



# Tarleton Parish Council

**Minutes of the Parish Council meeting held on Monday  
12<sup>th</sup> March 2018 at 7.30pm at the Pavilion, Carr Lane, Tarleton**

## **Present**

Cllrs. Kay; Barron; Bryan; Evans; Latham; Lockwood; Mee and Wareing  
Four members of the public were present.

## **2017/105 Chairman's welcome and opening remarks**

The Chairman welcomed everyone to the meeting.

**2017/106 Apologies for absence:** Cllrs. Baybutt, Slater and Sutton.

**2017/107 Notifications of Interests:** None.

## **2017/108 Minutes of the last meeting**

It was resolved that the minutes of the meeting held on 12<sup>th</sup> February 2018 should be approved and signed by the Chairman as a correct record.

## **2017/109 Clerks Report (for information only)**

- a) The Clerk updated on the installation of the new CCTV cameras over the car park at Carr Lane;
- b) The balance on the loan from Lancashire CC had been repaid in full without any financial penalty. Interest rates on the two separate elements of the loan were 11.125% and 8.125%;
- c) Quotes were being obtained to improve the drainage in front of the pavilion across to the play area at Carr Lane. Flooding and a poor surface area were becoming an issue for the whole area.

## **2017/110 Parish Council Working Groups**

- a) The Finance Group year-end review and recommendations follow later in the agenda.
- b) Cllr. Bryan and the Clerk had met with officials at Mere Brow Village Hall to discuss potential projects and Parish Council support. A scheme to provide improve toilet facilities, particularly for the disabled had been prioritized.

There were no matters arising from the other groups.

## **2017/111 Financial Matters**

(a) It was resolved that the payments listed below should be approved.

(b) Items of income received since last meeting were noted

(c) The Council agreed the following actions (based on the Finance Group recommendation):

- i. To resolve to note and agree the Councils Asset Register 2018;
- ii. To resolve to adopt the Standing Orders presented;
- iii. To resolve to adopt the Financial Regulations presented;
- iv. To note that the current level of Council balances and projected balances are adequate;
- v. To agree that the Clerk will discuss with insurers raising the level of fidelity guarantee insurance, currently £150,000, to reflect capital balances following the sale of the Over 60's Club and pending reinvestment.

### **2017/112 Review of the system of internal control**

The Accounts and Audit (England) Regulations 2011, regulation 4(2) requires that the relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control. This includes the management of risk. This review must be minuted as reviewed by the full Council. An effective system of internal control can be split into three parts:

- a) Identification of the potential risk (risk assessment);
- b) Controls or procedures in place to mitigate the risks identified (control systems);
- c) Systems for testing the adequacy of internal controls (internal audit).

All three of these should be undertaken so that the Council can demonstrate it has an effective system of internal control. The following documents and actions, when taken as whole, ensures that this Council has reviewed the effectiveness of its system of internal control and has complied with the fore mentioned Accounts and Audit (England) Regulation.

The Council agreed to the following actions:

- a) To resolve to agree Risk Assessment Register 2018 covering both financial and non-financial risk;
- b) To resolve to adopt the Councils Fraud and Corruption Statement 2018;
- c) To resolve to agree the Councils Statement on Internal Control 2018;
- d) To resolve to agree the Councils Internal Audit arrangements including:
  - i. A review of the effectiveness of internal audit 2018;
  - ii. An internal audit testing schedule 2018;
  - iii. To confirm that Mrs C Rawcliffe be reappointed as the Council internal auditor for 2018/19.

### **2017/113 Planning Matters**

Weekly planning applications considered:

- a) 2018/0127/FUL 79 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UT
- b) 2018/0130/COU Gro Well Salads, Chestnut Lea Nurseries, Blackgate Lane, Tarleton
- c) 2018/0128/FUL 79 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UT

It was resolved that no representation should be made on any of the applications.

### **2017/114 Correspondence**

Subsequent to the delivery of agendas for this meeting correspondence was received from Lancashire CC outlining plans to prohibit driving of motor vehicles on Moss Hey Lane, Mere Brow. A consultation period was open until 4 April 2018 (before the next meeting). Members discussed the proposal but there was no consensus as to whether this was the right course of action. The option was open for Members to share their views with the County Council directly.

### **2017/115 Next Meeting**

The date and location of the next meeting scheduled for Monday 9<sup>th</sup> April 2018 at 7.30pm at the Pavilion, Carr Lane.

**2017/116** It was resolved that **members of the public are excluded from the meeting** under the Public Bodies (Admission to Meetings) Act 1960 Para 2 for the next matter on the agenda for the reason of confidentiality of the business to be transacted.

### **2017/117 The Tarleton Masterplan**

Members discussed the above document in the ownership of the The Lord Lilford Estate and Acland Bracewell Surveyors Limited. It has been produced to assist West Lancashire BC in preparing their Local Plan Review and to inform the next stage which is the Borough Council's Preferred Options Paper. It was resolved that there should be a further meeting with Acland Bracewell Surveyors Limited to discuss their proposals further. A separate meeting with Acland Bracewell Surveyors Limited to discuss sporting development of the Carr Lane playing fields was also agreed.