

ARTHURET PARISH COUNCIL

You are summoned to a meeting of the **Arthuret Parish Council** that will be held in the **Parish Council offices** on **Monday 7th October 2024 at 7pm**

Nicola Rushworth – Parish Clerk
Council Rooms
9 Esk Street
Longtown
CA6 5PU
clerk@arthuretparishcouncil.gov.uk

2nd October 2024

Nicola Rushworth

AGENDA

1	Apologies for Absence To receive apologies and approve reasons for absence
2	Declaration of Interest To receive declarations by elected and co-opted members of interests in respect of items on this agenda
3	Public Participation To receive representation from members of the public on issues relating to items on this agenda. <i>Members of the public are permitted to speak for up to 15 minutes and are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman</i>
4	LOCAL GOVERNMENT ACT 1972 – Filling of Vacancies To consider person/s expressing an interest in being co-opted to membership of the Parish Council (<i>candidate information circulated by email</i>)
5	Minutes To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on the 16 th September 2024
6	Cumberland Councillor Report To receive a report from Cumberland Councillor T Pickstone and to give an update on issues regarding Riverside Housing
7	To receive a report from representatives on other bodies 7.1 Longtown Community Centre Board of Trustees – Cllr Sir JFS Graham 7.2 Allotment Committee – Cllrs M Gunson and C Adams 7.3 Village Veg – Cllrs M Gunson and C Johanssen 7.4 CAP Initiative – Cllrs G Routledge and C Johanssen 7.5 Borderlands Project – Cllr M Gunson 7.6 Borderlands Project – Community Representative Cllr C Johanssen

8	<p>Speed Indication Devices To receive a report from Cllrs G Routledge, M Irving on the installation of the devices and to agree to the memorandum of agreement from Highways (<i>copy herewith</i>)</p>
9	<p>Riverside Lifesaving Equipment To receive an update on the lifesaving equipment</p>
10	<p>Bridge Lighting Column To receive an update on the lighting column on Longtown bridge (<i>copy herewith</i>)</p>
11	<p>Allotments To put forward and agree what the Parish Council consider to be the allotment committees' roles and responsibilities</p>
12	<p>Community Funds To discuss community pot grants To consider a grant for the lunch club that is held at the community centre To consider the funding for the senior citizen's festive lunch</p>
13	<p>External Auditor Report To consider the external auditor's report and certificate for the year ending 31st March 2024 and note there were issues raised for the council to comment on (<i>copy herewith</i>)</p>
14	<p>Reports To receive a report from the Clerk detailing what has been worked on in September (<i>copy herewith</i>) To receive a report from the RFO detailing what has been worked on in September (<i>to follow</i>)</p>
15	<p>Planning (<i>circulated prior to meeting</i>) To consider the following planning applications</p> <p>Application Ref: 24/0584 Proposal: Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0109 (Erection Of 5no. Dwellings (Reserved Matters Application Pursuant To Outline Approval 19/0325)) For Revision To Design Of Boundary Fence Location: Paddock adjacent to Scaurbank, Netherby Road, Longtown, Carlisle, CA6 5NX</p>

**AGREEMENT FOR THE ERECTION AND MAINTENANCE
OF TWO SPEED INDICATION DEVICES (SIDS) ON THE A7 AND A6071
LONGTOWN**

THIS AGREEMENT is made the _____ day of _____ 2024

BETWEEN CUMBERLAND COUNCIL of Cumbria House 117 Botchergate Carlisle CA1 1RD (“Cumberland Council”)

AND

ARTHURET PARISH COUNCIL of Arthuret Council Centre, Esk Street, Longtown, Carlisle CA6 5PU (“the Parish Council”) by the hands of Cllr Sir J FS Graham & Cllr G Routledge (“the Councillors”) duly authorised by the Parish Council of the other part

WHEREAS the Parish Council desire to place Two Speed Indication Devices (SIDS) at the locations set out in the Schedule hereto and have asked Cumberland Council as Highway Authority to consent thereto.

AND WHEREAS Cumberland Council as Highway Authority for the Highway described in the Schedule below hereto has agreed to grant such consent upon and subject to the terms and conditions following.

IT IS HEREBY AGREED AS FOLLOWS

1 Recital

The Parish Council has requested approval from Cumberland Council for it to erect and maintain the SIDS at the locations specified in the Schedule to this Agreement.

2 Maintenance

The Parish Council shall at all times maintain the SIDS in good repair and condition.

3 Non- Repair/Removal

The Parish Council shall keep the SIDS in a proper condition and state of repair and should they fail to do so after one months’ notice in writing shall be given to it by Cumberland Council specifying the damage/defects to the relevant SIDS that require repairing, then Cumberland Council shall be at liberty to remove the relevant SIDS and to recover the reasonable and proper costs of doing so from the Parish Council.

