Burial Committee precept	145	145	145
LALC subscription	276	280	279
Christmas trees and lights	242	500	300
Remembrance Sunday - wreath	25	25	25
Defibrillator costs	6	400	10
Sundry donations	0	200	0
	694	1,550	759
VAT on Expenses to be Reclaimed:	624	0	222
	£	£	£
Total Expenditure:	11,914	14,430	12,535
SUMMARY:			
	£	£	£
Income	14,118	14,430	15,944
Expenditure	(11,914)	(14,430)	(12,535)
	2,204	0	3,409
BALANCE:			
	£	£	£
Balance brought forward at 1 April	6,771	8,975	8,975
Add surplus / less deficit from year	2,204	0	3,409
Balance carried forward	8,975	8,975	12,384



Members of Barrow Parish Council are summoned to the **Annual General Meeting** of Barrow Parish Council on Monday 30 May 2022 in the Calder Room, Whalley Old Grammar School, commencing at 7.00pm.

Members of the public are welcome to attend.

Agenda

1. To elect a Chair for the next 12 months.
2. To elect a Vice Chair for the next 12 months.
3. For Chair and Vice Chair to sign the Declarations of Acceptance of Office Forms.
4. Apologies for absence.
5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.
6. Approve the minutes of the AGM held on 24 May 2021.
7. Approve the minutes of the Committee meeting held on 9 May 2022.
8. Public participation (if any).

ITEMS For DECSION:

9. External Audit Matters:

- 9.1 To approve as a correct record the Financial Statements to 31 March 2022. Enclosed.
- 9.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance Return (AGAR) 2021/2022. Enclosed.
- 9.3 To authorise the Chair to sign Section 1: AGAR 2021/2022. Enclosed.
- 9.4 To authorise the Chair to sign Section 2: AGAR 2021/2022. Enclosed.

10. Appointment of Representatives:

- 10.1 To attend the RVBC's Parish Council Liaison Committee.
- 10.2 To attend the Whalley, Barrow and Wiswell Joint Burial Committee.
- 10.3 For the position of Governor at Barrow Primary School.

11. To Authorise Voluntary Work Carried Out by Members and Residents:

- 11.1 Inspection of Barrow Playing Fields.
- 11.2 Weekly checks on the Defibrillator Unit.

12. Finance Report:

Report of the Clerk (enclosed) to approve the:

- Accounts to date.
- Payments as set out in the report.

13. Grant Request:

To consider a grant request of £50 towards Jubilee Celebrations on Wheatsheaf Close.
Verbal report by the Clerk.

ITEMS for INFORMATION:

14. Annual Internal Audit Report.

Receive an update on the Parish Council's audit for 2021/2022. Enclosed

15. Planning Report.

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.

16. Jubilee Celebrations.

General Update.

17. Dates of future meetings.

To be agreed.

By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the next agenda item.

ITEM for INFORMATION

18. Burial Committee – update by Cllr. Brown.



Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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MINUTES

FOR THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 24 MAY 2021 AT WHALLEY OLD GRAMMAR SCHOOL COMMENCING 7.00PM

Present:	CLLrs Jean Brown (Chair), Lee Street (Vice-Chair), Diane Chiappi, Elizabeth Kinder
In attendance:	Mandy Richardson (Clerk), Borough Cllr David Birtwistle, 1 members of the public

21/001 To elect the Chairman for the next 12 months and sign the Declaration of Acceptance of Office Cllr Mrs Jean Brown was elected as Chairman and signed the Declaration of Acceptance of Office form.

21/002 To elect a Vice Chairman for the next 12 months.

Cllr Lee Street was elected as Vice-Chairman and signed the Declaration of Acceptance of Office form.

21/003 To receive apologies for absence and consider approval.

Councillor Sarah Parry.

21/004 To receive declarations of interests.

None were received.

21/005 Appointments and Annual Reports on Joint Committees and Outside Bodies

Jean Brown gave a report on the Whalley, Wiswell and Barrow Joint Burial Committee. The current Registrar was re-locating and it had been agreed that the services would be retained for a period of six months to ascertain if this is a feasible future arrangement. Work was planned to create a pictorial to help navigate visitors to the cemetery. A plan of the pictorial was circulated at the meeting.

