

# *Broughton in Amounderness Parish Council*

Meeting arrangements: Full Council Meeting

Tuesday 8<sup>th</sup> July 2025 at 7:30pm

The Toll Bar Cottage, 476 Garstang Road, Preston, Lancs, PR3 5JB

## **A G E N D A**

1. Welcome by Chair

Doc Ref

2. Declarations of Interest and Dispensation Considerations

*Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.*

3. Minutes of Council Meetings

*Item 1*

- 3.1 Confirm the minutes of the Full Council meeting held on 20<sup>th</sup> May 2025 as a true and accurate record.
- 3.2 Confirm the minutes of the Annual Parish meeting held on 20<sup>th</sup> May 2025 as a true and accurate record.

4. Public Participation

*Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.*

5. Statutory Business

*Item 2*

- 5.1 Welcome the two new Councillors and ensure all necessary paperwork is complete – Instruct the Clerk to submit the Acceptance of Office and Declarations of Interest to Preston City Council.
- 5.2 Ratify the amended Financial Regulations 2025.
- 5.3 Discuss and agree “Broughton agrees to Hybrid meetings as set out in the secretary of letter”
- 5.4 Agree to the use of Teams and the associated cloud storage for the purpose of facilitating action 5.2
- 5.5 Agree the TOR for the Broughton Environment Group and its Working Group membership.
- 5.6 Agree the membership of the of the Finance Committee.
- 5.7 Agree the formation and membership of the Events working Group.

5.8 Agree the formation and membership of the Devolution working Group.

5.9 Agree the formation and membership of the Planning Group – Inc. a planning lead.

6. Planning

*Item 3*

To discuss and put forward comments for any planning matters raised since the last Parish Council meeting and consider:

6.1 Wainhomes application

6.2 King Georges Field

6.3 Certificate of Lawfulness – Request for supplementary planning guidance.

7. Financial Items

*Item 4*

7.1 Receive a verbal update from Chair of Finance

7.2 Receive finance reports circulated (income, reconciliation, budgets, Clerk report)

7.3 Approve Expenditures from 12<sup>th</sup> May 2025, as detailed in the financial updates report and any submitted after the agenda has been issued.

8. AGAR

To note the current position on AGAR submission.

9. Broughton Neighbourhood Development Plan

9.1 Parish Action Plan (PAP) update

9.2 Progress of Neighbourhood Plan Review

10. Village Information Session

10.1 To note the update following the VIS session held on Sunday 6th July at 10am

11. Broughton High School – 50 Years

To discuss a proposal for the 50 year celebration.

12. Events

*Item 5*

12.1 Breast Cancer now – afternoon tea

12.2 HOD event

12.3 VJ Day

13. Items for Information

Councillor reports from meetings attended.

14. Correspondence

*Item 6*

To note the Lengthmans anticipated spend until the next Council meeting and confirm authority.

15. Part 2 – Confidential Items

*The following items are to be considered in private, in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.*

- Staffing matters – Clerks Learning Agreement

16. Date of Next Meeting

Finance Committee Meeting – Tuesday 19<sup>th</sup> August 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council Meeting – Tuesday 19<sup>th</sup> August 2025 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB



# *Broughton in Amounderness Parish Council*

Proceedings of the Annual Parish Council Meeting held on  
**Tuesday 20th May 2025 at 7:15pm**

Present:

Cllr. P Hastings  
Cllr. N Parkinson  
Cllr. M Bell  
Cllr. L. J Oldcorn

Jessica Dibble – Parish Clerk

## **Min 200517 Welcome & Introductions**

The Parish Clerk welcomed everyone to the meeting at 19:15

## **Min 200518 Apologies**

Cllr. L Brown.

Cllr. S Whittam, Preston City Councillor.

## **Min 200519 Declarations of interests**

Cllr. M Bell, is also a Preston City Councillor.

## **Min 1200520 Approval of the Minutes**

Minutes of meeting held on 14<sup>th</sup> May 2024 were approved as a correct and accurate record at the meeting held on 25<sup>th</sup> June 2024.

Proposer: Cllr. P Hastings

Seconder: Cllr. M Bell

All members of Council present voted in favour of the proposal.

## **Min 1200521 Clerk Report**

# *Broughton in Amounderness Parish Council*

The Clerk presented her Annual Report, marking her first year in post. The report reflected a year of steady progress, partnership working, and strengthened foundations across the Council's operations.

She reported that one of the key priorities during the year had been the review and implementation of Council policies and procedures, ensuring improved governance and consistency.

The Clerk outlined the Council's strong focus on community engagement, highlighting three face-to-face village information sessions, the introduction of online engagement opportunities, and a successful programme of community events including the Scarecrow Festival, Halloween Fun Day, Christmas Light Switch-On, Easter Egg Event, and VE Day commemorations. These events had been well attended and positively received by residents.

The Clerk noted that support for local groups and organisations had continued throughout the year, with grants and donations made to local schools, community clubs, and charities. In particular, financial support was provided to Broughton-in-Amounderness Primary School, Broughton Parish Church, Woodplumpton Primary School, Broughton Cricket Club, The Guides, King George's Field, Broughton Parish Community Charity and Sir Tom Finney Football Club.

