

Waddington Parish Council

Clerk: Mrs Carol Baird
4 Park Avenue
Clitheroe
Lancashire
BB7 2HW
Tel: 07581 187615
Email: parishclerk@waddington.website

Local Government Act 1972 Meeting of Waddington Parish Council

Members of the Council are hereby summoned to the Parish Council Meeting to be held on



Monday 12th April 2021 at 7:30pm
C. Baird (Clerk & RFO)

This meeting will be conducted via Zoom due to the current COVID-19 pandemic restrictions. Members of the public are welcome to attend – please find the Zoom meeting link at the foot of this agenda or online at waddington.website/meetings

Agenda

Items for inclusion in the agenda should be submitted to the Clerk seven clear days before the meeting with sufficient supporting information/reports to be then sent by the Clerk to all Cllrs three clear working days before the meeting.

1.	Attendance and Apologies <i>To note attendance and to receive & approve apologies for absence</i>	Clerk
2.	Agreement on which Cllr to Chair the meeting <i>Chair to welcome Cllrs and members of the public and confirm the practice and procedure for the meeting and set time limits.</i>	
3.	Declarations of interest <i>To receive declarations of pecuniary or personal interests in matters identified in the agenda</i>	
4.	Public Participation (max 5 mins per person) <i>To adjourn and hear from members of the public wishing to speak at the meeting (non-residents of Waddington to be heard at the discretion of the Chairman)</i>	
5.	Minutes of previous Meeting <i>To resolve to confirm the Minutes of Waddington Parish Council Meeting held on 8th March 21 to be signed off by the Chairman.</i>	Doc attached Minutes 8th March
6.	Any matters arising from the minutes & NOT covered on this Agenda (resolutions closed & not requiring being on Agenda) <i>Bollards at Lower Buck Barn, Edisford Road – update</i>	Cllr Taylor
7.	Councillor Vacancies <i>To consider and interview the prospective Councillors before voting to fill the positions. Each candidate will be asked to speak for up to five minutes if there are more applicants than vacancies.</i>	All applications circulated to Cllrs
8.	Haweswater Aqueduct Resilience Programme (HARP) <i>To receive and note the update report from Cllr Taylor re HARP</i>	DT Report

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9.	Planning Applications	Docs sent
	<i>To consider any response, objections or conditions to be sought in relation to the following Planning Applications listed at Appendix A:</i>	Emails previously sent to Cllrs
10.	Planning Process	
10.1	<i>To consider and note the report relating to the planning process prepared by Cllr Sullivan and to resolve to: Accept the attendance of John Malcholc, head of RVBC planning and the RVBC Countryside Officer at the next meeting to provide an input on this council's approach to the borough planning process.</i>	Cllr Sullivan Report attached
10.2	<i>Request Cllr Sullivan contacts other parish councils to explore the work involved in a Neighbourhood Plan and</i>	
10.3	<i>Request Cllr Sullivan consults Colin Hurst at RVBC re developing the same.</i>	
11.	Monthly Financial Report and Year End March 2021	
11.1	<i>To consider and note the monthly financial report prepared and circulated by the Responsible Financial Officer (and Clerk) Carol Baird.</i>	
11.2	<i>To consider and approve the invoices for payment in the next period (and any paid under Emergency Powers since the last meeting). Invoices over £100: CiLCA course fee to SLCC £410 Zurich Insurance for y/e March 2022 £2376.40 (last year of fixed fee) Trade waste collection from Coronation gardens £210 Clerk Salary for March £358.28 Clerk Overtime for CiLCA course £418.04 HMRC Office expenditure allowance for y/e March 2022 £372 SLCC subscription for y/e March 2022 £112</i>	
11.3	<i>To consider and approve (and Chair to sign) the Governance statements for the AGAR report for accounts year end March 21</i>	Y/E March 21 accounts sent to Cllrs
11.4	<i>To consider and approve a date for the annual parish meeting for year-end accounts to be published.</i>	
12.	Council Policy and Procedure updates	Policy Docs sent to Cllrs
	<i>To consider and approve the timetable for the adoption of WPC policies for the forthcoming year (live working document)</i>	Clerk
	<i>To consider, approve and adopt the revised WPC Standing Orders for publishing on the website.</i>	Clerk
	<i>To consider, approve and adopt the WPC Code of Conduct for publishing on the website.</i>	Clerk
	<i>To consider, approve and adopt the WPC Financial Regulations for publishing on the website.</i>	Clerk
13.	Council Committee formation – Financial Committee	