Lee Street gave a report as Governor at Barrow Parish Primary School. He stated that he was involved in the recruitment of a new headteacher. The rebuilding of school was nearing completion. He noted that a key challenge for the new Headteacher is the projected fall pupil intake numbers.

21/006 The Parish Council appointed the following Councillors for 2021-22

<i>Joint Committee/Outside Body</i>	<i>Spaces Available</i>	<i>Appointed 2021-22</i>
Barrow Primary School – Governor	1	Lee Street
Whalley, Wiswell and Barrow Joint Burial Committee	2	Jean Brown and 1 vacancy – Diane Chiappi (reserve)
Parish Liaison Committee	2	Jean Brown and Lee Street

21/007 To agree the voluntary work carried out by Parish Councillors.

It was agreed that the Councillors would continue to carry out the inspection of Barrow Playing Fields on a Rota Basis.

It was agreed that the Councillors would undertake the De Fribulator maintenance inspections. The Clerk to liaise with Victoria Wilson and the Parish Councillors to organise a handover and refresher training session.

21/008 It was agreed that signatories to the Barrow Parish Council Barclays Current Account be updated as follows:

- Removal of signatories: Mrs Victoria Wilson and Paul Street • To add Lee Street and Elizabeth Kinder as new signatories
- Jean Brown to remain a signatory.
- The Mandate Form was signed at the meeting, and it was agreed Lee Street would go into the branch to verify his identity. Elizabeth Kinder had carried out this task.

21/009 It was agreed that Barrow Parish Council seeks to increase the current numbers from 5 to 7 Parish Councillors.

The Parish Council discussed the increasing burden of work with too few Councillors. This has been an ongoing concern as the community has grown exponentially. It was agreed that increasing the current number of Parish Councillors from 5 to 7 to help alleviate the pressure. The Clerk agreed to speak to the Principal Authority about how this problem could be resolved long term. In the short term, the Council agreed to more meetings to get through the back log of Council business, but this was unsustainable.

The Meeting closed at 7.30pm.

Signed.....

Date.....

Minutes of the meeting of the Parish Council held on Monday 9 May 2022

Present:	Councillors: J Brown (Chair), E Kinder, L Street and L Crook		
In attendance:	Committee Clerk, Councillor D Birtwhistle and David Borland (resident)		
Meeting started:	19:00	Meeting closed:	20:50

22/057 APOLOGIES FOR ABSENCE.

Apologies were received from Parish Cllr: D Chiappi.

22/058 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interests.

22/059 TO CONSIDER THE MINUTES FROM THE PREVIOUS MEETING.

Minutes of the 04/04/2022 meeting were approved as a correct record and signed by the Chair.

22/060 PUBLIC PARTICIPATION.

David Borland a resident of Barrow updated members on his recent engagement with the Ombudsman regarding the 'unauthorised' felling of trees covered by a preservation order and the role of RVBC in the matter.

22/061 FINANCE REPORT.

The Clerk submitted a report to seek approval for the payments shown in the table below.

RESOLVED THAT COMMITTEE:

Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due
	Oaklea Gardening	Garden maintenance for April 2022	56.25	0.00	56.25	30/04/22
04-LT680-QPBA	Corido Approved (minute 22/053)	Jubilee Bench (incl. £40 delivery charge)	667.99	111.33	556.66	13/05/22
JM1932	Whalley Educational Foundation	Hire of Calder Room for April Council Meeting	26.00	0.00	26.00	19/05/22
	Stuart McGregor (volunteer and ex. councillor)	Expenses in painting Barrow signpost	44.00	0.00	44.00	13/05/22
Totals £:			794.24	111.33	682.91	

22/062 PARISHONER CONSULTATION.

The Clerk submitted a report seeking approval of the Draft Terms of Reference as attached to the Report as Appendix 1.

Members were reminded that at the meeting held on 4 April 2022 they agreed to set up a working group that would consider how best to consult with parishioners to ensure their views were reflected in the Council's decision-making process. That report also noted that If members approved the setting up of a Working Group, such a group would require a Terms of Reference.