The Council had also successfully secured several external funding awards, including a grant from Preston City Council for a defibrillator at The Cottage, a community orchard grant for the Pinfold, and £29,764 from the Lancashire Environmental Fund.

Progress was also noted in relation to the Broughton Neighbourhood Development Plan (BNDP). A revised draft was submitted for Regulation 14 consultation in December 2024. Following feedback and updated technical reporting (including a refreshed AECOM report), further work is underway, with a final consultation and examination expected over the summer and a referendum anticipated in the autumn.

Financially, the Council remains in a stable position. Although the Precept was raised by 13.21%, the increase per Band D household equated to just 2%. The Council has adopted a more transparent approach to financial reporting, with six-weekly publication of financial information.

The Clerk reported that discussions have taken place with Walling's Accountants regarding internal audit support, with a view to streamlining the AGAR process. Subsequently, Mark Walling is now recommended to Council to carry out the Internal Audit.

The Clerk concluded by expressing thanks to Councillors, residents, volunteers, and local organisations for their ongoing support and contributions over the past year. She noted that the Council is well placed to continue its positive momentum and deliver further community benefits in the year ahead.

## **Min 1200522 Open Forum**

No members of public in attendance.

# *Broughton in Amounderness Parish Council*

## **Min 1200523 Future Plans and Projects**

Cllr Hastings advised that Plans are in place for village realm improvements, including the introduction of a Map Sponsorship scheme to support ongoing public realm developments. A village tidying day has been scheduled for June, aiming to involve residents and volunteers in maintaining and enhancing the village's appearance.

A comprehensive footpath plan is under development. It was noted that previously produced "Walks Leaflets" – Village Through Time and Village at War – are due to be reprinted, alongside the creation of a new Fernyhalgh walk leaflet.

Plans are also being made for a Summer Ramble Day, inviting residents to walk the parish's PROWs, with the event culminating at The Cottage for a community BBQ. The event will also provide an opportunity to check the condition of local footpaths and raise funds for ongoing maintenance and promotion.

The chair reported that the proposed works to King George V Field have now been agreed by the Preston City Council and are scheduled to be submitted to planning in June. A formal application will also be made to Fields in Trust (FiT) for approval.

It was noted that the planning proposal from Wainhomes is currently under consideration by Preston City Council (PCC).

Preparations are underway for a Plant Pot Man/Scarecrow Event, encouraging creative participation and engagement across the parish.

## **Min 1200524 Closing Comments**

The Chair closed the meeting by formally recording her sincere thanks to her fellow Councillors, the Clerk, volunteers, local groups, and all individuals who have supported or been involved with the Council over the past 12 months.

She acknowledged and expressed deep appreciation for the commitment and dedication shown by those who give up their personal time, often at the expense of family, friends, and other commitments to serve the community.

She concluded by reiterating her gratitude for the continued support and collaboration, and looked forward to building on this strong foundation in the year ahead.

## **Min 1200525 Date of Next Meeting**

Proposed date of the next Annual Parish Council Meeting – Tuesday 28<sup>th</sup> April 2025 at 7:15pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

# *Broughton in Amounderness Parish Council*

*Chairman Cllr. P Hastings Closed the meeting at 19:30*

# DRAFT



# *Broughton in Amounderness Parish Council*

Proceedings of the Annual Parish Council Meeting held on  
Tuesday 20<sup>th</sup> May 2025 at 7:45pm

Present:

Cllr. P Hastings  
Cllr. N Parkinson  
Cllr. L. J Oldcorn  
Cllr. M Bell  
Cllr. L Brown

Jessica Dibble (Parish Clerk)

External attendees:

PCSO: Ellie Burke

## **Min 2005146 Welcome from Chair 2024/2025**

*Meeting opened at 19:45*

The meeting was called to order at 7:45 PM by the Chair, Cllr. P Hastings, who welcomed all members of the Council and the public.

## **Min 2005147 Election of Chair 2025/2026**

The Clerk invited nominations for the position of Chair for the 2025/2026 municipal year. Cllr. P Hastings was nominated by Cllr. N Parkinson and seconded by Cllr. M Bell.

Cllr Hastings accepted the nomination, expressed her thanks to fellow councillors for their support, and duly signed the Declaration of Acceptance of Office.

## **Min 2005148 Election of Chair 2025/2026**

The Chair invited nominations for the position of Vice Chair for the 2025/2026 municipal year. Cllr. N Parkinson was nominated by Cllr. P Hastings and seconded by Cllr. L J Oldcorn.

Cllr Parkinson accepted the nomination, expressed his thanks to fellow councillors and duly signed the Declaration of Acceptance of Office.

# *Broughton in Amounderness Parish Council*

## **Min 2005149 General Power of Competence**

The Council considered their eligibility for the General Power of Competence (GPC) under the Localism Act 2011, Section 1(1).

It was noted that the Council must resolve at a full Council meeting that it meets the criteria for eligibility at that specific point in time. A formal resolution is required and must be recorded in the minutes of the meeting. Eligibility must also be reviewed and confirmed at the first annual meeting of the Council following each ordinary election.

It was resolved that the Council meets the criteria for eligibility for the General Power of Competence.