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	<i>To consider, decide and vote on adoption of the attached Terms of Reference for the new Financial Committee as attached. If motion agreed, Councillors will have the opportunity to join the Financial Committee and the date of the first meeting tbc.</i>	Draft Terms of Reference attached
	<i>To consider, decide and vote on whether WPC to sign up to a subscription of Quick Books for WPC accounting software as recommended in the report attached showing several options.</i>	Clerk C Baird Report attached
14.	Waddington Brook Pollution	
	<i>To consider, decide and vote on proposals in Cllr Taylor's report concerning pollution issues with Waddington Brook.</i>	Cllr D Taylor Report attached
15.	To consider roles to be allocated for WPC Councillors/Clerk:	
	<ul style="list-style-type: none"> - Defibrillator monitoring and maintenance checks x 3 - Monitoring electricity readings and coin collection in the pavilion - Noticeboard regular checks and putting up of notices 	
16.	Best Kept Village Competition	Cllrs to discuss
	<i>To consider, decide and vote on whether or not: 1. To enter the BKVC for 2022 –or whether to enter certain categories 2. If entry agreed: to have a lead Cllr for co-ordinating the entry/clean up tidy up/weed control/village publicity/village pre-judging etc. 3. If entry agreed: to have a budget for the competition</i>	
17.	Partnership Meetings	
	<i>To receive reports from external partnership meetings which impact on the Parish area e.g., RVBC Cllr updates</i>	
18.	Matters brought forward by Cllrs & Clerk as INFORMATION only	Cllrs & Clerk
	<i>No debate, resolutions or actions should arise from this item. If necessary, items should be agenda items for the next meeting.</i>	
19.	Next Meeting dates	
	<i>To consider and approve the following dates: Draft April minutes to be circulated – by Monday 19th April Agenda items and Reports for May meeting to be submitted to Clerk – by midday Monday 3rd May for Agenda to be sent out. Next meeting to take place Monday 10th May 21 via Zoom</i>	

Zoom Meeting Link for Monday 12th April 2021: [Click Here](#)

All our Agendas, Minutes and online meeting links, together with further information about your Parish Council and its activities can be found on our website at www.waddington.website

www.waddington.website/parishcouncil

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Appendix A

Planning Applications

To consider any response in relation to the following Planning Applications:

3/2021/0260

2 Greenfern West Bradford Road Waddington BB7 3JE

Proposed demolition of an existing attached shed and construction of a new single storey extension to the rear of the house and new car port to the side of the existing garage. Applications for full consent

3/2021/0267

Shireburn Caravan Park Ltd Edisford Road Clitheroe BB7 3LB

Remove trees T2 (Scots Pine) and G1 (2 x Scots Pine) and to Prune tree T1 (Scots Pine).
Application for tree works

3/2021/0259

11 Spring Gardens Clitheroe Road Waddington BB7 3HH

Proposed single storey porch to front and single storey extension to the rear.

3/2021/0212

Cuttock Clough Farm Mill Lane Waddington Clitheroe BB7 3JJ

The application is for proposed alterations at the rear to create a new two storey extension and single storey extension including internal alterations.

3/2021/0273

Location: Holly House 13 Pinder Close Waddington BB7 3LF

Proposal: Retention of unauthorised wooden outbuilding which covers hot tub.

3/2021/0293

21 Shireburn Park Waddington Clitheroe BB7 3LB

Application for tree works

Two elder trees and a plum tree to be pruned due to being overgrown

3/2021/0310

44 Waddow Grove Waddington BB7 3JL

Proposed granny annexe to existing private dwelling.

Applications for full consent

Comments By: 22 April 2021

3/2021/0315

Thornbers Slaidburn Road

WADDINGTON BB7 3JJ

Discharge of Condition 4 (Historic building Record) of application 3/2018/0221.