RESOLVED THAT COMMITTEE:

1. Approve the Draft Terms of Reference as set out in Appendix 1 to the report.
2. Nominate Councillors: L Street, L Crook, E Tinder and D Chiappi to members of the Working Group
3. Authorise the Clerk if necessary, to co-opt suitable parishioners onto the Working Group.

22/063 PARISH AMENITIES.

The Clerk submitted a report seeking members approval to purchase of a new notice board, a new bench to replace the one located at Trafford Gardens, to improve the small pocket of land near the Barrow sign and to improve the flower beds on Trafford Gardens.

RESOLVED THAT COMMITTEE:

1. Approve the purchase and installation of a new noticeboard as set out in the report. The board to be coloured green.
2. Approve the purchase and installation of a new bench as set out in the report. The Parish Consultation Working Group to consider what to do with the plaque on the existing bench.
3. Approve, subject to the necessary permissions and approvals being obtained, the expenditure of no more than £200 to improve the pocket of land near the Barrow sign.
4. Approve expenditure to improve the flower beds fronting Trafford Gardens as set out in the report. This approval is subject to:
 - a. Discussions with Oaklea Gardens on what maintenance work is required going forward and the plants chosen for the beds.
 - b. Agreement that residents fronting Trafford Gardens will water any new plants.
5. Approve expenditure of up to £25 to replant the planter under the noticeboard as set out in the report.

Authorise the Clerk to contact RVBC to see if they have any benches they can donate to the Council.

22/064 RENTING SPACE AT THE REAR OF OLD ROW

The Clerk submitted a report requesting members to consider a request to rent space on the land at the rear of Old Row (behind the disused public house) for the sale of pizzas.

RESOLVED THAT COMMITTEE:

Approve the application in principle with the provision that the Council first improve the surface of the car park.

Members also noted that:

- a. Any future agreement to rent space should be on a rolling 2-month basis and as the park is used by the residents of the village, the patrons of the local public house and people dropping off and picking up their children from the nearby primary school, a suitable space cannot be guaranteed to be available when required.
- b. They would look to organise volunteers to help improve the car park.

22/065 PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to investigate any possible breach of planning regulations relating to the fence height at the rear of houses on Whiteacre Lane.

22/066 INSPECTION OF TREES ON LAND OWNED BY THE COUNCIL.

The Clerk presented the Tree Condition Survey which had been commissioned by the Council. The survey noted that three trees should be felled with one tree needing immediate action.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to get quotes for tree felling and report back to members at an early opportunity.

22/067 BESPOKE EMAIL ADDRESS

The Clerk reminded members that they need to contact the Easy Web Team regarding the switch to the new email format.

22/068 JUBILEE CELEBRATIONS

The Clerk informed Members that he had approval from LCC for erecting bunting on Trafford Gardens and the small roundabout at Barrow Brook between 19 May and 7 August and that he had contacted the Lengthsman to carry out the work.

The Clerk also informed members that the provisional date for delivery of the 'Jubilee' bench was 14 June.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to inform RVBC that the location of the Jubilee commemorative tree that RVBC are donating to each parish is to be near the picnic tables left of the Hey Road entrance to the Playing Fields.

22/069 BANKING FACILITIES

The Clerk informed Members that the transfer from Barclays Bank to the Unity Trust Bank should be complete by 18 May. The Clerk also informed members that Unity Trust would write to those members would be able to authorise payments in the coming days.

22/070 UPDATES FROM COUNCILLORS

Councillor Street informed Members that he had resigned as school governor to Barrow URC Primary School. Councillor Birtwistle updated members on progress with Rowland Homes.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to prepare a report on the Barrow Woodland Path and report back to a future meeting of the Committee.

22/071 DATE OF NEXT MEETING

The next meetings are scheduled as follows:

Monday 30 May 2022 at 6:30pm – Annual Open Parish Meeting

Monday 30 May 2022 at 7:00pm – Annual Meeting of the Council.

By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.

22/072 BURIAL COMMITTEE

Councillor Brown updated members on matters relating to the Burial Committee.