## **Min 2005150 Apologies**

Preston City Councillor - Stephen Whittam

## **Min 2005151 Declarations of interests**

Cllr. P Hastings – Document Item 3, Agenda item 9.3 (LALC Subscription).

## **Min 2005152 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 15<sup>th</sup> April 2025 as a correct and accurate record.

Proposer: Cllr. N Parkinson  
Seconder: Cllr. M Bell

## **Min 2005153 Public Time**

PCSO Ellie Burke attended on behalf of Lancashire Constabulary, during public time to provide an update on local crime statistics for the past month. The report was as follows:

**Burglary – 0 incidents**

**Robbery – 0 incidents**

**Thefts – 3 incidents**

**Nuisance Reports – 2 incidents**

**Road Traffic Collisions  
(Damage Only) – 5 incidents**

**Vehicle Crime – 4 incidents**

PCSO Burke invited councillors to get in touch if any further issues or concerns arise and that she would start the coffee with a cop initiative again at the Toll Bar Cottage.

# *Broughton in Amounderness Parish Council*

## **Min 2005154 Statutory Business**

Council reviewed each item as listed under Statutory Business as detailed below.

### **8.1 Planning**

[Application number: 06/2025/0440](#)

#### **Land adjacent, Durton House, Durton Lane, Preston, PR3 5LE**

Discharge of condition no.5 (Highway works) and no.9 (Construction environmental management plan biodiversity) attached to outline permission 06/2022/0456

**Council comments:** No Objections.

[Application number: 06/2025/0434](#)

#### **1A, Arnside Road, Broughton, Preston, PR3 5JH**

Increase in roof height to provide first floor accommodation with balcony to front, additional ground floor bay to front, application of insulation/render, and replacement windows

**Council comments:** Council comments: No Objections.

[Application Number: 06/2025/0472](#)

#### **2, Moss House Road, Preston, PR4 0AT**

Proposed extension of dormer to front and new dormer to rear.

**Council comments:** No Objections.

### **8.2 Review and adoption of current Council Policies**

Review and adoption of current Council Policies. All relevant policies are available on the Council's website under 'Documents'.

Resolved that council: Re-adopt the following policies:

- |   |                               |
|---|-------------------------------|
| - Standing Orders                       | - Safeguarding Policy         |
| - Financial Regulations                 | - Reserves Policy             |
| - Code of Conduct                       | - Investment Strategy         |
| - Vexatious or Habitual Requests Policy | - Health and Safety Policy    |
| - Training Policy                       | - Equalities Policy           |
| - Staff Handbook                        | - Data Protection Policy      |
| - Risk Assessment                       | - Clerks Scheme of Delegation |
| - Speed Management Policy               | - TOR Finance Committee       |

# *Broughton in Amounderness Parish Council*

- CiL Management Policy.

## **8.3 Council to ratify the Council Vacancy policy.**

Council reviewed the policy and resolved unanimously to approve and adopt the same with immediate effect.

## **8.4 Council to ratify the Planter/ Flower Bed sponsorship agreement**

Council to ratify the Planter/ Flower Bed sponsorship agreement

Council reviewed sponsorship agreement and agreed unanimously to implement this as part of the Flower bed/ tub sponsorship process throughout the village.

## **8.5 Insurance**

The Council reviewed the insurance renewal documentation received from Zurich and approved the renewal premium of £1,041.67 for the coverage period from 1st June 2025 to 31st May 2026. The Clerk was instructed to include this payment within the schedule of approved payments.

## **Min 2005155 Financial Matters**

### **9.1 Verbal update from Finance Chair**

Cllr. N Parkinson, Chair of Finance, gave a verbal report to the Council following the Finance Committee meeting held on 20th May 2025.

It was reported that £1,000 had been allocated to the War Memorial budget as approved by the finance committee.

The Committee had reviewed outstanding invoices submitted by DHW Services, and agreed to settle them with the exception of the invoice for the purchase of barrels. It was also agreed that DHW Services would be stood down upon the return of the Lengthsman from leave.

The Chair of finance confirmed that as of 31st March 2025, the Council's total account balances stood at £1,055,700.38. A CIL payment of £58,971 from Preston City Council is pending transfer from the Unity account to the CCLA account, subject to final updates to the CIL spreadsheet and internal reimbursement for previously incurred CIL-related costs.

The Clerk confirmed that the year-end figures for 2024/2025 had been completed and the finance system had been locked down.

It was further reported that Holdens Accountants were unable to accept instruction for the internal audit. The Finance Committee therefore resolved to reappoint Mark Walling to carry out the Internal Audit for the 2024/2025 financial year.

# *Broughton in Amounderness Parish Council*

## **9.2 Review of Finance Reports Circulated and Accounts**

Councillor N. Parkinson, Chair of Finance, presented the current status of the Council's bank accounts (see below). The following reports were summarised to Council by the Chair of Finance: Profit and Loss, Actual vs. Budget, Bank Reconciliations and transactions to date.

