

HEAPEY PARISH COUNCIL

MINUTES of the Annual Council Meeting held on 10 May 2022 at 7.30 pm.

Present Cllrs M Osborne (Chairman), A Crompton and G France.

Also present County Councillor K Snape.

Prior to the meeting members signed their Declarations of Acceptance of Office.

Due to the absence of the Chairman, Cllr Osborne took the Chair.

22.22 Election of Chairman

Resolved: Cllr Grunstein was elected, with the Declaration of Acceptance of Office to be signed at a later date.

22.23 Apologies for Absence

Apologies were received from Cllr C Grunstein.

22.24 Election of Vice Chairman

Resolved: Cllr Osborne was elected.

22.25 Appointment of Representatives to Outside Bodies

Chorley Liaison - Cllr Frances

Chorley Council Eastern Parishes Neighbourhood Area Meeting - Cllr Grunstein

Chorley Council Equality Forum - Cllr Grunstein

Heapey and Wheelton Charity Trust - vacant

Heapey and Wheelton Village Hall Committee - Cllr France

Heapey and Wheelton War Memorial Trust - vacant

LALC Chorley Area Committee - vacant

Rivington and Brinscall Local Advisory Group - Cllr Osborne

22.26 Declarations of Interests

None declared.

22.27 Minutes of the Meeting held on 1 March 2022

Resolved: the Minutes (as circulated) were approved and signed by the Chairman as a correct record.

22.28 Public Participation

No items raised.

22.29 Planning Matters

There were no applications for consideration.

22.30 Financial Matters

- i) Resolved: the monitoring statement for the year ended 31 March 2022 was received and signed by the Chairman.
- ii) Resolved: the monitoring statement was received and accepted and signed by the Chairman.

- iii) A request from the Heapey and Wheelton Village Hall Committee for a contribution towards Platinum Jubilee mementoes for local schoolchildren was considered.

Resolved: a contribution of £300 was agreed.

- iv) Resolved: the following payments were approved:

£ 1383.60	Earth Anchors	Notice boards
£ 20.00	Heapey Parish Church	Room hire
£ 182.63	LALC	Annual subscription
£ 220.00	DWG (NW)	Grass cutting/notice board installation
£ 80.00	Internal Auditor	Internal audit
£ 257.60	Zurich Municipal	Annual insurance premium
£ 608.40	Staff costs	Salaries and deductions
£ 300.00	Heapey and Wheelton Village Hall	Grant

22.31 Annual Governance and Accountability Return for the Year Ended 31 March 2022

The Annual Governance and Accountability Return for the year ended 31 March 2022 was considered in accordance with guidance within the publication Joint Panel on Accountability and Governance Practitioners' Guide 2022.

- i) Resolved: the Asset Register was approved and signed by the Chairman.
ii) The Internal Auditor's report was presented. The report was noted.

The effectiveness of the system of internal control had been reviewed in November 2021, in advance of completion of the Annual Governance Statement.

- iii) Resolved: the Annual Governance Statement was approved and signed by the Chairman and Clerk.

The Accounting Statements had been signed by the Responsible Financial Officer prior to the meeting.

- iv) Resolved: the Accounting Statements were approved and signed by the Chairman.

As gross income or expenditure did not exceed £25000 for the financial year and the remaining criteria for exemption from a limited assurance review had been met, Councillors considered certification as exempt from a limited assurance review.

- v) Resolved: the Certificate of Exemption was approved and signed by the Chairman and Clerk.

22.32 Insurance

Options for the renewal of the insurance policy were considered.

Resolved: the current policy with Zurich Municipal, at an unchanged cost of £257.60, was renewed.

22.33 Planting on Blackburn Road Verge

The area of land is included on Chorley Council's grass cutting programme but is not listed as an asset. Clarification is to be sought from Chorley's Officers.

22.34 Parish Map

This item was deferred to allow Councillors to visit the mapping website prior to the next meeting.

22.35 Reports from Outside Bodies

Chorley Liaison - an update on Chorley Council's Climate Change Strategy was provided.

22.36 Date of Next meeting

It was noted at least two members would be unable to attend on the scheduled meeting date which would result in the council not being quorate. The next meeting was rescheduled for Tuesday 12 July 2022.

22.37 Exclusion of the Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the exclusion of members of the press and public for the following item was considered on the grounds that the item comprises information relating to the financial or business affairs of any particular person (including the authority holding that information) and, in accordance with Part 1 (3) of Schedule 12A to the Local Government Act 1972, is exempt from public disclosure.

Resolved: due to the confidential nature of the business to be transacted, Members of the press and public were excluded for the consideration of the following item.

22.38 Personnel Matters

The Clerk's salary was reviewed.

There being no further business the Chairman declared the meeting closed.