Signed by Chair:

Date:



Agenda Item 9.1 For Decision

Title: Financial Statements for year ended 31 March 2022

Submitted by: Clerk and Responsible Financial Officer

Date: 16 May 2022

Summary of Receipts and Payments

For the year ended 31 March 2022

	£
Balance brought forward at 1st April 2021:	8,975.36
Add total receipts:	15,944.05
Less total payments:	(12,535.09)
Balance carried forward at 31 March 2022:	12,384.32

Bank Reconciliation

As at 31 March 2022

		£
Bank account balance per Barclays Community Bank:		12,414.32
Cheques issued upto 31 March 2022 but not banked:	CHQ No	£
Whalley Educational Foundation (room hire):	100229	30.00
		(30.00)
Bank account balance to be carried forward:		12,384.32

Receipts for the period 1st April 2021 to 31st March 2022

Bank		Details	Breakdown of Income Streams					Totals
Date	Reference		RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
07/04/2021		RVBC - 2021/22 precept	14,430.00					14,430.00
20/04/2021		HMRC - VAT refund 2020/21		290.42				290.42
26/05/2021		Annual rental income for garage on car park					100.00	100.00
18/08/2021		Gallagher Insurance - reimburse bank charges on stopped cheque					12.50	12.50
31/08/2021		HMRC - VAT refund up to 31.8.21 to be claimed						0.00
27/09/2021	00204582	Concurrent Grant 2021/22			611.00			611.00
20/12/2021	00204582	RVBC Queen's Platinum Jubilee Grant			500.00			500.00
02/02/2022		Adjustment for difference in cheque 100171 in 2020/21					0.13	0.13
Total			14,430.00	290.42	1,111.00	0.00	112.63	15,944.05

Payments for the period 1st April 2021 to 31st March 2022

Dates			Staff Costs - Clerk				DD = Direct Debit							
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC NIC	Use of Home/ Expenses	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
12/05/21	24/05/21	100172	Came and Co. Insurance (replacement for lost cheque 100168)						838.82					838.82
18/03/21		100168	Cheque cancelled (lost)						(838.82)					(838.82)
19/05/21	02/06/21	100173	RVBC Annual Bin Emptying charges 21/22							398.32			79.66	477.98
19/05/21	02/06/21	100174	Ribble Valley Borough Council - Leasehold - Garage Rental									100.00		100.00
19/05/21	26/05/21	100175	V Wilson - clerk salary, use of home and reimbursements	1,251.39		34.66								1,286.05
19/05/21	27/05/21	100176	M Richardson - clerk salary, use of home and reimbursements	484.26		17.33	12.60							514.19
24/05/21	12/07/21	100177	Parish Lengthsman 2021-22							1,500.00				1,500.00
24/05/21	04/06/21	100178	Steel Solicitors - fees for lease legal work									35.00	7.00	42.00
24/05/21	30/06/21	100179	LALC Annual Subscription 2021-22						278.68					278.68
24/05/21	28/05/21	100180	EON - defibrillator electricity charges									6.04		6.04
26/05/21	26/05/21	Charge	Stopped Cheque charge				12.50							12.50
27/06/21	06/07/21	100181	M Richardson - reimbursement Stamps/Registered post				7.46							7.46
27/06/21	04/08/21	100182	Room Hire Whalley Educational Foundation JM1739				15.00							15.00
27/06/21	19/07/21	100183	AER Accountants - Internal Audit Report 2020-21- Invoice 1051						200.00					200.00
27/06/21	14/07/21	100184	LEVY 2021/2022 Whalley Wiswell and Barrow JBC						145.00					145.00
27/06/21	06/07/21	100185	M Richardson Salary & Home Office May/June	759.45		34.66								794.11
27/06/21	06/07/21	100186	M Richardson Mileage 30 Miles @ 0.45 per mile				13.50							13.50
	01/07/21	DD	Easy Web					24.00					3.60	27.60
N/A	N/A	100187	VOID CHEQUE											-
19/07/21	10/08/21	100188	M Richardson Mileage 44 miles @ 0.45 permile				19.80							19.80
26/07/21	10/08/21	100189	M Richardson Salary £527.12 less Income Tax £354=£173.12	173.12										173.12
26/07/21	10/08/21	100190	M Richardson Home Office July			17.33								17.33
26/07/21	18/08/21	100191	Income Tax M Richardson Period 2: £96.80 3: £151.80 4: £105.40	354.00										354.00
26/07/21	18/08/21	100192	HMRC NICS Period 3 (£3.10) Period 4 (£3.10)		6.20									6.20
	02/08/21	DD	Easy Web					24.00					3.60	27.60
	01/09/21	DD	Easy Web					24.00					3.60	27.60
31/08/21	30/09/21	100193	J Brown - reimbursement spanner set								14.70			14.70
31/08/21	08/10/21	100194	Play Inspection Company - 2021 annual inspection								67.50		13.50	81.00
31/08/21	13/09/21	100195	M Richardson - reimbursement defib pads				49.90						9.98	59.88
31/08/21	21/09/21	100196	HMRC Period 5	136.18			12.86							149.04
31/08/21	13/09/21	100197	M Richardson - clerk salary	693.98										693.98
13/08/21	13/09/21	100198	M Richardson - use of home and mileage			17.33	4.50							21.83
	01/10/21	DD	Easy Web					24.00					3.60	27.60
27/09/21	06/10/21	100199	M Richardson - clerk salary	522.69										522.69
27/09/21	06/10/21	100200	M Richardson - use of home and mileage			17.33	4.50							21.83
28/09/21	06/10/21	100201	M Richardson - reimbursement				25.57							25.57