Councillor Parkinson confirmed the accounts as follows:

### **Unity Trust Bank (Revenue):**

- Balance as at 31.03.2025: £30,069.10
- Outgoing: £19,876.05
- Incoming: £110,484.87
- **Balance as of 12.05.2025: £120,677.92**

### **Unity Trust Bank (CIL Interest)**

- Balance as at 31.03.2025: £41,728.69
- Outgoing: £0.00
- Incoming: £3,504.27
- **Balance as of 12.05.2025: £45,232.96**

### **Unity Trust Bank (CIL)**

- Balance as at 31.03.2025: £28,324.50
- Outgoing: £0.00
- Incoming: £0.00
- **Balance as of 12.05.2025: £28,324.50**

### **CCLA:**

- Balance as at 31.03.2025: £861,465.00
- Outgoing: £0.00
- Incoming: £0.00
- **Balance as of 12.05.2025: £861,465.00**

# *Broughton in Amounderness Parish Council*

## **Total Assets:**

Unity:	<b>£194,235.38</b>
CCLA:	<b>£861,465.00</b>
<hr/>	
Total Assets:	<b>£1,055,700.38</b>

## **9.3 Approve Expenditures**

All transactions made between 01<sup>st</sup> April 2025 and 12<sup>th</sup> May 2025 were authorised.

Proposer: Cllr. N Parkinson  
Seconder Cllr. M Bell

## **9.4 DHW Services**

The Committee considered a proposal for additional summer watering to be undertaken by DHW Services. It was noted that this requirement had not been raised during the annual budget-setting process, and that no formal agreement had been established for DHW to cover the Lengthsman's duties during his planned leave from 4<sup>th</sup> to 11<sup>th</sup> June.

The Committee reaffirmed that any future proposals involving additional costs or the engagement of subcontractors must be submitted to the Council for prior consideration and formal approval. Accordingly, the proposed arrangements for summer watering and holiday cover were not authorised.

## **Min 2005156 AGAR**

Council resolved to authorise the Chair to sign Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) for the financial year 2024/2025.

With the Council's approval of the figures and the governance statements as presented, the Chair duly signed both sections.

It was further agreed that, once the Clerk has entered the relevant minute number, the completed AGAR documentation and supporting information will be submitted to Wallings Accountants for the internal audit.

## **Min 2005157 Enviro**

The Clerk confirmed that the third-party contribution required for the Enviro Grant has now been paid. The Chair has also signed the grant agreement on behalf of the Council.

It was noted that payments under the grant scheme can only be made once eligible expenditure has been incurred and a claim submitted, as retrospective payments are not permitted

# *Broughton in Amounderness Parish Council*

## **Min 2005158 Wain Homes**

It was noted that the Wain Homes planning application has now been uploaded to Preston City Council's planning portal. Once validated by the planning authority, the application will be published and made available for public viewing and comment.

## **Min 2005159 King Georges Field**

It was noted that the contractor for the King George's Field project has been agreed by Preston City Council. The next stage involves securing planning permission and Fields in Trust (FiT) approval.

Sir Tom Finney Football Club is currently awaiting Preston City Council to issue the lease, after which works on the new changing rooms and toilet facilities can commence.

## **Min 2005160 Co-option**

### **14.1 & 14.2 – Publication of the Councillor Vacancy advert and deadline date.**

Council approved the advertisement for co-option retrospectively. The advert was published on 19<sup>th</sup> May 2025 with the deadline for applications being Monday 9<sup>th</sup> June 2025.

### **14.3 Shortlist and Interview Process**

The process for shortlisting eligible candidates will be in accordance with the ratified Councillor Vacancy Policy.

### **14.4 Meeting date with candidates**

Council agreed to meet with eligible applicants on 17<sup>th</sup> June 2025.

## **Min 2005161 Broughton Neighbourhood Development Plan**

The Council noted that the updated AECOM report has been received; however, formal comments from Preston City Council are still outstanding. An email from Carolyn at Preston City Council confirmed that their current focus is on other planning priorities, which has delayed their review and response to the Neighbourhood Plan documentation.

The Council expressed support for Cllr. Hastings to continue progressing the Neighbourhood Plan on behalf of the Parish.

The Chair confirmed she would provide an update on the Parish Action Plan at the next meeting.

## **Min 2005162 Website**

# *Broughton in Amounderness Parish Council*

The Council noted the migration of the Parish Council's website and email domain from .org to .gov, in accordance with guidance issued by the Smaller Authorities' Proper Practices Panel (formerly the Joint Panel on Accountability and Governance – JPAG).

It was confirmed that the migration has been completed with no additional cost to the Council and without any disruption to services.

## **Min 2005163 Village Improvements**

### **17.1 Proposed Project Plan for Planters**

The Council considered the draft project plan for the installation and maintenance of new flower beds and planters, as submitted by the Chair.

It was agreed that the Council would seek sponsorship from local businesses and organisations to support the ongoing maintenance and planting of the flower beds. The Clerk was instructed to write to those located near proposed planter sites to invite expressions of interest in sponsorship. Additionally, the Clerk was authorised to apply for the necessary licences for the placement of planters in the following locations:

- a) Durton Lane – before the motorway bridge
- b) Top of Northway – opposite the school entrance
- c) Broughton Club entrance – off Woodplumpton Lane
- d) Pinfold – on Garstang Road

The project will proceed subject to licence approvals and confirmation of sponsorship support.

The Chair also advised that she has looked into the finger post and the cost of the post would be approx. £1500 plus labour. If permission is granted and Council wish to proceed, Cil monies could be used to fund the project.

