

**Simonstone Parish Council**  
**Parish Council Meeting**  
**to be held on 11<sup>th</sup> February 2016**  
**in the Old School, School Lane, Simonstone**  
**at 7.00pm**  
**Agenda**

**Apologies – Coun Shaw**

- 16/19. Minutes of the meeting held on 14<sup>th</sup> January 2016** for approval.
- 16/20. Declaration of interests.** ,
- 16/21. Public Participation.** (open forum on any village matter to last no more than 15 mins. 3 mins per speaker).
- 16/22. Decision items;**
- a. **Defibrillators.** The owners of the suggested site have been approached and are considering the Parish Councils request and have yet to respond.
  - b. **Commemorative Bench** has arrived and is to be installed in the Parish Garden
  - c. **Housing for the Elderly** Awaiting response from the land owner's agent.
  - d. **Footpath closure** – Awaiting a response from the land owner.
- 16/23. Community activities -**
- a. **Working party report**
    - i Parish Walk from the Parish Garden at 2pm on 30th April on the 1643 Battle of Red Bridge.
    - ii 20th May Play Starts at 700pm;can we use from 600pm
    - iii 5th June Civic Sunday
    - iv 3rd December from lunchtime for Parish Christmas Even

**Matters raised by members**

- b. **Coun Peat** – Highway blocked road gullies A671 reported to LCC
  - c. **Coun Hodbod – Garden Competition 2016**
  - d. **Jayne Shaw** – Highways Gullies and Manhole faults to be reported
- 16/24. Correspondence items of concern.**
- 16/25. Reports Chairman. Matters for consideration.**
- a. **Coun Meloy – Martholme Greenway –**
  - b. **Consultation on the County Cut backs**
- 16/26. RVBC**
- a. **Parish Liaison Meeting of RV Parishes was held to discuss the**
    - i **War Memorials Trust**
    - ii **Community Land Trust**
    - iii **Update on Bus Service Provision**
  - b. **Lunch Clubs meeting 26<sup>th</sup> February 10am Clitheroe Council Chamber.**
  - c. **Planning Applications –**

<b>Application number</b> <b>3/2016/0040</b> 15/01/2016	<b>Officer:</b> John Macholc 01200414502	<b>Grid Reference</b> 377450 433358
<b>Address</b>	Calder Vale Park Simonstone Lane Simonstone BB12 7ND	
<b>Proposal</b>	Redevelopment of site of infilled lagoons with erection of new investment casting foundry and staff sports hall building with associated access, parking provision and landscaping. Applications for full consent.	
<b>Parish Council</b>		

<b>Application number</b> <b>3/2016/0063</b> 11/01/2016	<b>Officer :</b> Colin Sharpe 01200414500	<b>Grid Reference</b> 377489 435260
<b>Address</b>	Land opposite Foxhill House Whins Lane Simonstone Lancashire	
<b>Proposal</b>	Discharge of condition(s) 3 (materials), 4 (trees), 5 (landscaping), and 6 (non-native species removal) of planning permission 3/2012/0789. Discharge of Conditions	
<b>Parish Council</b>		

<b>Application number</b> <b>3/2016/0034</b>	<b>Officer :</b> Robert Major	<b>Grid Reference</b>
<b>Address</b>	Land adjacent to 2 Harewood Avenue Simonstone BB12 7JB	
<b>Proposal</b>	Erection of one new dwelling house	
<b>Parish Council</b>		

<b>Application number</b> <b>3/2015/0906</b>	<b>Officer :</b> Robert Major	<b>Grid Reference</b> 377104 434586
<b>Address</b>	Land adjacent to Time Business Park,	
<b>Proposal</b>	Proposed Business Park comprising of 18 industrial units for b2 general industry and B1 (offices and light industry)	
<b>Parish Council</b>		

**16/27. LALC –**

- a. **Finance Audit changes** -there will be a requirement of the completion of the annual return not as stated previously **see attached.**