Dates		Staff Costs - Clerk												
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC NIC	Use of Home/ Expenses	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
06/10/21	06/10/21	100202	Microsoft outlook - licence fee				49.99						10.00	59.99
06/10/21	12/10/21	100203	HMRC Period 6	88.40										88.40
06/10/21	07/10/21	100204	Oaklea Gardening - Trafford Gardens							434.00				434.00
	01/11/21	DD	Easy Web					24.00					3.60	27.60
02/11/21	29/12/21	100205	HMRC - Period 8	52.98	15.96									68.94
02/11/21	10/11/21	100206	M Richardson - clerk salary	362.10										362.10
02/11/21	10/11/21	100207	M Richardson - use of home and mileage			17.33	9.00							26.33
02/11/21	10/11/21	100208	M Richardson - reimbursement				71.24						14.25	85.49
02/11/21	29/11/21	100209	Room hire - Whalley Educational Foundation JM1786				15.00							15.00
02/11/21	24/11/21	100210	SLCC - advert for clerk's vacancy						195.00				39.00	234.00
02/11/21	24/11/21	100211	Ribble Valley Borough Council - replacement bin							33.33			6.67	40.00
03/11/21	10/11/21	100212	M Richardson - reimbursement				45.83						9.17	55.00
03/11/21	29/11/21	100213	Lancs Training - finance workshop for J Brown 14 Oct 2021									25.00		25.00
11/11/21	30/12/02	100214	M Richardson salary	165.94										165.94
	01/12/21	DD	Easy Web					24.00					3.60	27.60
11/11/21	30/12/21	100215	M Richardson - mileage claim				4.50							4.50
12/12/21	29/12/21	100216	HMRC - Period 9		41.60									41.60
		100217	VOID CHEQUE											0.00
13/12/21	23/12/21	100218	Poppy appeal wreath donation									25.00		25.00
13/12/21	24/12/21	100219	Purchase of Christmas tree									200.00		200.00
		100220	VOID CHEQUE											-
13/12/21	24/12/21	100221	Purchase of Christmas lights									99.98		99.98
13/12/21	22/12/21	100222	Power consumption for Christmas lights									4.26		4.26
13/12/21	17/12/21	100223	Oaklea Gardening Services							56.25				56.25
	04/01/22	DD	Easy Web					24.00					3.60	27.60
24/01/22	03/02/22	10024	Room hire - Barrow Primary School				30.00							30.00
	01/02/22	DD	Easy Web					24.00					3.60	27.60
10/02/22	17/02/22	10025	Oaklea Gardening Services							56.25				56.25
10/02/22	17/02/22	10026	Oaklea Gardening Services							56.25				56.25
	01/03/22	DD	Easy Web					24.00					3.60	27.60
10/02/22	08/03/22	100227	Oaklea Gardening Services							56.25				56.25
		100228	VOID CHEQUE											-
28/02/22	11/04/22	100229	Room Hire - Whalley Education Foundation				30.00							30.00
03/03/22	22/03/22	100230	Proludic (play equipment maint.)								1,404.00			1,404.00
22/03/22	30/03/22	100231	Insurance						1,008.68					1,008.68
			TOTALS	5,044.49	63.76	155.97	433.75	216.00	1,827.36	2,590.65	1,486.20	495.28	221.63	12,535.09