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Discharge of Conditions
Comments By: 22 April 2021

3/2021/0317

Mill Farm, Mill Lane Waddington BB7 3JJ
Variation of Condition 2 (Plans) of planning application 3/2019/0293.
Proposed change of stone to render.
Variation of Condition

3/2021/0334

The Moorcock Inn Slaidburn Road Waddington BB7 3AA
Non-material amendment to planning application 3/2018/0344. Plot1 - Window added to the east elevation, chimney altered, rooflight positions altered and garage roof height altered. Plot 2 - Central dormer added to north elevation, chimney altered, rooflights added to the east and west elevation and rooflight positions altered. Plot 3 - Central dormer added to the north elevation, chimney altered and relocated to the east elevation, door relocated to the east elevation, rooflights added to the east and west elevations, rooflight positions altered, additional skylight added to the orangery and ground floor layout revised.
Non-Material amendment.

WADDINGTON PARISH COUNCIL REPORT TO THE COUNCIL

Meeting Date: Monday 12th April 2021
Title: HARP update
Submitted By: Cllr Darren Taylor

1. PURPOSE

- 1.1. To inform the Council of the developments with HARP since the last full meeting of the Parish Council on 8th March 2021.

2. ISSUES

- 2.1. The dedicated HARP section of the [waddington.website](#) has not been updated further since the last meeting.
- 2.2. No further HARP updates have been circulated by email since the last meeting other than to inform subscribers of the update meeting called by United Utilities consultation team on the 18th March 2021.
- 2.3. That meeting took place via Microsoft Teams, hosted by United Utilities and was attended by up to 25 members of the public and councillors.
- 2.4. It was anticipated, as a result of prior communication, that updates would be provided on (i) a detailed update on the traffic management plan being devised ahead of a full planning application in June 2021, (ii) an update on the position with spoil deposition at Waddington Fell Quarry and (iii) some detail on the anticipated volume of 'spoil traffic' expected to leave the compounds and travel to the quarry from each tunnel.
- 2.5. Unfortunately these three objectives were not met and the parish council and public were left wanting further information in all areas. A high level map of road widening locations, primarily along Slaidburn Road was presented but lacked sufficient detail and estimated traffic data was incomplete.
- 2.6. Representation has been sent to Unites Utilities on the outstanding issues and we await a response and additional data in all three areas.
- 2.7. The RBVC HARP planning site has a new and recent response to the scoping documents from the [Environment Agency](#).
- 2.8. The Lancashire County Council planning department have still not validated and commenced work on the Waddington Quarry planning application as it is incomplete. It is therefore not yet accessible to the public on their website and unlikely to be determined ahead of June 2021.

3. RECOMMEND THAT THE COUNCIL

- 3.1. Note the content of this update.
- 3.2. Debate any additional action to be taken by the Council at this point in time.

Councillor D. Taylor
5th April 2021

WADDINGTON PARISH COUNCIL
REPORT TO THE COUNCIL

Meeting Date: Monday 12th April 2021

Title: Process for responding to planning applications

Submitted By: Cllr Chris Sullivan

1. Purpose

- At the February meeting it was resolved to consider the response, objections or conditions in relation to Planning Applications as raised in the report by Cllr Sullivan. It was resolved that Cllr Sullivan would create a WPC Planning Committee to look at any future Waddington planning applications and would prepare any response, objections or conditions to be brought back to the next WPC meeting to be sanctioned by WPC before the response was sent to RVBC. Cllr Sullivan would prepare the following for the next WPC meeting on 12th April 21:
 - Terms of Reference for a WPC Planning Committee
 - The number of Cllrs to be invited to join

2. Progress

2.1 Councillor Sullivan has discussed the issues raised at the February meeting with John Malcholc Head of Planning Services RVBC.

2.2 There are 2 separate issues that do not need to be conflated.

- Establishing Parish Council protocols for responding to requests for comments on planning applications
- The preparation of a Neighbourhood Plan

In addition:

- there will have been 5 new councillors appointed since late 2020 so the opportunity to re-assess the approach to planning applications warrants a new debate.
- The issues raised by the HARP project are of such a scale that WPC should prioritise the HARP issues over any other planning matters.

3. RECOMMEND THAT THE COUNCIL:

3.1. Takes up the offer from John Malcholc to attend the next council meeting to outline the planning process and allow the P.C. to debate where they can best contribute to the planning application process. There is also an offer for the Countryside Officer to attend in order to discuss how ecological issues are covered in the planning process.

3.2. Councillor Sullivan contacts the Parish Councils at Longridge and Bolton-by-Bowland (which have got Neighbourhood Plans) to establish the workload involved.