**16/28. CPRE**

- a. **Planning Training Event** – 15th March 2016 County Hall

**16/29. Accounts to be paid .**

i	<b>Cyan</b>	<b>Commemorative Bench</b>	<b>£353.99</b>
ii	<b>Duncan Armstrong</b>		
	0.	<b>Signpost refurbishment</b>	<b>£370.50</b>
	1.	<b>Maintenance Sign post</b>	<b>£48.92</b>
iii	<b>Higher Trapp</b>	<b>meeting expenses</b>	<b>£6.75</b>

**16/30. Village Halls Association**

- a.  
b. Neighbour – Offer of funding for Parish Council Schemes

**16/31. British Red Cross Referral Scheme See Below****16/32. Borough Councillors report.**

**16/33.** Matters for consideration at future meetings.

**16/34.** Matters for reporting to the appropriate authorities.

**16/35.** Next Parish Council meeting 10<sup>th</sup> March 2016.at 7pm.

**INFORMATION ITEMS (no decisions incurring finance may be taken on these items)**

1. **RVBC.** Minutes December 2015.Planning Meetings Agenda for the meeting on 12<sup>th</sup> November 2015,
2. Planning meeting 14<sup>th</sup> January and 11<sup>th</sup> February.
3. Parish Liaison meeting 11<sup>th</sup> February

**I R Hirst  
Parish Clerk.**

**Report of the Community Working Group meeting held 3<sup>rd</sup> February 2016**

The English civil war walk, 1642, will take place on the 30 April 2016 at 2pm. It will start at the parish Garden and will follow the old medieval road (which the Roundheads would have followed) it then deviates past colonel Nowell's Read Hall and arrives at the battle site at Old Read Bridge, where we can see the original 17 century corn mill site, the smithy cottage and the old packhorse bridge site. This will be advertised in the village directory local papers, notice boards, website, leaflet drop.

David will contact the village directory , local papers , notice boards  
Jeff to update website and promote through Facebook.

There is a Play booked on 20th May 2016, "Peter Macqueen The Professor of Adventure". Posters and tickets will be available in 2/3 weeks from the spot on company, Roger will bring these to next parish meeting.

Tickets will be given to the stork hotel and the library to sell, Susan will take these.  
The play will be advertised on the leaflets with counsellors' mobile number's will be on the leaflets so potential customers can phone and arrange delivery of their tickets.

Jeff has approached the local scout leader, they would be interested in doing the play catering in order to gain badges. Jeff will contact the team leader to make sure they are insured and are willing to purchase all the beverages (bin bags, washing up liquid coffee cups plates biscuits). Jeff will arrange with the scout leader a date to gain access to the hall kitchens. It was discussed that the council would pay for the beverages via invoice. The scout group then would charge for drinks any profits would remain with the scout group.

David will make sure the room has been booked for the play. He will also contact the Burnley mountaineers group and they will sell tickets. David has been in contact with a local resident who thinks they may be interested in the play due to its content.  
Roger will liaise with spot on and confirm lay out of hall.

A leaflet drop would be done on all houses in Simonstone, this will be advertised the walk and play. Susan to ask Jayne to design leaflets to advertise the play and give details of the dates, including where and how to purchase tickets. Phone numbers will be on the leaflets, which co counsellors are willing to delivery and who will sell tickets. The leaflet will also advertise the English civil war walk, this will also be on the parish website and Facebook page.

Susan suggested to hire a coach and take local resident to a local theatre with a meal, September/October, the coach would be paid for by council. Susan will find out what shows are on at that time, any package deals available will be discussed at the next parish meeting.

Christmas get together.

We will see how well it works with the scout group catering the play and if it works to suggest they cater the Christmas get together with light refreshments. Trays of ready made sandwiches bought from Costco or other local companies. If it didn't work we would need to look at arrangements for the Christmas get together again and this will need to be discussed at the next parish council meeting.