Budget Comparisons as at 31/03/22

	FINAL ACCOUNTS 2020/21	AGREED BUDGET 2021/22	FINAL ACCOUNTS 2021/22
INCOME			
	£	£	£
RVBC Precept	12,935	14,430	14,430
RVBC Grants	687	0	1,111
HMRC VAT Refunds	496	0	290
Sundry Income	0	0	113
	14,118	14,430	15,944
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary	4,609	4,800	5,044
Employers NIC	0	0	64
Postage, printing, stationery, telephone etc	566	1,000	785
Website design, hosting and maintenance	120	200	216
Insurances	839	800	1,009
Audit fee	100	100	200
Legal fee	0	0	35
Training	0	200	25
	6,234	7,100	7,378
Recreation Area Expenses:			
	£	£	£
Parish lengthsman scheme	1,500	1,500	1,500
Car park - rental	42	100	100
Car park - maintenance	0	400	0
BPF - Renovation and maintenance	1,672	1,000	15
BPF - inspection fee	68	100	68
BPF - Proludic annual service	350	400	1,404
RVBC - bin emptying	390	420	398
RVBC - grounds maintenance	340	360	0
Barrow - general maintenance	0	1,500	692
	4,362	5,780	4,177
Sundry Expenses:			
	£	£	£
Burial Committee precept	145	145	145
LALC subscription	276	280	279
Christmas trees and lights	242	500	300
Remembrance Sunday - wreath	25	25	25
Defibrillator costs	6	400	10
Sundry donations	0	200	0
	694	1,550	759
VAT on Expenses to be Reclaimed:	624	0	222
	£	£	£
Total Expenditure:	11,914	14,430	12,535
SUMMARY:			
	£	£	£
Income	14,118	14,430	15,944
Expenditure	(11,914)	(14,430)	(12,535)
	2,204	0	3,409
BALANCE:			
	£	£	£
Balance brought forward at 1 April	6,771	8,975	8,975
Add surplus / less deficit from year	2,204	0	3,409
Balance carried forward	8,975	8,975	12,384

Certificate of Exemption – AGAR 2021/22 Form 2

Agenda Item 9.2 For Decision

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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22:

ENTER AMOUNT **15,944.05**

Total annual gross expenditure for the authority 2021/22:

ENTER AMOUNT **12,535.09**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If 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, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

M. Hill
SIGNATURE REQUIRED

19/05/2022

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

Telephone number

clerk@barrowparishcouncil.org.uk ADDRESS

TELE 07582 670562

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

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 2022, 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.	Yes		<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.	Yes		<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.	Yes		<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.	Yes		<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.	Yes		<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.	Yes		<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.	Yes		<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.	Yes		<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
			N/A

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

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

DD/MM/YYYY **30/05/2022**

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 Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	Yes	

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	6,771	8,975	<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	12,935	14,430	<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	1,183	1,514	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	4,609	5,264	<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	Nil	Nil	<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	7,305	7,271	<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	8,975	12,384	<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	8,975	12,384	<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	17,472	7,003	<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	Nil	Nil	<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	N/A	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			N/A	<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 2022 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/YYYY 19/05/2022

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Agenda Item 12 For Decision



Meeting Date: 30/05/2022

Title: **Finance Report to 28/04/2022**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree the payments to be made.