### **17.2 Discuss the action plan for the 'Best Kept Village' Competition.**

Discussion on the action plan for the 'Best Kept Village' competition was deferred until the Lengthsman returns from his recent absence, to enable a collaborative discussion and planning approach.

## **Min 2005164 Items for Information**

Cllr. P. Hastings is currently working on completing the CIL reporting form as requested by Preston City Council. She advised that a review of smaller developments is still required to ensure all appropriate CIL payments have been received to date. This review will be undertaken as part of the process of drafting the CIL report covering the past five years.

## **Min 2005165 Correspondence**



# *Broughton in Amounderness Parish Council*

The Council reviewed the email from the Lengthsman outlining anticipated expenditure over the next six weeks. It was agreed that no further costs would be authorised until all outstanding payments have been correctly allocated to their respective budget lines.

This action was agreed to enable the Council to assess accurate spending to date and provide the Lengthsman with a clear financial overview to assist in planning appropriately for the remaining ten months of the financial year.

## **Min 2005166 Part 2 Staffing matters**

The Council moved into Part 2 to discuss staffing matters. In accordance with standing orders, the minutes relating to this item are confidential and are excluded from public viewing but will be held on record securely and in confidence.

## **Min 1504145 Date of Next Meeting**

Finance Committee meeting - Tuesday 8<sup>th</sup> July 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 8<sup>th</sup> July 2025 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

*Meeting closed by Chair, Cllr. P Hastings at 20:57*

# ***Broughton in Amounderness Parish Council***

## **FINANCIAL REGULATIONS FOR LOCAL COUNCILS**

Adopted: 25<sup>th</sup> June 2024

Amended: 8<sup>th</sup> July 2025

Meeting: Meeting of Full Council

Next review date: June 2026

Version: V1 .1

*This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.*

## BROUGHTON IN AMOUNDERNESS PARISH COUNCIL FINANCIAL REGULATIONS

### Contents

1. General.....	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and Precept.....	6
5. Procurement.....	7
6. Banking and payments .....	10
7. Electronic payments .....	11
8. Cheque payments .....	12
9. Payment cards .....	13
10. Petty Cash .....	13
11. Payment of salaries and allowances .....	13
12. Loans and investments.....	14
13. Income.....	14
14. Payments under contracts for building or other construction works .....	15
15. Stores and equipment.....	15
16. Assets, properties and estates .....	16
17. Insurance .....	16
18. Suspension and revision of Financial Regulations.....	17

**These Financial Regulations were adopted by the council at its meeting held on 25<sup>th</sup> June 2024.**

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. **In these Financial Regulations:**
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and

- produces financial management information as required by the council.

**1.6. The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

**1.7. In addition, the council shall:**

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Finance committee in accordance with its terms of reference.

**2. Risk management and internal control**

**2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

**2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

**2.5. The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**

- **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. On a regular basis, at each Parish Council meeting and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and record in the minutes as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:
- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;
  - a record of the assets and liabilities of the council;
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The Clerk/ RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The Clerk/ RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and Precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the

final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or finance committee. The Clerk/ RFO will inform committees of any salary implications before they consider their draft their budgets.

- 4.3. No later than November each year, the Clerk/ RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. The finance committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/ RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council finance committee.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk/ RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the



legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/ RFO shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/ RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/ RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. Where a contract for the supply of goods or services exceeds an annual value of £10,000, the council shall:
  - (a) conduct a formal review of the performance, cost-effectiveness and continued need for the contract at least once every year; and
  - (b) subject to the terms and duration of the agreed contract, re-tender or seek competitive quotes for the provision of the goods or services at least once every two years, unless otherwise agreed by resolution of the full council and minuted accordingly.

---

<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or the finance committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk/ RFO, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk/ RFO, in consultation with the Chair of the Council or Chair of the finance committee, for any items below £2,000 excluding VAT.
  - the council for all items over £2,000 excluding VAT.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency and with the Chairs approval.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/ RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/ RFO shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds

are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/ RFO.

## **6. Banking and payments**

6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/ RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed regularly for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/ RFO. Where the certification of invoices is done as a batch, this shall include a statement by the Clerk/ RFO that all invoices listed have been 'examined, verified and certified' by the Clerk/ RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking or cheque where necessary, in accordance with a resolution of the council or a delegated decision by the chair, Clerk/ RFO or chair of finance, unless the council resolves to use a different payment method.

6.6. For each financial year the Clerk/ RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments and this will be reflective in the council meeting minutes.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk/ RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/ RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The Clerk/ RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/ RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. In the prolonged absence of the Clerk/ RFO an authorised signatory shall set up any payments due before the return of the Clerk/ RFO.
- 7.5. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.6. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.7. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council in conjunction with the Clerk/ RFO at least every two years.
- 7.8. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council in the transaction statement at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier which will then be verified by the Clerk/ RFO and at least two councillors. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.11. Members and the Clerk/ RFO shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk/ RFO.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Not applicable.
- 9.2. Not applicable.
- 9.3. Personal credit or debit cards of councillors shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/ RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly
- b) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- c) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Salary rates shall be recommended by the staffing committee and agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the consent of the council.
- 11.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

- 11.5. Each payment to employees of net salary shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.7. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/ RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk/ RFO. The Clerk/ RFO shall be responsible for the collection of all amounts due to the council.



- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/ RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/ RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Clerk/ RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the Clerk/ RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the Clerk/ RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk/ RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The Clerk/ RFO and lengthsman shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.



15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk/ RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

16.1. The Clerk/ RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk/ RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The Clerk/ RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk/ RFO shall give prompt notification to council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The Clerk/ RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/ RFO shall negotiate all claims on the council's insurers in consultation with the chair.

- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, following the recommendation of a duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk/ RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Broughton Environmental Working Group**

### Terms of Reference

This working group has been set up to:

- Plan in conjunction with the Lengthsman the content of the Flower beds & Tubs in the village within the agreed budget
- To review and amend the list of Tree Preservations Orders
- To seek sponsorship for the Flower beds & Tubs
- To propose any additional enhancements for the Parish and for the link Councillor to present at Parish Council meetings with a budget
- To report any areas requiring maintenance to the link Councillor
- To monitor the PROW's and report deficiencies to the link Councillor

All meetings are advertised on the council notice boards, on the web site and on social media groups. All meetings are held either online or at the Toll Bar Cottage

The Working Group will consist of at least one parish councillor, the lengths-man and co-opted residents.

The Working Group will be chaired by a Parish Councillor who will report to the full council at each meeting and manage the delegated budget.

The notes of the meetings will be taken by one of the group.

The Clerk will liaise with the Link Councillor.

# PLANNING OUTCOMES FROM LAST MEETING

## Item 3

Application number	Type	Site	Description	Officer	Reg Date	Applicant	Agent	Outcome
06/2025/0347	Amendment	Key fold farm 2	Footpath from field to 2nd site	Laura Holden	20/03/2025	Wainhomes	Emery	Approval of amended plans
06/2025/0343	Outline PP	Phase 2 Whittingham Lane	Residential development of up to 100 dwellings, including 50% affordable housing, and associated landscaping and public open space and with access from Phase 1 of Broughton Park onto Whittingham Lane	James Mercer	19/03/2025	A&B Developments	S & L Consultants	Awaiting Outcome
06/2025/0330	Full PP	Broughton & District Club	Erection of weatherproof tensile fabric canopy roof covering and partial upper walls fixed to metal framework supporting structure above existing 2 No. PADEL Courts	Lucy Henwood	17/03/2025	Broughton Club	RSC Consulting Engineers	Approval with conditions
06/2025/0328	Full PP	Jumps Farm Durton Lane	1no. agricultural livestock/storage building, 1no. horticultural polytunnel and new access track (part retrospective)	Lucy Henwood	17/03/2025	Zabir Patel	M & L Planning	Approval with conditions
06/2025/0309	Reserve matters	Mosque on Durton Lane	landscaping for construction of 1no. place of worship with ancillary features including associated parking facilities and access works from the existing track off D'urton Lane	Laura Holden	12/03/2025	Cassidy & Ashton	?	Approval of reserved matters
06/2025/0175	Full PP	5 Broadfield, Broughton, Preston, PR3 5LB	Extension to existing front dormer and erection of rear dormer	Michele Evans	11/03/2025	Mr Leif Smith	Ogden, ODC	Approval with conditions
06/2025/0287	Full PP	1, Kingsway Avenue, Preston, PR3 5JN	Two storey extension to front, two storey extension to side, re-roofing, replacement windows, detached garage to side, replacement and additional hard surfacing, following demolition of existing side extension and attached garage	Michele Evans	26/03/2025	Graeme Murray	Homer	Awaiting Outcome

# Item 3

Application number	Response Due	Type	Site	Description	Officer	Reg Date	Applicant	Agent	Comments
<a href="#">06/2025/0519</a>	22.06.2025	Outline application (major)	Land to the south of Whittingham Lane and west of James Towers Way, Broughton, Preston	Outline planning application for the erection of a care home (up to 4,700sqm), a community building (up to 400sqm), residential development (up to 167no. dwellings) and land reserved for primary school with associated works to include landscaping and green infrastructure (seeking approval for access only all other matters reserved)	Laura Holden	23/05/2025	Wain Homes (NW)	Salthouse, Emery Planning, 1-4 South Park Business Court, Hobson Street, Macclesfield, SK11 8BS	Comments added
<a href="#">06/2025/0574</a>	29.06.2025	Full Application	31, Woodplumpton Lane, Preston, PR3 5JJ	Porch extension to front, first floor extension, new fenestration, and change of external facade, following demolition of existing outbuilding	Michelle Evans	04/06/2025	Mr M Mirza	Mr Nadeem Bapu, SAP Architectural Designs Ltd,	Already has permission to demolish - seeking extension only.
<a href="#">06/2025/0665</a>	17.07.2025	Full Application	Italian Orchard Restaurant, 96 Whittingham Lane, Broughton, Preston, PR3 5DB	Single-storey rear extension to kitchen area	Megan Stewart	18/06/2025	Bragagnini, San Marco Group Limited	Heyes, 5373 Design + Planning	

# *Broughton in Amounderness Parish Council*

## **Item 3 (6.1)**

Broughton Parish Council  
Toll Bar Cottage  
476 Garstang Road  
Broughton  
Preston  
Lancashire  
PR3 5JB

21<sup>st</sup> June 2025

Dear Sirs,

**Re: Application number: 06/2025/0519**

Broughton Parish Council fully supports this planning application. It aligns with the reviewed Broughton Neighbourhood Development Plan, which successfully completed its Regulation 14 consultation earlier this year. The reviewed version, incorporating public feedback and updates, is scheduled to begin Regulation 15 consultation this month.