The Parish Council shall if at any time called upon in writing so to do by Cumberland Council (whether in pursuance of their powers or duties under the Highways Act 1980 or any other relevant enactment applicable to the parties hereto or further or otherwise) forthwith remove the SIDS placed by them under this agreement.

4 Standards of Workmanship

The Parish Council in carrying out works pursuant to this Agreement shall

- 4.1 Exercise all due care and diligence
- 4.2 Comply with traffic safety measures set out in the Traffic Signs Manual Chapter 8 issued by the Department of Transport.
- 4.3 Ensure that where an appropriate British Standard or Specification or British Standard Code of Practice issued by the British Standards Institution or European equivalent is current all goods used or supplied, and all workmanship shall be in accordance with that standard.
- 4.4 Comply with all statutory requirements including in particular the Health and Safety at Work Act 1974 and Regulations made under the Act any applicable EC Directive and Regulations giving to the same.

5 Indemnity

The Parish Council shall be liable for all works undertaken to this Agreement and for the condition of the SIDS indemnify Cumberland Council against all or any claims and reasonable and proper costs, losses or expenses arising from or in connection with the erection condition or maintenance of the SIDS described in the Schedule hereto.

6 Insurance

The Parish Council shall hold public liability insurance with a reputable insurance company approved by Cumberland Council in a sum not less than £5m in respect of any one claim and produce the receipt for the current premium to Cumberland Council on request.

7 The provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby expressly excluded.

IN WITNESS whereof the said parties have hereunto set their hands the day and year first before written

SIGNED by the said

.....
(Local Area Network Manager)

in the presence of:-

.....

SIGNED by the said

Cllr Sir J FS Graham (Councillor)

in the presence of:-

.....

SIGNED by the said

Cllr G Routledge (Councillor)