Recommendations:

1. Approve the Report.
2. Approve the Schedule of Payments.

Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date
1	2815	Mulberry	Tree Health Assessment	180.00	30.00	150.00	13/06/22
2	1070	AER Accountants Ltd.	Internal Auditor Fees	200.00	0.00	200.00	18/06/22
3	04-LT575	Corido	Teak Bench for Trafford Gardens	512.51	33.33	479.18	18/06/22
Totals				892.51	63.33	829.18	

Receipts for the period 1st April 2022 to 31st March 2023.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants		Sundry
04/04/2022	00204582	RVBC - 2022/23 precept	21,000	0.00	0.00	0.00	0.00	21,000
Total:			21,000	0.00	0.00	0.00	0.00	21,000

Payments for the period 1st April 2022 to 31st March 2023

Dates			Staff Costs (Clerk)											(NC) = Not Cashed DD = Direct Debit
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
	01/04/22	DD	Easy Web					24.00					3.60	27.60
04/04/22	14/04/22	100232	LALC: Membership Subscription						319.41					319.41
04/04/22	14/04/22	100233	Oaklea Garden Services							56.25				56.25
04/04/22	11/04/22	100234	Clerk: Use of Home, Mileage and other expenses			144.30								144.30
		100235	Void											-
04/04/22		100236	HMRC: £427.20 (NC)											-
04/04/22	20/04/22	100237	PM+M Payroll Solutions				66.60							66.60
		100238	Void											-
12/04/22	19/04/22	100239	Clerk: 3 months salary	1,708.80										1,708.80
12/04/22		100240	Whalley Educational Foundation: £65.00 (NC)											-
12/04/22		100241	Purchase of bunting: £47.45 (NC)											-
12/04/22	25/04/22	100242	RVBC: lease of land at rear of Old Row Barrow									100.00		100.00
12/04/22	25/04/22	100243	RVBC: Ground Maintenance							416.16				416.16
		100244	Void											-
		100245	Void											-
		100246	Void											-
17/05/22		100247	Oaklea Garden Services: £56.25 (NC)											-
17/05/22		100248	Joti Ltd: Jubilee Bench: £667.99 (NC)											-
17/05/22		100249	Whalley Educational Foundation: £26.00 (NC)											-
17/05/22		100250	Stuart McGregor: Painting sign: £44.00 (NC)											-
17/05/22		100251	RVBC: Emptying bins on playing field: £499.20 (NC)											-
			TOTALS	1,708.80	0.00	144.30	66.60	24.00	319.41	472.41	0.00	100.00	3.60	2,839.12

2,839.12

Summary of Receipts and Payments

£

Balance brought forward at 1st April 2022: 12,384

Add total receipts to date: 21,000

Less total payments to date: (2,839)

Balance: 30,545

£

Barclays Bank Account Balance at 28 April 2022: 30,545
Date of the latest bank statement

If these two figures are significantly different an explanation is required.

Cheques issued but not banked:

	CHQ No.	£
HMRC:	100236	427.20
Purchase of bunting:	100241	47.45
Jubilee bench:	100248	667.99
Hire of meeting room:	100249	26.00
Painting sign:	100250	44.00
RVBC emptying bins on p/f:	100251	499.20

£

(1,712)

28,833

Comparisons as at 31/03/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
INCOME			
	£	£	£
RVBC Precept:	14,430	21,000	21,000
RVBC Grants:	1,111	0	0
HMRC VAT Refunds:	290	0	0
Sundry and Other Income:	113	0	0
	15,944	21,000	21,000
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary:	5,044	10,000	1,709
Employers NIC	64	100	0
Postage, printing, stationery, telephone etc:	785	1,500	211
Website design, hosting and maintenance:	216	350	24
Insurances:	1,009	900	0
Audit fee:	200	200	0
Legal fee:	35	0	0
Training:	25	200	0
	7,378	13,250	1,944
Recreation Area Expenses:			
	£	£	£
Parish lengthsman scheme:	1,500	1,200	0
RVBC - car park rental:	100	100	100
Car park - maintenance:	0	400	0
Playing field - renovation and maintenance:	15	2,500	0
Playing field - inspection fee:	68	100	0
Playing field - annual service:	1,404	400	0
RVBC - bin emptying:	398	420	0
RVBC - ground maintenance:	0	370	416
Trafford Gardens - ground maintenance	0	800	56
Parish - General maintenance:	692	1,500	0
	4,177	7,790	572
Sundry Expenses:			
	£	£	£
Burial Committee precept:	145	145	0
LALC subscription:	279	290	319
Christmas trees and lights:	300	400	0
Remembrance Sunday - wreath:	25	25	0
Defibrillator costs:	10	400	0
Sundry donations:	0	200	0
	759	1,460	319
VAT on Expenses to be Reclaimed:	222	0	4
	£	£	£
Total Expenditure:	12,535	22,500	2,839
SUMMARY:			
	£	£	£
Income:	15,944	21,000	21,000
Expenditure:	(12,535)	(22,500)	(2,839)
	3,409	(1,500)	18,161
BALANCE:			
	£	£	£
Balance brought forward at 1 April:	8,975	12,384.32	12,384
Add surplus / less deficit from year:	3,409	(1,500)	18,161
Balance carried forward:	12,384	10,884	30,545