The Parish Council Liaison Committee, at its meeting on 28th January, passed a resolution noting their extreme concern in relation to the termination of bus services during and prior to the conclusion of the formal consultation process, bringing the process into disrepute.

An ePetition has been raised on the LCC web site

<http://council.lancashire.gov.uk/mgEPetitionDisplay.aspx?ID=117&RPID=8112558&HPI D=8112558>

***We the undersigned petition the county council to vote  
against the proposed cuts to bus subsidies across Lancashire***

*The blanket cut to all bus subsidies would impact on rural communities across the county. People use the buses to get to their places of work or education, get to appointments, go shopping, visit friends or relatives, socialise or go about their daily lives.*

I would ask that you request your fellow Parish Councillors, your Constituents, your friends and families to sign the petition as a matter of urgency, in order to let LCC know how we all feel about the proposed cuts, in time for the decision by LCC on Thursday 11th February.

Please feel free to distribute this email as appropriate.

David Hudson  
Chair - Save our Buses Ribchester

**Smaller Authorities' Audit Appointments Limited**

Dear Colleague

**The future of External Audit for Smaller Authorities – Update one**

As you will be aware, the Audit Commission ceased to exist on the 1 April 2015 and a new company – Smaller Authorities' Audit Appointments Ltd - has been created this week to take over the appointment of **external** auditors and the setting of audit fees for smaller authorities from 2017.

This Company was set up on behalf of the Department for Communities and Local Government by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA).

The Company's three independent Directors are: Mike Attenborough-Cox (Chairman), Elizabeth Peers and Martin McNeill

Mike is a qualified accountant and internal auditor, and was a partner at Mazars LLP for 13 years. He has extensive experience of working with public sector organisations, having been appointed UK national public services partner at Mazars in 2001. He is also Chair of the Joint Audit Committee of the Police and Crime Commissioner and Chief Constable for Hampshire; and a member of the Audit and Risk Committee of the Foreign and Commonwealth Office.

Lizzie Peers is a qualified chartered public finance accountant, with over 20 years' experience as a senior public sector external auditor, having worked for the Audit Commission and more recently for Ernst & Young LLP. She currently sits on the board of two NHS trusts as a non-executive director and lectures at the University of Portsmouth on corporate governance

Martin McNeill is currently Clerk to the Governors and Company Secretary at Morley College London, having previously held a similar position at Bicton College in Devon. Prior to that he worked with the Audit Commission for 20 years, including four years as the Commission's Director of Management Services.

The Board also includes three Member Directors, who currently are: Peter Bateson, Company Secretary, ADA; Steve Alison, Head of Finance, SLCC; and Jonathan Owen, Chief Executive of NALC.

This company will formally appoint external auditors on your behalf, very much as the Audit Commission did previously, for a five year period from the financial year 2017/18. This will happen automatically unless your Council/Board decides to opt out and set up an independent Audit Panel to procure external audit itself. Guidance on setting up an auditor panel can be found here <http://www.cipfa.org/policy-and-guidance/publications/g/guide-to-auditor-panels-pdf> Smaller Authorities' Audit Appointments Limited

16/29a

**FACTSHEET - PROCUREMENT OF AUDIT FOR SMALLER AUTHORITIES**

Auditing procedures for smaller authorities continue as before, but the procurement process will change from 2017.

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own. We intend to call this procurement body the Smaller Authority Audit Appointments Limited.

This letter sets out how the new arrangements will work, what the new body will do, what it will offer to smaller authorities, and how you can opt out of having an auditor appointed to you and what you will then need to do.

Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact in such a case.

**Background**

The National Association of Local Councils (NALC) is working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a 'sector led body' to procure audit for smaller authorities for the 2017/18 financial year. The new body will be responsible for procuring audit services for smaller authorities – this is all parish and town councils and internal drainage boards with an income of less than £6.5m – and for the management of these audit contracts for a period of five years.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally.