3.3 Councillor Sullivan Liaises with Colin Hurst at RVBC re the process for developing a Neighbourhood Plan.

Councillor Chris Sullivan

5th April 2021

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Monthly Update

Financial Position as at 31 Mar 2021

Opening Balance on the 1st April 2020	£7,686.31
Plus 2020/2021 Total Income to date	£16,283.83
Minus 2020/2021 Total Expenditure	-£23,151.83
Recent Expenditure Over £100	(Date range 01/03/21 and 31/03/21)
Salary - additional salary work for Cilca	-£358.32
Clerk's Salary	-£358.28

Most Recent Closing Bank Balance as at 06 Apr 2021	£818.31
Less total of known Pending Transactions	£0.00
Working Balance	£818.31

Mrs Carol Baird
Responsible Financial Officer
31/03/2021

Waddington Parish Council

Year on Year Variance as at 31 Mar 2021

Clerk: Mrs Carol Baird
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Income	2018/2019	2019/2020	2020/2021	Variance	% Change	Notes - See Variance Report for full details
Allotments	£400.00	£600.00	£700.00	£100.00	16.7%	Payback of skip hire cost from former allotment holder accounts for increased income
Donations	£50.00	£0.00	£0.00	£0.00	0.0%	
Pavilion	£35.44	£15.00	£33.24	£18.24	121.6%	Increased income from coin meter collection from Pavilion
Playing Fields	£14,410.08	£0.00	£0.00	£0.00	0.0%	
Precept & Conc Func	£13,500.00	£14,740.00	£14,751.00	£11.00	0.1%	
VAT	£1,013.76	£4,440.93	£723.42	-£3,717.51	-83.7%	£3400 refund 2019/20 of VAT on playing field drainage installation in 2018/19
Misc	£0.00	£1,469.00	£76.17	-£1,392.83	-94.8%	Reduction of income due to Parish Champion grant income in 2019/2020
Total Income	£29,409.28	£21,264.93	£16,283.83			
<i>Expenditure</i>						
Audit (Int/Ext)	£0.00	£0.00	-£60.00	-£60.00	100.0%	Change of cost codes 2020/21 - Internal auditor cost now recorded separately
Allotments	-£651.91	-£388.02	-£992.44	-£604.42	60.9%	Increase due to up front cost of skip hire, being reimbursed.
Best Kept Village Comp	-£25.00	-£60.00	£0.00	£60.00	0.0%	
Coronation Gardens	£0.00	£0.00	-£710.20	-£710.20	100.0%	£500 WPC grant. £210.20 RVBC waste collection now allocated to this category
Donations	-£347.00	-£275.00	-£777.00	-£502.00	64.6%	Includes: CAB £150, St Helens £200, British Legion £150, Waddow View floodgate £265
Defib	£0.00	-£96.00	-£399.89	-£303.89	76.0%	Replacement defib battery cost - to be budgeted for once every four years going forward
Information Technology	£0.00	£0.00	-£538.61	-£538.61	100.0%	IT security upgrade, Zoom hosting. New screen monitor/keyboard, Mapping online.
Insurance	-£2,436.82	-£571.17	-£2,315.85	-£1,744.68	75.3%	Timing of insurance invoices across years - no change in overall cost as fixed cost 5 yrs
Maintenance	-£4,488.00	-£6,642.83	-£6,729.24	-£86.41	1.3%	
Misc	£0.00	£0.00	-£91.40	-£91.40	100.0%	Repair of flower basket after accident - this was subsequently refunded by driver's co.
Office	-£556.61	-£684.76	-£929.00	-£244.24	26.3%	Increase in printing costs, started library of Council books, archive storage
Parish Questionnaire	-£445.05	-£131.75	£0.00	£131.75	0.0%	
Pavilion	-£260.76	£0.00	-£609.68	-£609.68	100.0%	Repairs to roof. Pavilion electricity and water costs now allocated to this cost code.
Playground	£0.00	-£99.00	-£99.00	£0.00	0.0%	
Playing Fields	-£23,600.97	-£414.22	-£1,510.13	-£1,095.91	72.6%	RVBC grass cutting now allocated to the playing field cost code. New knee railing.
Professional Costs	£0.00	£0.00	-£670.95	-£670.95	100.0%	Cost of LALC subscription, and cost of CiLCA professional clerks qualification
Salary	-£3,938.76	-£3,722.76	-£6,103.94	-£2,381.18	39.0%	Backpay to former Clerk and cost of current Clerk overtime to do CiLCA course
SPID	£0.00	£0.00	£0.00	£0.00	0.0%	
VAT	£0.00	-£3,401.68	£0.00	£3,401.68	0.0%	
Website	-£424.20	-£301.20	-£237.60	£63.60	-26.8%	Reduction in cost as moved hosting to new host and secured free website development.
Xmas	-£223.07	-£353.49	-£376.90	-£23.41	6.2%	
Total Expenditure	-£37,398.15	-£17,141.88	-£23,151.83			
Profit/Loss	-£7,988.87	£4,123.05	-£6,868.00			
Brought Forward	£11,552.13	£3,563.26	£7,686.31			
Carried Forward	£3,563.26	£7,686.31	£818.31			