New line item

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority’s internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. 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 bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick “not covered”)</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
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: DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY
 Name of person who carried out the internal audit: ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit: Alan Rogers NATURE REQUIRED Date: DD/MM/YYYY

*If the response is ‘no’ please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is ‘not covered’ please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 15 For Information

Meeting Date:	30 May 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To inform members of the planning applications received by Ribble Valley Borough Council that relate to Barrow.

2 Weekly list of applications relating to Barrow:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website by using the link below:

https://www.ribblevalley.gov.uk/weekly_lists

- 20 May: Comments by 9 June 2022

<p>Planning Application No: 3/2022/0354 Grid Ref: 373878 438283 Proposal: Proposed change of use from A1 (retail) to extend the gym floor space from the adjacent Unit 5 into Unit 4 including a new beauty salon and healthy food deli offering breakfast and lunch options. Location: Units 4 and 5 Barrow Brook Trade Park Lodge Close Barrow BB7 9BQ</p>

- 13 May: Comments by 3 June 2022

<p>3/2022/0395</p> <p>DATE VALID: 04/05/2022</p> <p>Officer: Kathryn Hughes 01200 425111</p>	<p>Applications for full consent</p> <p>Development Address: Clitheroe Golf Club Whalley Road Barrow BB7 1PP</p> <p>Kathryn Hughes 01200 425111</p>	<p>Development Description: Change of use from existing bungalow to a sport physiotherapy facility to include two treatment rooms, disabled toilet and reception within the existing layout. Internal alterations to form an exercise room. External ramps to be constructed within the curtilage for disabled access. One disabled car parking space will be dedicated to the facility and two additional car parking spaces will be allocated to an existing unused area adjacent to the building.</p>	<table border="1"> <tr> <th colspan="2">Grid Reference</th> </tr> <tr> <td>373884</td> <td>439302</td> </tr> </table>	Grid Reference		373884	439302
Grid Reference							
373884	439302						

<p>3/2022/0443</p> <p>DATE VALID: 04/05/2022</p> <p>Officer: Laura Eastwood 01200 425111</p>	<p>Advertisements</p> <p>Development Address: Land off Sheepfold Crescent Barrow BB7 9XR</p> <p>Laura Eastwood 01200 425111</p>	<p>Development Description: Advertisement consent for proposed marketing signage for the residential development with approved planning permission, including 1 no signage board, 2 no flagpoles and 1 no. Fascia Sign fixed to side of on site welfare units</p>	<table border="1"> <tr> <th colspan="2">Grid Reference</th> </tr> <tr> <td>374155</td> <td>438019</td> </tr> </table>	Grid Reference		374155	438019
Grid Reference							
374155	438019						

- 6 May: Comments by 27 May 2022

<p>3/2022/0420</p> <p>DATE VALID: 04/05/2022</p> <p>Officer: Alex Shutt 01200 425111</p>	<p>Application for tree works</p> <p>Development Address: 1 Ashburn Close Barrow Lancashire BB7 9GX</p> <p>Alex Shutt 01200 425111</p>	<p>Development Description: Cherry - crown lift to 2.5m, Bird Cherry x 1 - remove stake and ties, Rowan x 1 crown lift to 2.5m.</p>	<table border="1"> <tr> <th colspan="2">Grid Reference</th> </tr> <tr> <td>373853</td> <td>438221</td> </tr> </table>	Grid Reference		373853	438221
Grid Reference							
373853	438221						

3 Members are recommended:

To note the contents of the report and set out any actions relating to the planning applications mentioned.

Clerk and Responsible Financial Officer to Barrow Parish Council.

May 2022.