The Smaller Authority Regulations<sup>1</sup> enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

<sup>1</sup> The Local Audit (Smaller Authorities) Regulations 2015 <http://www.legislation.gov.uk/ukdsi/2015/9780111126103>

Audit of smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment. 2

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests.

One important change is that from 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit.

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### **About the Sector-Led Body (SLB)**

As previously stated, NALC, SLCC and ADA are currently working together to set up a 'sector led body' to procure audit for smaller authorities for the start of the 2017/18 financial year. This process is being supported and funded by DCLG.

As was the case with the former Audit Commission, the running costs of the new body will be funded from the audit fees charged to smaller authorities.

The board of the new body will comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support will be provided by NALC. The new body will have a Memorandum of Understanding with DCLG, who will have optional observer status, and who will also review and monitor progress and quality of SLB work.

The SLB will appoint auditors for **all those smaller authorities 'opted in' to the new arrangements.**

A tender process (compliant with European rules and regulations) will be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts; this will include specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG.

The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally. 3

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

Those smaller authorities who wish to participate in the SLB do not need to do anything as all smaller authorities are automatically opted in to the new body and will have an auditor procured for them.

This is aimed at helping the transition to new arrangements in 2017 to be as seamless as possible and with no disruption to your audit arrangements.

### **How to opt out of the new arrangements**

However your council is entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council, and as such every council who is eligible to opt-out needs to actually formally consider if they are going to.

If you wish to opt out of the Sector Led Body Audit procurement you must email [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London  
WC1B 3LD

by 31 January 2016 (if you do not do so by that date the next chance to opt out will be in five years time)

All authorities who wish to opt out must make their own arrangements with auditors, which will include but is not limited to the following:



- establishing an Auditor Panel;
- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the SLB with the contact details of your auditor.

Smaller authorities who 'opt out' but fail to appoint an auditor by the deadline will have an auditor appointed for them, as the appointment of an auditor is a legal requirement. Such an appointment may be at a considerably higher cost as the savings from the bulk procurement of auditors may not be available and there will be additional administrative charges.

A small fee will be charged for this to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. These authorities may 'opt out' but will still have to appoint auditors and meet the requirements set out above and it is highly likely this will be a far more expensive option. 4 National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities. **If you wish to opt out of the Sector Led Body Audit procurement you must let us know by 31 January 2016 by emailing [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:**

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London  
WC1B 3LD

It would be prudent of you to consider in your budget discussion funding to meet either the costs of audit if you are a council above £25,000 turnover, or the fee to access a an auditor from the Sector Led Body if you are a smaller council. The previous audit costs were negotiated several years ago and included some cross subsidy from larger councils so your costs in future years may increase. The one-off SLB fee is estimated to be less than £100, however this may be subject to change as the SLB is set up.

<b>Timetable</b> SLB Chair and Board (Independent) roles advertised	Oct 2015
SLB set up as a corporate entity	Nov 2015
SLB Board in place	Nov 2015
Specification of Auditor procurement requirements start	Nov 2015
Local Authorities written to and informed of options	Nov 2015
Smaller authorities opt out of arrangements deadline.	End Jan 2015
Specification of auditor requirements	End 2015
Procurement of auditor services starts	Start 2016
Auditors appointed by SLB	End Oct 2016
Opted out authorities to advise SLB of auditor appointments	Oct 2016
Auditors in place	Start 2017
Auditors start work	Start 2017/18 financial year
Auditors first reports	2nd quarter 2018

Owing to the way the legislation has been drafted, all Councils/Boards with an annual turnover of less than £6.5 million are automatically part of the scheme unless they decide to opt out and appoint their own external auditors.

**The deadline for those wishing to take a decision to opt out is 31 March 2016.**

Following the inaugural board meeting on 16 December 2015 the board made some decisions on fee structures.

For authorities requiring an annual assurance review (those with an annual turnover over £25,000) the intention is that fee rates will not exceed those applicable to reviews of accounts for the 2014/15 financial year, which are as follows.