Mrs Carol Baird
 Responsible Financial Officer
 31/03/2021

LO 3 A CiLCA qualified officer can identify a council's core documents and policies.**TIMETABLE - List of policies for Waddington Parish Council (WPC):**

Document/policy	Current or draft	Legal reference if applicable	Date of approval ¹ WPC meeting in: ²	Date of review ³ WPC meeting in:
APRIL 21				
Standing orders	Current	Local Government Act, 1972 Schedule 12	April 2021	April 2025
Code of Conduct	Current	Localism Act 2011 ⁴	April 2021	April 2022
Financial Regulations	Current	Local Government Act 1972	April 2021	April 2025
MAY				
Publication scheme	Current	Freedom of Information Act 2000 ⁵	May 2021	May 2022
Employment policies	Draft		May 2021	May 2022
Disciplinary and Grievance	Draft	Employment Rights Act 1996 ⁶	May 2021	May 2022
Complaint's policy	Draft	Trade Union and Labour Relations Act ⁷	May 2021	May 2022
GDPR policy	Draft	Freedom of Information Act 2000 ⁸	May 2021	May 2022
JUNE				
Equality policy	Draft		June 2021	June 2022
Grant Awarding policy	Draft		June 2021	June 2022
JULY				

¹ Some of these Waddington Parish Council (WPC) policies are currently in draft form so this is the date where they will be **approved and adopted for the first time**. They will be sent to Councillors the week before the meeting with the Agenda. This method ensures the policy can be thoroughly read by Cllrs before the meeting and then at the meeting they can vote on any amendments. There are some Councillors on WPC for whom the reading of policies on the laptop screen is difficult. Those Councillors will be provided with paper copies of the policies.

² **The WPC meetings are usually on the second Monday of the month**, but for ease the month only has been given as it saves working out what date the meeting will be in future years eg the Standing Orders policy is only reviewed once every four years; next date for review 2025.

³ Unless **NALC updates sooner** and WPC would review current policy asap thereafter.

⁴ **Arnold-Baker on Local Council Administration** by Paul Clayden point 7.9 states: The power conferred by the Local Government Act 2000 on the Secretary of State to prescribe principles and codes of conduct for councillors was abolished by the **Localism Act 2011**. The 2011 Act requires every council to adopt a code of conduct. Parish Councils may adopt the code of the principal authority within the area of which it lies.

⁵ **Arnold-Baker on Local Council Administration** by Paul Clayden point 11.8 on the **Freedom of Information Act 2000, s19: Every local council and parish meeting must prepare and regularly review a publication scheme for the information it holds which is available for public inspection.**

⁶ **Arnold-Baker on Local Council Administration** by Paul Clayden point 9.35 on the **Employment Rights Act 1996** and other newer Acts all cover employment issues: Employment Relations Act 1999, Employment Act 2002, Employment Relations Act 2004, and the Employment Act 2008.

⁷ **Arnold-Baker on Local Council Administration** by Paul Clayden point 9.2 on the Trade Union and Labour relations Act.

⁸ **Arnold-Baker on Local Council Administration** by Paul Clayden point 11.8 on the **Freedom of Information Act 2000, s19: Every local council and parish meeting must prepare and regularly review a publication scheme for the information it holds which is available for public inspection.**

Volunteer policy	Draft		July 2022	July 2022
SEPTEMBER				
Press and Media policy	Draft		Sept. 2021	Sept. 2022
OCTOBER				
Risk Management	Draft		October 2021	October 2022
Health and Safety	Draft	Health and Safety at Work Act 1974 ⁹	October 2021	October 2022
JANUARY				
Asset register	Current		January 2022	January 2023
Marquee Hire	Current	Not applicable	January 2022	January 2023

⁹ **Arnold-Baker on Local Council Administration** by Paul Clayden point 9.34 on the **Health and Safety at work etc Act, s2** states that *a local council which employs more than five people must produce a written health and safety statement of policy*. Although WPC has only one employee; the Clerk/RFO it has a written health and safety policy.

