Tarleton Parish Council

Minutes of the Parish Council meeting held on Monday 14th March 2022 at 7.30pm at the Pavilion, Carr Lane, Tarleton

Part 1

Present

Cllrs. Baybutt; S Bryan; R Bryan; R Evans; Mee; McDiarmid; Wareing and M Evans

2021/111 Co-option of two councillors

It was resolved that John Cookson and John Eminson would be co-opted as councillors with immediate effect.

Part 2

Present

Cllrs. Baybutt; S Bryan; R Bryan; R Evans; Mee; McDiarmid; Wareing; M Evans; Cookson and Eminson.

Two members of the public were present.

2021/112 Chairman's welcome and opening remarks

The Chairman Cllr S Bryan welcomed everyone to the meeting

2021/113 Apologies for absence: Cllrs. Latham and Sutton.

2021/114 Notifications of Interests: Cllr Baybutt - Planning application 2022/0145/FUL, personal interest.

2021/115 Minutes of the last meeting

It was resolved that the minutes of the meeting held on 7 February 2022 should be approved and signed by the Chairman as a correct record.

2021/116 Clerks Report (for information only)

a) The Clerk advised there had been some Storm Damage at Carr Lane woods and the Pavilion. The maintenance contractor had tidied up some fallen trees in the woods and the original contractor to the Pavilion had been contacted to make good the damage in the roof
b) The Clerk had requested the playground contractor visit the site at Carr Lane to investigate the water logging and to make a suggestion for remedial measures
c) The Pavilion had undergone an electrical review including PAT testing and repairs to emergency lighting and was now up to date with the necessary paperwork
d) The Clerk and the Pavilion Manager have met with Peter Brown, the assigned

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risk assessment officer who visited the site and will produce a report with his findings

e) The Clerk reported that some Parish Council property had been damaged at Gorse Lane/Sutton Lane in respect of a car crash. The maintenance contractor has tidied the site but reported the bench is beyond repair.
f) The Clerk reported that the residents of properties which may be affected by the installation of SPIDs had been written to but the Clerk had received no feedback from these residents.
g) The Clerk reported that the bank mandates to update signatories had now been processed and the next step is the change the postal address and move to online banking

2021/117 Parish Council Working Groups

a) It was resolved that new Cllrs Eminson and Cookson would join the Sports & Community Users Committee.
b) N/A
c) A tablet has been obtained for the Social Media working group and the facebook page has been created with a view to launching in the near future.
d) N/A
e) Cllr R Bryan is to meet the MBVH board.

There were no other matters arising from the groups.

2021/118 Financial Matters

(a) It was resolved that the payments listed 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 2022;
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 note that the current level of fidelity guarantee insurance was adequate.

2021/119 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 2022 covering both financial and non-financial risk;
b) To resolve to adopt the Councils Fraud and Corruption Statement 2022;
c) To resolve to agree the Councils Statement on Internal Control 2022;
d) To resolve to agree the Councils Internal Audit arrangements including:
    i. A review of the effectiveness of internal audit 2022;
    ii. An internal audit testing schedule 2022;
    iii. To confirm that Mr Ian Edwards be appointed as the Council internal auditor for 2021/22.

2021/120 Planning Matters

Cllr Baybutt was excluded from discussion on 2022/0145/FUL as she had declared a personal interest.

Weekly planning applications considered:

a) 2022/0035/FUL Tarleton Garage, Southport New Road, Tarleton, Preston, Lancashire
b) 2022/0049/ADV The Bay Leaf, Liverpool Road, Tarleton, Lancashire, PR4 6HQ.
c) 2022/0111/FUL Huntapac Produce Ltd, 293 Blackgate Lane, Tarleton, Preston, Lancashire.
d) 2022/0104/FUL 236 Hesketh Lane, Tarleton, Preston, Lancashire, PR4 6RH.
e) 2022/0116/FUL 12 The Spinney, Tarleton, Preston, Lancashire, PR4 6DT.
f) 2022/0119/FUL 80 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UT.
g) 2022/0136/FUL Melrose Cottage, Liverpool Road, Tarleton, Preston, Lancashire.
h) 2022/0145/FUL Land Adjacent To 31 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6US.

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

2021/121 Queen's Platinum Jubilee

It was resolved that the Parish Council would be in support of the celebrations being organised in Mere Brow and the Parish Council would purchase decorations for both Mere Brow and Tarleton Village. The Chairman would speak to the organisers of the event to clarify what assistance the Parish Council could provide for consideration.

2021/122 Wayside Seats
It was resolved that The Chairman would organise a visit around the Parish to determine the priority order for the replacements of the wayside seats around the village that have become worn or damaged.

2021/123 Planters
It was resolved that the Parish Council would purchase two 1 meter square planters for placement in the Parish with the Tarleton Coat of Arms and a Platinum Jubilee decal.

2021/124 Carr Lane Parking
It was resolved that the Sports and Community Users working group would arrange a meeting with PC Steve Birtles and a representative from the sports clubs that use the Carr Lane facilities to discuss the parking at Carr Lane.

2021/125 Correspondence
There was no correspondence to discuss.

2021/126 Next Meeting
The date and location of the next meeting scheduled for Monday 11th April 2022 at 7.30pm at the Pavilion, Carr Lane.

Chairman.....