The original (2018) Neighbourhood Development Plan identified a series of Parish Action Points that formed the basis for the Parish Action Plan. These included priorities such as community meeting rooms and café, park improvements, increased parking provision, allotments, more public green space, and in the longer term, a multi-use community building with a youth work focus. The Parish Council agreed that Community Infrastructure Levy (CIL) funds should be used to fulfil these larger capital projects.

While some objectives have been achieved, such as the community meeting rooms and café, others remain outstanding. The revised Neighbourhood Plan (2023) confirmed that further work is still required.

### **Major Projects Summary:**

1. King George's Field Improvements – The first major project, currently progressing with a planning application submitted to Preston City Council (June 16), focuses on enhancements to King George's Field. This includes a new playground, drainage and landscaping improvements, footpath installation, and expansion of parking capacity. This project has been developed in close coordination with Preston City Council's Parks Division since 2021.
2. New Park, Community Building & Allotments – The second major project centres on land acquisition for expanded green space, a new community facility, and allotments. In 2020, the Parish Council approached several landowners. After detailed discussions with the agents representing land east of the current Pinfold Manor

development and James Towers Way, Wainhomes and Emery Planning have responded positively and engaged collaboratively with the Council.

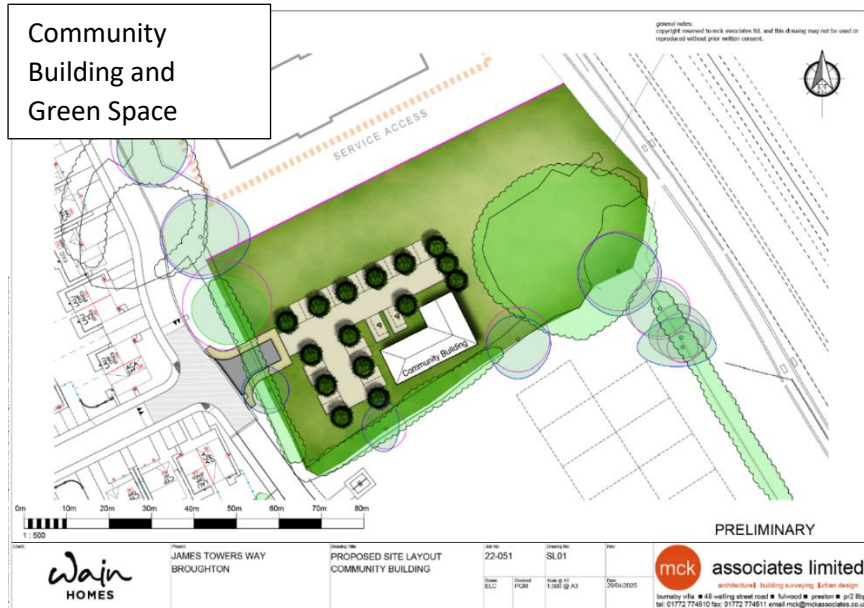
**The proposed development includes the following key community features:**

- A. A modular community building adjacent to a new allotment site, designed to be expandable to accommodate future needs (such as housing a preschool).
- B. A linear footpath connecting the primary school to Broughton East.
- C. A large pond and ecology area with a connecting bridge and footpath network, linking to King George's Field and enhancing local biodiversity.
- D. A field to be gifted to the school trust, to help mitigate the impact of new classroom buildings and potentially provide a staff car park—addressing the significant parking challenges that will arise from the planned doubling in size of the primary school.





# *Broughton in Amounderness Parish Council*



## Clarification

It should be noted that the initial misreporting in the Lancashire Post, now corrected, has contributed to widespread misunderstanding of the proposal. This included the mistaken belief that a new school was to be built on the site. In reality, the field allocation is meant to help the school manage the effects of its ongoing expansion, not to house a new institution

Lancashire County Council Education's response has unfortunately misunderstood the phrase "and land reserved for primary school", overlooking critical context and associated documentation. This land is not reserved for new school construction but rather provided to support and mitigate the effects of existing and planned expansions, particularly concerning parking pressures.

The field's donation to the school trust is specifically intended to support staff parking and help address overspill parking issues, which are a current and growing concern for the village. It also offers potential outdoor learning or recreation space for the school community.

## Summary

This proposal reflects years of dialogue and planning involving Broughton Parish Council, landowners, planning consultants, and Preston City Council. It is grounded in evidence-based community priorities identified through the Neighbourhood Development Plan process. It will help deliver on key strategic needs for community infrastructure, affordable and diverse housing types, elderly care provision, youth services, and green space connectivity, while addressing longstanding infrastructure concerns such as school-related parking.

Broughton Parish Council urges Preston City Council to approve the application in its current form.