Waddington Parish Council

Finance Committee - Terms of Reference

1. Delegation

1.1 Waddington Parish Council resolved to implement a Finance Committee at its meeting held on 8th March 2021 with the intention of providing improved budgeting and greater scrutiny and governance of spending. These Terms of Reference will determine the conduct of that Committee.

1.2 Waddington Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

2.1 The Committee shall consist of three Councillors and the Responsible Financial Officer.

2.2 The quorum of the Finance Committee will be three Members.

2.3 The initial membership shall be Councillors Taylor, Bolton and [to be appointed on new members joining 12th April 2021].

3. Procedures

3.1 The Committee will operate within Waddington Parish Council's Standing Orders, Financial Regulations, The Joint Panel on Accountability and Governance (JPAG) Practitioners Guide and Local Government Law.

3.2 At the Annual Parish Council Meeting of Waddington Parish Council the Council shall confirm the membership of this committee.

3.3 A Chairman for the Committee will be elected at the first meeting of the Committee each year.

3.4 The Committee will submit all its minutes of meetings to the next appropriate meeting of Waddington Parish Council.

3.5 The Committee will make recommendations to Full Council on the budget requirements and precept demand each January.

3.6 The Committee has delegated authority to make the decision on any urgent payment of debt that cannot otherwise be met within the schedule of Full Council Meetings.

3.7 The Parish Clerk will provide administrative support for the Committee.

4. Meeting Dates

4.1 A minimum of two meetings will be held each year.

4.2 The schedule of meetings shall be agreed by the Committee members to best deliver their responsibilities as outlined below.

5. Committee Functions

The Committee shall:

5.1 Provide support, oversight and technical advice to the Responsible Financial Officer in the delivery of their responsibilities.

5.2 Provide dual signatory function for all transactions and payments.

5.3 Ensure transparency in the conduct of accounting processes through regular reporting to the full council members.

5.4 Advise the Council on the financial aspects of the Council and proactively seek external funding opportunities to support projects and enhancements to the village.

5.5 Consider the annual and supplementary estimates of budget and make appropriate recommendations on forecasting and budget allocation to the Council;

5.6 Recommend the precept requirement to Waddington Parish Council for approval.

5.7 Carry out financial investigations and request relevant supporting documents and evidence when appropriate.

5.8 Ensure that the Parish Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and the Council's adopted Financial Regulations.

5.9 Review the level of Reserve budget against planned projects and known future expenditure and be in a position to justify levels of reserve at year end.

5.10 Be empowered only to consider and make decisions at any scheduled Meeting of the Committee on any matters which in the opinion of the Chairman of the Committee after consultation with the Clerk are of an urgent nature and where it is considered that it is in the interests of the Council to take action before the next ordinary meeting of the Council.

AGENDA ITEM 12TH APRIL 2021 - REPORT TO WADDINGTON PARISH COUNCIL FROM CLERK
(LO 2 CILCA coursework - A CILCA qualified officer can carry out research and make recommendations.)

Report to investigate and recommend the most appropriate financial reporting package(s) for adoption by Waddington Parish Council (WPC).

Introduction and background

WPC currently has an inadequate accounting system which is unable to work effectively to help the Responsible Financial Officer conduct the most basic tasks necessary for the job role. The current system uses a basic spreadsheet with every item manually inputted from the bank statement every month. There is no standard reporting format for each WPC meeting, and the year-end is prepared through a time-consuming, manually inputted, process with no adequate software for it to be automatically processed. The same is true for the VAT return. There is also no appropriate system for budgeting or for calculating the precept. The WPC unnecessarily employs the services of an accountant to carry out a basic payroll function for one employee.

WPC seeks to investigate the best financial software package(s) to enable the following:

Bank Reconciliation

- Automatic Bank reconciliation from the internet banking statement
- Cost codes to be allocated per transaction to enable year end analysis per cost code.
- Clear credit and debit transactions highlighted
- Notification if the expenditure is over £100
- Notification of pending transactions

Budget

- Budgeted amounts per category cost code
- An analysis at a defined date to report actual spending against budget
- Percentage of spending made per allocated budget for the year
- Allocation of Reserve Budget categories and monitoring for planned and reoccurring projects.

