

# **KIRKLINTON PARISH COUNCIL**

David J Gasgarth  
Clerk to the Parish Council

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Minutes of the **Annual General Meeting** of Kirklington Parish Council held on **Tuesday 10 May 2022**.

## **ELECTION OF CHAIR AND VICE-CHAIR**

Following a request for nominations for Chairperson and Vice-Chairperson it was proposed by I Armstrong and seconded by D Allan that M Jack and Mrs M Story should continue to act in their current respective roles for the ensuing year. They both agreed.

## **APOLOGIES**

Mrs N Spedding and Councillor D Shepherd.

## **REQUESTS FOR DISPENSATIONS**

None received.

## **DECLARATION OF INTERESTS**

None received.

**MINUTES** of the Meeting held on Tuesday 22 February 2022 were approved as a correct record and duly signed by the Chairperson.

## **MATTERS ARISING**

### **(a) Play area – monthly inspections**

Weekly Inspection Sheets were issued to the next Members on the rota.

## **INCOME AND EXPENDITURE 2022/23**

The Income and Expenditure position as at 10 May 2022 compared with the approved Budget was noted.

## **PAYMENTS, SUBSCRIPTIONS AND RECEIPTS**

(a) The following payments were approved:

- (1) Insurance Premium for 2022/23 – BHIB Insurance - **£340.13**
- (2) Annual Subscription to CALC for 2022/23 - **£149.09**
- (3) The Clerk's Salary (**£669.69**) & Expenses (**£82.52**) for 2021/22

(4) Grant towards the costs of Jubilee celebrations in Smithfield Village  
(Payable to Rebeka Marston **(£375.00)**)

(b) The following receipts were noted:

(1) Precept for 2022/23 from Carlisle City Council – **£2550.00**

(2) VAT Refund for 2021/22 - **£48.30**

(c) A letter of thanks from Kirklington with Hethersgill PCC was noted.

The Chairperson asked everyone to give some thought on what improvements for the benefit of the local community the Parish Council could promote and finance.

## **FINAL OUT-TURN 2021/22 AND AUDIT FOR THE YEAR ENDING 31 MARCH 2022**

### **(1) Final Out-turn for 2021/22**

A Statement showing the final out-turn in terms of Income and Expenditure set against the approved budget was agreed.

### **(2) Annual Internal Audit Report 2021/22**

The Clerk confirmed that the Parish Council's Accounts had been audited by the Council's Internal Auditor, Mr S Alcock, who had completed and signed a Report to that effect. The Report was approved.

### **(3) Section 1 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return 2021/22 Part 2**

The statements set out in the above document were each considered in detail following which the Parish Council was able to respond to each of the statements in the affirmative. The Annual Governance Statement was approved and duly signed by the Chairperson and the Clerk to that effect.

### **(4) Section 2 'Accounting Statements 2021/22'**

The Accounting Statements based on the Final Out-turn figures were approved by the Parish Council and duly signed by the Chairperson and the Clerk as the Responsible Financial Officer.

### **(5) Certificate of Exemption**

It was agreed that the Parish Council should certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and the Chairperson and Clerk, as the Responsible Financial Officer, were authorised to sign the 'Certificate of Exemption'.

## **(6) Appointment of Internal Auditor for 2022/23**

The Parish Council agreed to give some thought on who could undertake this work in 2022/23 and let the Chairman have details on possible candidates.

## **CORRESPONDENCE**

A schedule of the correspondence received since the last meeting as set out below was noted.

**DATE OF NEXT MEETING - Tuesday 12 July 2022**

**CORRESPONDENCE** received since the last meeting.

**1. CUMBRIA ASSOCIATION OF LOCAL COUNCILS**

- County Circulars – February 2022\*
- Training opportunities\*
- Action for Health & Mental Health Provider Forum Bulletins\*
- Local Resilience Forum News\*
- Carlisle Volunteering Vacancies
- Housing & Social Justice – Moving to net zero carbon poster
- Check for flooding training and planning guidance
- NW England Coast Plan update
- Accountability and Governance Practitioners Guide
- NALC Committee dedicated to smaller parish councils
- Internal Auditor Forum
- ESOL for Mums and Babies
- News on green lanes
- Winter Warmth Funding\*
- Countryside Access – setting the record straight\*
- Star Council Awards 2022
- Refugees from Ukraine
- Cumbria in Bloom Newsletter

**2. CARLISLE CITY COUNCIL**

- City Council Meetings Minutes
- Village Halls Grant Scheme
- Draft CPCA Minutes and events
- Carlisle District Local Plan – Call for sites 2022
- Belah Community Event

**3. CUMBRIA COUNTY COUNCIL**

- Connecting Cumbria Newsletter – March 2022\*
- Parents advised to remain cautious as schools feeling the Impact of COVID

\* documents already circulated via email