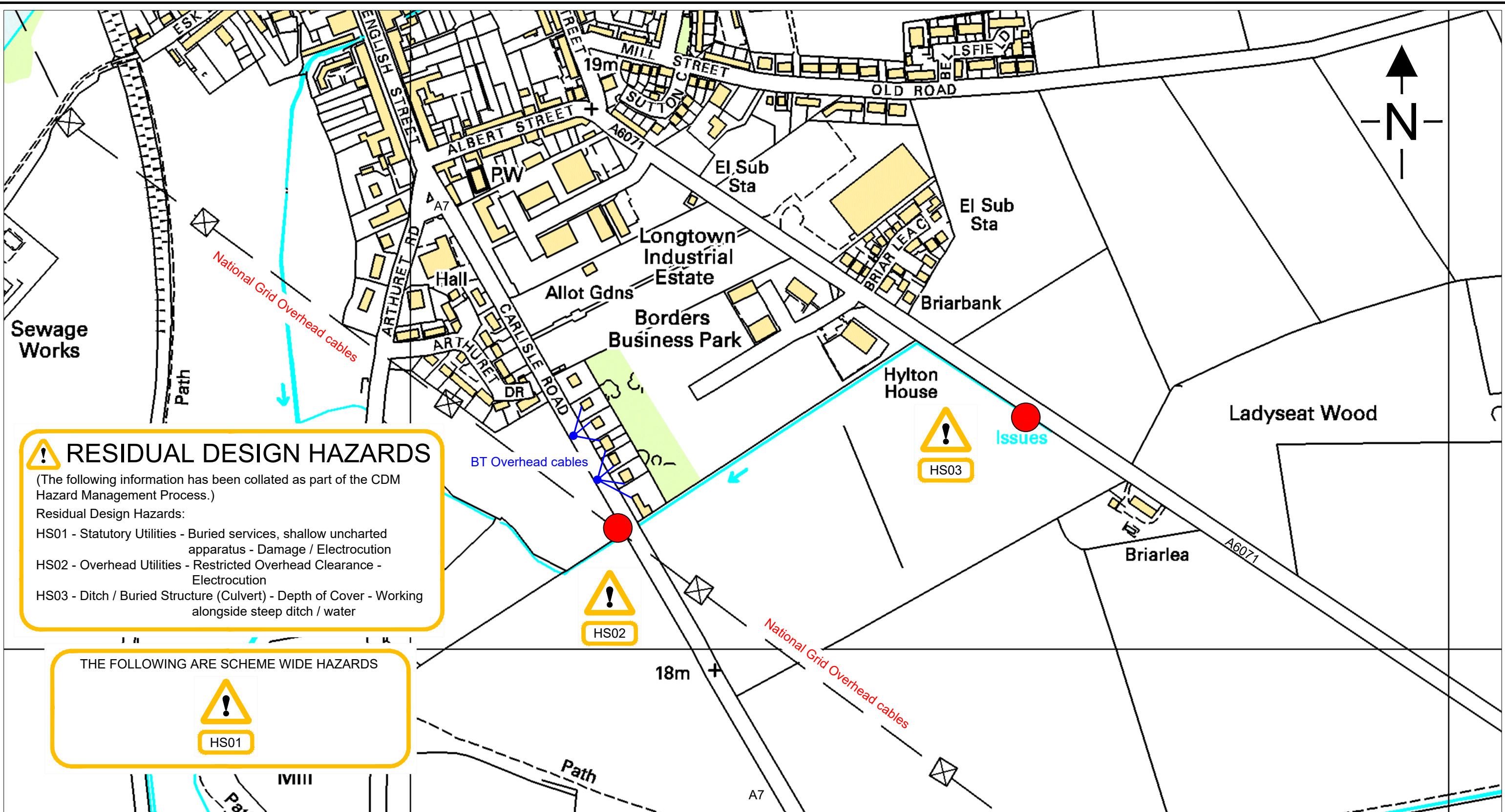
in the presence of:-

.....

SCHEDULE

Siting of the SIDS is A7 Longtown and A6071 Longtown (Location) as shown on the attached plans.

	<u>Road Number</u>	<u>Location Grid Reference</u>
SID	A7	338205 568117
SID	A6071	338608 568218



RESIDUAL DESIGN HAZARDS
 (The following information has been collated as part of the CDM Hazard Management Process.)
 Residual Design Hazards:
 HS01 - Statutory Utilities - Buried services, shallow uncharted apparatus - Damage / Electrocutation
 HS02 - Overhead Utilities - Restricted Overhead Clearance - Electrocutation
 HS03 - Ditch / Buried Structure (Culvert) - Depth of Cover - Working alongside steep ditch / water

THE FOLLOWING ARE SCHEME WIDE HAZARDS

HS01

Key:

- Red dot: Approximate location of new Speed Indication Device (SID) in the A6071 W/B & A7 N/B highway verge. Exact locations are to be agreed on site. Dependent on the location of existing underground services.
- Blue dot: Overhead BT cables.

Notes:

- The Works shall be undertaken by a competent Principal Contractor.
- Hand dug trial holes shall be undertaken to locate buried services prior to the installation of the SID's.

Rev.	Date	Description	By	Eng' Chk	Disc' Chk	App'd
P02	09/09/2024	INFORMATION	APC	-	-	-
P01	04/06/2024	INFORMATION	APC	-	-	-

Suitability	For Information	Status	S2
ARTHURET PARISH COUNCIL			
CUMBERLAND COUNCIL			

Project Title					LONGTOWN SPEED INDICATION DEVICE				
Drawing Title					A7 N/B & A6071 W/B SPEED INDICATION DEVICE LOCATION PLAN				
Scale	Drawn	Eng. Check	Approved	Authorised	Scale	Drawn	Eng. Check	Approved	Authorised
NTS	APC	-	-	-	NTS	APC	-	-	-
Original Size	Date	Date	Date	Date	Original Size	Date	Date	Date	Date
A3	27/05/2024	-	-	-	A3	27/05/2024	-	-	-
Drawing Number				Revision	Drawing Number				Revision
LONGTOWN A7 - A6071 - SID				P02	LONGTOWN A7 - A6071 - SID				S2

Bridge Lighting Column

Update from Gary Wardle

I have it pencilled in for the work next month, date tbc.

I need a copy of the minutes from the meeting when it was agreed please, legal insist to have a copy. (attached email) so it confirms the date agreed.

Kind Regards

Gary Wardle

Network Engineer (CNDR) | Highways and Transport

Once/if the minutes from the 16 September have been agreed I will send them through to Gary

Smaller Authority Name: ARTHURET PARISH COUNCIL

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for ARTHURET PARISH COUNCIL for the year ended 31 March 2024 has been completed and the accounts have been published.**
- 2 The Annual Return is available for inspection by any local government elector in the area of ARTHURET PARISH COUNCIL on application to:**

TINA ROBINSON (Responsible Financial Officer to Arthuret PC)

**9 ESK STREET
LONGTOWN
CA6 5PU**

**TEL: 01228 791739 E: apc791739@gmail.com
Inspection hours – Monday to Thursday 9.30am to 2.00pm**

- 3 Copies will be provided to any person on payment of £0 for each copy of the Annual Return**

Announcement made by TINA ROBINSON

Date of Announcement: 25th SEPTEMBER 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ARTHURST 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 2024, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
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.		✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.		✓	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
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.		✓	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***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:

24-6-2024

and recorded as minute reference:

S00-5-1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

John L. Cook
[Signature]

<http://www.arthurstparishcouncil.co.uk>

Section 2 – Accounting Statements 2023/24 for

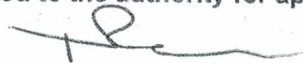
ARTHURGT PARISH COUNCIL.

