



# HUTTON PARISH COUNCIL

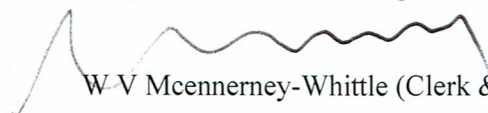
7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



9<sup>th</sup> May 2022

## NEXT MEETING

Members of the Council are summoned to the ANNUAL PARISH COUNCIL MEETING to be held on  
Monday the 16<sup>th</sup> May 2022 at Hutton Village Hall commencing at 7.30pm

  
W.V Mcennerney-Whittle (Clerk & RFO)

1. To elect a Chairman for the following 12 months who will then be required to sign the Acceptance of Office form
2. To elect a Vice Chairman for the following 12 months
3. To receive apologies
4. To consider and approve the Minutes of the meeting held on 4<sup>th</sup> April 2022 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public participation

*Any member of the public may speak for up to 5 minutes within the overall time allocated.*

*Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time.*

*A member of the public is any person present other than a member or official of the Council.*

*A member or official of the Council may (after the meeting) request a future agenda item be placed setting out what it is the Council is being asked to consider and decide upon*

7. To consider whether it would be appropriate to install a boardwalk on the wildlife area as discussed at the February meeting. We are informed by SRBC that the cost would be £5000 but that they would only contribute £852 being the cost of a dipping platform which was previously rejected by this Council at that same meeting.
8. To approve the enclosed Financial Statement up to 31<sup>st</sup> March 2022
9. To approve Section 1 Annual Governance Statement 2021/22 and Section 2 Accounting Statements 2021/22 (enclosed) being part of the Annual Governance and Accountability Return 2021/22 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
10. To adjourn the meeting for Councillors to present any updates on Council related matters:

*At each meeting, a period is set aside to enable members of the Council to raise new issues which affect the Parish or to give significant updates on existing matters.*

*Any member of the Council may speak for up to five minutes within that period.*

*Please note that any matter raised should not be debated since no decision can be lawfully made during this time.*

*In respect of any matter which is raised which is not already on the agenda a member or official of the Council may (after the meeting) request a future agenda item be placed setting out specifically what it is the Council is being asked to consider and decide upon.*

11. To note that the date of the next meeting is scheduled for the 16<sup>th</sup> May 2022 .



# HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on  
Monday the 4<sup>th</sup> April 2022 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Hesketh, Parkes, Eland and Harrison

There were two members of the public present representing the Village Hall Committee

20/22 To receive apologies

**Cllrs Barton and Martin**

21/22 To consider and approve the Minutes of the meeting held on 28<sup>th</sup> February 2022

***It was resolved that the minutes of the meeting held on the 28<sup>th</sup> February 2022 should be approved and signed by the Chairman as a true and accurate record.***

22/22 To receive Declarations of Interest

***Cllr Eland declared a personal and prejudicial interest in item 6 on the agenda since he is member of Hutton Village Hall Management Committee. He left the room and did not take part in the debate or voting on this item.***

23/22 To adjourn the meeting for a period of public participation

*It was noted that one light outside the car park was not working – this will be reported to SRBC who are believed to be responsible.*

*The representatives of the VHC confirmed that the fete would be held this year on the 2<sup>nd</sup> May 2022 and that plans were being made for a Platinum Jubilee Celebration comprising a BBQ and entertainment on land adjacent to the VH. For operational reasons, the numbers for this latter event were likely to be restricted to 500 people who would be ticketed and contribute a nominal £1 per person for a wrist band in order to control numbers. A discussion took place as to how the Parish Council might support either event ranging from financial support to helping with communications to residents. It was also suggested that Council Members might function as volunteers at each event in order to spread the workload – this will of course be down to individual members. It was mentioned that the BBQ was not primarily intended to be a profit-making venture but that neither would the VHC wish to subsidise the net costs.*

24/22 To approve payment of the following accounts:

|   |        |    |         |
|---|--------|----|---------|
| 09/02/2022 P HEISE LENGTHSMAN WKS 41 - 44                 | ONLINE | 49 | 457.60  |
| 23/03/2022 LBKVC ENTRY FEE                                | ONLINE | 50 | 25.00   |
| 23/03/2022 HUTTON PLAYGROUP DONATION IN LIEU OF ROOM HIRE | ONLINE | 51 | 100.00  |
| 23/03/2022 P HEISE LENGTHSMAN WKS 45 - 48                 | ONLINE | 52 | 457.60  |
| 28/03/2022 P HEISE LENGTHSMAN WKS 49 - 52                 | ONLINE | 53 | 457.60  |
| 28/03/2022 INLAND REVENUE                                 | ONLINE | 54 | 1028.80 |
| 28/03/2022 NEWGATE NURSERIES                              | ONLINE | 55 | 144.00  |
| 28/03/2022 W V MCWHITTE SALARY EXPENSES                   | ONLINE | 56 | 1504.18 |
| 31/03/2022 BANK CHARGES                                   | ONLINE | 57 | 18.00   |

***It was resolved that the payments listed above should be approved***

25/22 To receive an update concerning the Village Hall Committee plans for this year's fete and also a BBQ Event to celebrate the Queen's Jubilee and then consider what support or involvement might be appropriate by this Council



*It was resolved that this Council would support and contribute to the above events which had further been outlined during public participation by:*

*1. Composing, printing and delivering a short edition of Hutton News which would provide information to residents concerning the events*

*2. Indemnify the VHC for an amount up to £500 should any losses occur in providing the BBQ event for the benefit of the community.*

26/22        To adjourn the meeting for Councillors to present any updates on Council related matters:

*The meeting was adjourned*

*It was noted that the Chairman and Clerk would be attending a meeting later this week to discuss the Hutton PC re-generation Programme*

*It was noted that the Anchor Inn planning application has been submitted by Hickory Smokehouse which shows what the new set up will look like.*

*The meeting was re-convened*

27/22        To note that the date of the next meeting is scheduled for the 16<sup>th</sup> May 2022 .