VAT

- A report to calculate current VAT amount (20 percent) to be reclaimed from the total purchase cost
- Supplier VAT reference number
- Making Tax Digital integration to facilitate digital VAT claims

Income and Expenditure

- Cloud based electronic access to accounts to enable access, review and governance by the newly created Finance Committee and all councillors when requested
- A report showing Income and Expenditure per category cost code along with a category balance showing income/expenditure to date

- A detailed breakdown report per category to date showing details of the income/expenditure
- Electronic receipt and invoice storage and retrieval to facilitate access by councillors and auditors for greater governance of public funds
- Electronic invoice creation for services provided such as rent and equipment hire

Payroll

- Making Tax Digital integration – payroll function to electronically submit employer and employee PAYE, NI payments to HMRC. Creation of payslip and P60's.
- Provision of employer pension contribution payment function

Reporting

- The ability to customise and produce a range of reports based on the data automatically entered through bank reconciliation and collected by the RPO during the financial quarters including;
- A one-page report to be sent to all Councillors ahead of each monthly meeting with the key financial points for the year to date. It would show the current financial position, expenditure/income for the previous month of note over £100 and the details of expenditure needing to be made over £100 for approval by WPC.

Research conducted

Several sources were used in the research of the most appropriate financial software package for WPC; Expert's recommendations, website searches, You Tube videos of financial software options, demonstration and training about the Scribe professional financial system, Quick Books internet banking accounting system and working with an Excel spreadsheet professional to create a bespoke accounting spreadsheet system.

- **Expert's recommendations** – from emailing and speaking to colleagues on the CiLCA course and tutors. All these Clerks are called experts as they are doing the same job on a daily basis and use some form of accounting software. Approximately half used their own bespoke spreadsheets and the other half subscribed to a package called Scribe. I decided to reduce the options explored in more detail to two dedicated accounting software products.
- **Scribe** – many hours were spent investigating this option including watching the You Tube tutorials how the system works and speaking with the Scribe marketing manager about the positives and negatives of the package.
The **positives** included a dedicated customer service manager to answer any questions, access to training packages for specific topics (and I attended one of these about year-end to assess its quality) and an automated system for producing several reports when the data has been inputted into the system.
The **negatives** are that the basic financial accounting system is only as good as the data which is inputted into it – and the data has to be inputted manually rather than electronically, directly from the internet banking statement. The other main negative is that Scribe is quite costly – a set up cost of £197 and then a monthly cost of £24 per month. After negotiating, this cost was reduced to £19 per month and the set-up cost was waived. There is no payroll function in the software.

- **Quick Books** – as a global small business accounting tool, the software functionality is comprehensive and meets all the requirements detailed above.
- The key **positives** are that it is cloud based, effective on both mobile and desktop versions. Banking reconciliation with a range of UK banks is automated and the software suggests matches with existing/planned entries. VAT and payroll are Making Tax Digital compliant and submissions to HMRC are automated. A comprehensive set of reports are provided by default and can be customised. The cost is comparable with the UK based Scribe software at £24 per month with a discount on this for the first four months. Support, FAQ and forum help environments are well established and free. There is also a wealth of YouTube training available.
- The **negatives** are that the users accessing the software would be limited to three on this price plan. This is offset by a scheduled and automated reporting function that could send out key reports by email to Councillors each month/quarter. Functionality is extensive and can initially be daunting until configured to match local needs, it would not be as focussed on Parish Council matters as Scribe but instead follows standard business accounting practices and have more potential for ease of use and governance, including remote read-only access by auditors.

Summary of Findings

Following the research of the benefits and drawbacks of each option outlined above, WPC would be best served by either (i) developing its own bespoke spreadsheet with an Excel spreadsheet professional or (ii) subscribing to the Quick Books accounting package.

Recommendations for WPC Councillors to vote on at the 12th April 21 meeting

1. For WPC to adopt a bespoke spreadsheet for use in its financial reporting.

The attached spreadsheet has been developed by a new WPC Councillor whom had worked to develop bespoke Excel spreadsheets in his former profession. He volunteered to work with me (the Clerk and RFO) to develop a bespoke spreadsheet for WPC. This is attached and is populated with the figures for the year end March 2021. This spreadsheet has been developed at no cost to WPC. It fulfils many of the requirements on page 1 of this report which were being sought in an accounting package. This could not be found in the accounting packages researched so a bespoke one was created and could be used in conjunction with a free HMRC approved Payroll software solution to avoid the payment of £170pa for the function to be done by an accountant. There is a risk that this spreadsheet may become redundant should the Councillor move on due to the complex hidden formula used therein.