Yours sincerely





Jessica Dibble  
Clerk to Broughton In Amounderness Parish Council  
Sent for and on behalf of BPC

Financial Information 2<sup>nd</sup> July 2025

Unity Trust Bank (Revenue)	
Balance as at 12.05.2025	120,677.92
Outgoing	82,165.20
Incoming	31,791.73
Balance as at 02.07.2025	70,304.45

CCLA	
Balance as at 12.05.2025	861,465.00
Outgoing	0.00
Incoming	61,770.00
Balance as a 12.05.2025	923,235.11

Unity Trust Bank T1 (CiL) CLOSED	
Balance as at 12.05.2025	28,324.50
Outgoing	28,324.50
Incoming	0.00
Balance as at 12.05.2025	0.00

Unity Trust Bank T2 (CiL interest)	
Balance as at 12.05.2025	45,232.96
Outgoing	150.00
Incoming	6,600.53
Balance as a 12.05.2025	51,683.49

TOTAL MIB: £1,045.233.05

Please see transfer table below as some 'incoming' and 'outgoing' transactions were transfers between accounts such as CiL interest monies.

## Outgoing transactions

Source	amount	notes	DD	Retro	cashed	Date
Lengthsman	-1292	Contracted Fee		X		30.05.2025
J Dibble	-1,606.41	Clerk Salary		X		30.05.2025
Unity	-6.00	Service Charge	X			31.05.2025
Easy Websites	-47.52	Website Hosting	X			02.06.2025
Xero	39.60	Accounting	X			04.06.2025
HMRC	359.52	Tax/NI		X		06/06/2025
Ribblesdale Nur	370.00			X		06/06/2025
Nurture Land	695.55			X		06/06/2025
Preston CC	40	Printing		X		06/06/2025
Preston CC	16.64	Printing		X		06/06/2025
Viking	75.37	Stationary		X		11/06/2025
Preston CC	1,194	Green Space Con		X		11/06/2025
Three	7.52	Office phone	X			16/06/2025
Nest	121.78	Pension	X			20.06.2025
Pat Hastings	39.99	Post Box		X		26.06.2025
Elaine Ritson	50.00	Donation		X		26.06.2025
HMRC	359.72	Tax/ NI		x		30.06.2025
J Dibble	1606.21	Clerk Salary		X		30.06.2025
Lengthsman	1482.00	Contracted Fee		X		30.06.2025
Unity	6.00	Service Charge	X			30.06.2025
Easy Websites	£52.80	Website	X			01.07.2025
NEST	121.78	Pension	X			01.07.2025

AWAITING AUTHORISATION						
S Rostron	21.00	Fuel				
Preston CC	15.80	Printing				
Bannister Hall	58.80	Flowers				
Online Tank Store	197.00	Tank				
Wallings	£1500	Internal audit				

### Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Investment Management Limited	Unity REV	3169.17	See below as transfer to Cil Interest Unity	03.06.25
Pat Hastings	Unity Rev	40.00	Printing	03.06.25
Unity Cil	Unity rev	108.06	Account closure balance (interest)	12.06.25

### Transfers

From	To	Amount	notes	Received
Unity Cil	Unity rev	28,324.50	Cil money	29.05.2025
Unity Rev	Unity Cil Int	3159.60	Cil interest	29.05.2025
Unity Cil Int	Unity Rev	150.00	Cheque C. Marland	29.05.2025
Unity Rev	Unity Cil Int	3169.17	Cil interest	06.06.2025
Unity Rev	CCLA	58,971.00	CIL	11.06.2025
Unity Rev	CCLA	2,799.11	CIL	11.06.2025

Signed \_\_\_\_\_

Signed \_\_\_\_\_

## Hello Friend,

Thank you for signing up to hold an Afternoon Tea! We're thrilled you'll be taking part this summer and raising money for Breast Cancer Now.

Your fantastic fundraising will help to drive forward our life-saving research and give vital support for people affected by breast cancer. **Thank you so much.**

## Your registration number is:

Keep this number handy as you'll need it to order any extra materials or to pay in 🍵

## The countdown is on 🕒



Your Afternoon Tea fundraising kit will soon be sent, how exciting! It should be with you within two weeks, hopefully sooner.

In your kit, you'll find:

- Fundraising tips
- Invitations
- Decorations, including bunting, posters and cake cards
- Games
- A donation box
- A Gift Aid form
- And so much more!

Whilst you wait, why not browse the digital materials we have available.

[Browse the website](#)

# Item 6

Jess.

June was a very busy month as you can imagine after all it's planting season.

Planted 30 Dalia's. 28 lupins 40 begonias all of these were grown in my greenhouse solely for the parish council, obviously purchased by the council.

Purchased and planted bedding around various beds as infill.

Removed old bedding and replaced some plants in the 5 co-op planters. 2 tubs across from Les' house have been restocked with new bedding. Bed out pepper bistro has been restocked with the home grown plants.

Planted around 400 geraniums either side of the bus stop.

Planted some bedding around the Cenotaph.

Checked the street signs for dirt all okay as I did these spring, removed some over hanging branches.

Litter picked throughout the village, the two lay-bys need constant attention.

Toll bar cottage garden has been weeded added additional plants and grass cutting completed

Planted 5 apple trees in pinfold and strimmed.

78 hours. @19

Thanks again Steve.

Sent from my iPhone