*It was noted that the next meeting is scheduled for the 16<sup>th</sup> May 2022*

| FINANCIAL STATEMENT 1ST APRIL 2021 TO 31ST MARCH 2021 |                                |          |  |  |
|---|--------------------------------|----------|--|--|
|   |                                |          |  |  |
| BUDGET  | INCOME                         | £        |  |  |
| 38702   | Balance b/f 1st April 2021     | 40220.19 |  |  |
|   | Advertising                    | 50.00    |  |  |
| 23625   | Precept                        | 24500.00 |  |  |
| 30  | Bank Interest                  | 18.37    |  |  |
| 596   | V A T Recovered                | 1284.42  |  |  |
| 500   | Prow Grant                     | 500.00   |  |  |
|   |                                |          |  |  |
| 63453   | Total                          | 66572.98 |  |  |
|   |                                |          |  |  |
|   | LESS EXPENDITURE               |          |  |  |
|   |                                |          |  |  |
| 120   | Hire of Hall for Meetings      | 84.00    |  |  |
|   |                                |          |  |  |
| 300   | Subscriptions/Registrations    | 253.21   |  |  |
| 8500  | Lengthsman                     | 7872.60  |  |  |
| 650   | Insurance                      | 592.59   |  |  |
| 800   | Materials, bulbs etc.          | 101.52   |  |  |
|   |                                |          |  |  |
|   | Vat Recoverable                | 566.55   |  |  |
| 9600  | Salaries inc newsletter        | 9432.00  |  |  |
| 30  | National Insurance Employer    | 41.35    |  |  |
| 100   | Donations                      | 150.00   |  |  |
|   |                                |          |  |  |
| 400   | Postage Telephone & Stationery | 86.40    |  |  |
| 300   | Mileage                        | 171.60   |  |  |
| 350   | Web Site                       | 362.00   |  |  |
| 400   | Audit                          | 310.00   |  |  |
| 500   | Xmas Tree                      | 120.00   |  |  |
| 72  | Bank Charges                   | 72.00    |  |  |
| 1000  | Newsletter                     | 364.00   |  |  |
|   |                                |          |  |  |
| 2200  | Jubilee Garden Planter Maint   | 1920.16  |  |  |
|   |                                |          |  |  |
| 1000  | Long Wood Maintenance          | 0.00     |  |  |
|   |                                |          |  |  |
|   |                                |          |  |  |
| 400   | Xmas / Remembrance Events      | 242.82   |  |  |
|   |                                |          |  |  |
| 26722   | Total                          | 22742.80 |  |  |
|   |                                |          |  |  |
|   |                                |          |  |  |
|   |                                |          |  |  |
|   |                                |          |  |  |
| 36731   | Balance in hand                | 43830.18 |  |  |
|   |                                |          |  |  |
|   | Bank Balance                   | 13398.92 |  |  |
|   |                                | 30431.26 |  |  |
|   |                                |          |  |  |
|   | Net Balance                    | 43830.18 |  |  |
|   |                                |          |  |  |
|   | LESS RESTRICTED FUNDS (CIL)    | 30273.64 |  |  |
|   |                                |          |  |  |
|   | REVENUE RESERVES               | 13556.54 |  |  |
|   |                                |          |  |  |

## COMMUNITY INFRASTRUCTURE LEVY STATEMENT

[illegible]



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### HUTTON PARISH COUNCIL

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    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | <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.  | ✓      |     | <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. | ✓      |     | <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.   | ✓      |     | <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.  | ✓      |     | <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.  | ✓      |     | <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.  | ✓      |     | <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.                                  | ✓      |     | <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  |
|   |        |     | ✓  |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

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

www.hutton-pc.gov.uk ER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2021/22 for

### HUTTON PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2021<br>£ | 31 March<br>2022<br>£ |   |
| 1. Balances brought forward   | 40,023                | 40,220                | 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.  |
| 2. (+) Precept or Rates and Levies  | 22,500                | 24,500                | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 3,335                 | 1,853                 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 8,682                 | 9,473                 | 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. |
| 5. (-) Loan interest/capital repayments   | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 16,956                | 13,270                | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward   | 40,220                | 43,830                | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments   | 40,220                | 43,830                | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets                               | 0                     | 0                     | 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.  |
| 10. Total borrowings  | 46,178                | 46,178                | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only)<br>Disclosure note re Trust funds<br>(including charitable) | Yes                   | No                    | N/A   |
|   |                       | ✓                     |   |
|   |                       |                       | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.   |
|   |                       |                       | N.B. The figures in the accounting statements above do not include any Trust transactions.  |

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/YY

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

DD/MM/YY

as recorded in minute reference:

**MINUTE REFERENCE**

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

**SIGNATURE REQUIRED**