2. For WPC to subscribe to the Quick Books accounting package.

The use of Quick Books would add the following to the new WPC spreadsheet system outlined at option 1

- Resilience against change of staffing
- Automated bank reconciliation with matching function

- Payroll function with automatic HMRC submissions for PAYE, NI and Pension
- Cloud based, accessible by three users with full audit function on their activities
- Automated email reports sent to all councillors
- Automated planned and forecasted cash flow function
- Remote access by auditor and accountant if required to familiar accounting software
- Free UK phone and online chat support
- Further details can be found online [here](#)

The cost of the subscription is £24 per month with a current offer to reduce the first four months to £9 a month.

Carol Baird

Clerk & RFO

Waddington Parish Council

WADDINGTON PARISH COUNCIL REPORT TO THE COUNCIL

Meeting Date: Monday 12th April 2021
Title: Waddington Brook Pollution
Submitted By: Cllr Darren Taylor

1. PURPOSE

- 1.1. To inform the Council of a number of events that have caused pollution to Waddington Brook in recent months and propose action to raise awareness of the issue to improve the quality of our primary watercourse.

2. ISSUES

- 2.1. During recent work to survey Waddington Brook for flood mitigation activity, it has come to light that there are several local sources of pollution significantly affecting this watercourse.
- 2.2. Without intervention from this council or other partner agencies, this pollution is likely to continue to the detriment of public health and wildlife.
- 2.3. Through lockdown, identified pollution events have included the following incidents;
 - A drainage misconnection from a household that resulted in raw sewage entering the brook for the past two years (now rectified).
 - An excavator digging out the river bed/bank during spawning season.
 - Builders waste being dumped in the brook at various locations.
 - Hydrochloric acid being used on private driveways and rinsed into the brook.
 - Excessive sediment run-off from a local building site and farmland.
 - Car valeting and wheelie bin cleaning fluids being rinsed into the brook.
 - Fireplace ashes and green garden waste being thrown into the brook.
- 2.4. Examination of publicly available fish density survey information obtained by the River Ribble Trust reveals that the grade attributed to brown trout and Atlantic salmon population in our Brook has fallen dramatically in the past five years from grade A (Excellent) to grade E (Very Poor) and F (No Fish Present). Whilst the water quality at one test site close to the River Ribble has been considered high during annual sampling, aquatic life is not extending to our brook upstream with just two of the ten species of fish present by the Ribble making it upstream of the village centre.
- 2.5. During a recent site meeting with the Environment Agency, their enforcement team identified that they were eager to receive such reports for positive action on the national incident hotline 0800 60 70 80 citing the

last significant pollution of the river reported which killed large numbers of fish and aquatic life was during 2017. However in the short term I recommend a communications strategy to raise awareness in the community of the negative impact of such actions.

- 2.6. I propose that the council considers a communications strategy comprising of (i) the current state of health of the brook (ii) general tips on what all residents can do to help improve the situation (iii) an offer to conduct free misconnection surveys (iv) personalised messages for specific incursions (v) encouraging monitoring and reporting and (vi) reporting activity to EA where considered serious enough.
 - 2.7. This could be achieved through a dedicated website page, social media, leafleting to residential and business properties along the brook and based on content similar to this <https://ribbletrust.org.uk/wp-content/uploads/2015/01/Water-Friendly-Homes-Good-Practice-Guide.pdf>
 - 2.8. The brook is a key environmental asset to the parish, running four miles from its source on the fell to the River Ribble and all efforts should be made to deter intentional and unintentional pollution of the watercourse for future generations.
 - 2.9. Cost of implementation is expected to be below £50 for printing should a supply of pre-printed leaflets or alternate funding not be secured as a result of continued liaison with partners.
3. RECOMMEND THAT THE COUNCIL
- 3.1. Note the content of this report.
 - 3.2. Debate options for short term action and communication of the issue to residents.
 - 3.3. Resolve to support such an initiative long term.

Councillor D. Taylor

5th April 2021