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	22,004	22,004	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	62,208	71,388	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	33,330 RE-ESTATED	35,180	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	35,468	37,344	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	60,130	92,502	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	22,004 RE-ESTATED	(1,274)	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	22,004 RE-ESTATED	(1,274)	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	227,435	236,075	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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



Date

24-6-24


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

24-6-2024

as recorded in minute reference:

S00-S-2

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



Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Arthuret Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1 of the AGAR was completed as approved on 24/06/2024 with a minute reference 500.5.1. Section 2 of the AGAR was dated on the same day with a minute reference 500.5.2. The minutes found on the Parish Council's website clearly show both Sections 1 and 2 were approved at the meeting held on 24/06/2024 but recorded as minute item 491.1. As such, the minute references reflected on the AGAR are incorrect. We would expect this to be reflected in the council's response to Assertion 3 on the 2024-25 return and any future minute references to match back to the reference provided in those minutes.

A review of the Council's website, the Finance section and using the search function, has identified that the Council does not appear to have fully met the requirement of the Accounts and Audit Regulations 2015, Regulation 13 (1) which states that the final audited Annual Governance and Accountability Return should, on conclusion of the audit, be available for public access, which includes publication on the Council's website. The Council amended Section 2 of their 2022/23 return year during the 2022/23 review process however only the original version of the return is visible on the Council's website. In addition, the Notice of Conclusion included in the 2022/23 section of the website is the notice of conclusion of the 2022 review process. Therefore, it appears that the 2023 notice of conclusion has not been published as is required by regulation 16 of the Accounts and Audit Regulations 2015. The Council should bring these points into line with the regulations as soon as practically possible.

We identified during our review of the Annual Governance and Accountability Return that box 1 of the prior year column (2023) on Section 2 - Accounting Statements did not agree to the figures provided on the 2022-23 form. No explanation was provided for this amendment and the box has not been marked as 'Restated' to bring it to the attention of the reader. As the figures for the 2024 year appear to be correctly stated we do not believe this should impact the 2024-25 return.

Other matters not affecting our opinion which we draw to the attention of the authority:

On review, the council's year end reserves balance is negative. This is because one of the bank accounts contained several outstanding cheques yet to be paid out as at 31/03/2024. However, after this date the Council have informed us that they have written off £2,568.32 of older uncleared payments and had this been done before the period end then the balance would not have been negative. The Council should keep this under review and ensure that they have sufficient reserves to cover expenditure. Per Paragraph 5.33 of JPAG Practitioners' Guide, best practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid including funds which are designated for another purpose.

The Council have failed to ensure that there is a sound system of internal controls during the period which is correctly reflected on the AGAR. The Council have plans in place to resolve this and we expect to see these plans in action for 2024-25.

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The Parish Council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

 **MOORE**

External Auditor Signature



Date

20/09/2024

The following are items that have been worked on in September 2024

Plumber

There is no hot water in the council rooms. Have contacted Arthur Warwick who has been in. He is ordering a new tap for one of the WC's. The toilet is also leaking, and he will sort this

Contacts Lists

Have drawn up a contact list for office use only

Rotary Club

Have contacted the rotary club regarding the Senior Citizens Christmas Lunch

TRO's (Traffic Regulation Orders)

Have started to compile a list of road markings that we would like to be done – disabled parking bays, 30mph limits painted on roads. If there is anything you may have noticed please let me know

Correspondence from Parishioners

Dealing with 2 issues regarding overhanging trees. Blocked drains on English Street, Swan Street and Albert Street have been reported to Cumberland Highways

Paperwork

Still sorting through paperwork in the office and either refiling or disposing of it

The following documents have also been circulated: -

NALC – Newsletter x2

CALC – July and August news

CALC – Training bulletin

CALC - Launch of New Cumbria People and Nature Network Website

CALC – More investment in your communities

CALC - Polling District and Polling place review

CALC - Board Director vacancy in North Cumberland

CALC - Request for guestlist nomination 50th Anniversary Celebration at Carlisle Cathedral, Friday 4th October 2024

CALC – Community panels, one year on

CALC – A taste of Cumbria

CALC – Annual review 2024

CALC – AGM Invite

CALC - Cumberland Council Planning Policy Update & Statement of Community Involvement

Consultation 13th September 2024 - 25th October 2024 Minerals

NALC – Chief Executive Bulletin x2

CALC – Charge my street webinar

CALC - Invite to Workshops for Cumbria LNRS Mapping

Cumbria Police - September 2024 - Carlisle & Rural

NALC – Events

NALC – Job listings

CALC - Message from the Lieutenancy of Cumbria: Thank you and Remembrance

Planning Applications – x1