<b>Income &amp; Expenditure band £</b>	<b>Fee per smaller body £</b>
25,001 - 50,000	200
50,001 - 100,000	300
100,001 - 200,000	400
200,001 - 300,000	600
300,001 - 400,000	800
400,001 - 500,000	1,000
500,001 - 750,000	1,300
750,001 - 1,000,000	1,600
1,000,001 - 2,000,000	2,000
2,000,001 - 3,000,000	2,400
3,000,001 - 4,000,000	2,800
4,000,001 - 5,000,000	3,200
5,000,001 - 6,500,000	3,600

**Smaller Authorities Audit Appointments 2015**

**Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k**

**Extract**

With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee. The circumstances in which a limited assurance audit review may be necessary are set out in Clauses 9(1)(b) and 9(3) of the Regulations (attached as Appendix 1).

All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/388541/Transparency\\_Code\\_for\\_Smaller\\_Authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)). You will also need to complete an annual exemption form (which SAAA will provide) and submit this to SAAA or an auditor specified by SAAA by an agreed date. By completing this form you certify that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.

If you wish to have a limited assurance audit review, despite not being required to do so, you will need to inform SAAA by the end of the financial year in question. SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.

16/30a

## **Ribble Valley Village Hall Association**

**Dear Colleagues,**

At our recent Ribble Valley Village Hall Association Showcase we asked for attendees to become members of the Association and join our Steering Group.

The objectives of the Association are

- To form an association of village halls within Ribble Valley
- To create opportunities for the local communities to share skills and resources in the development and maintenance of the village halls and other village amenities
- To promote the village halls and associated village amenities such as play areas throughout Ribble Valley and amongst neighbouring districts
- To help create an economically sustainable future for village halls in Ribble Valley

We have successfully run a Good Neighbours and Food Poverty project and are in the process of receiving applications for 2016 projects.

We formally meet 4 times a year and work in between those meetings on the internet.

Your help in determining the next steps for the Association would be appreciated. Could you or one of your colleagues come to our group meeting on Wednesday 1 March at 5.30pm at Gindleton Pavilion?

Perhaps you could confirm your attendance with myself?

Hope to hear from you soon.

Regards David

## Ribble Valley Seniors Forum

The forum provides a voice for all older people living within the Ribble Valley, and anyone is welcome to attend.

Members are passionate about the voluntary work they are committed to in the community. We feel that personal experience is vital in understanding the problems and difficulties with which the older generation is faced.

We have a good working relationship with many older people's organisations but are entirely independent and non-political.

The Forum meets about every 6 weeks in different locations, and usually has an interesting speaker. Our meetings are open to all - come along and meet new people, and help to make a difference.

The Next Meeting is the 25th February 2015 in Longridge at St Wilfred's Church Hall

### Dates and Venues 2016

Thursdays 10.00am

January 21st	Hanson Cement	Clitheroe
February 25th	St. Wilfrid's Church Hall	Longridge
<b>April 7th AGM</b>	<b>Hanson Cement</b>	<b>Clitheroe</b>
May 19th	Hanson Cement	Clitheroe
June 23rd	Plessington Court	Longridge
July 28 <sup>th</sup>	Hanson Cement	Clitheroe
September 15 <sup>th</sup>	Hanson Cement	Clitheroe
October 27th	Hanson Cement	Clitheroe
December 8th	Mytton Fold Hotel	Langho

## British Red Cross Referral Scheme

I have just started as the new Red Cross Service Coordinator and I am keen to develop our Carers service in the Ribble Valley. We have funding from Land Rover for the next 3.5 years to support vulnerable older people living in your area. Our service offers free short-term practical and emotional support to help improve independence and well-being of carers and the cared for.

Our key areas of support for carers are to:

- Provide practical support such as assisting with shopping and prescription collection to help the carer manage day to day
- Provide the carer with every day first aid awareness to increase their safety and that of the person they care for
- Provide companionship and emotional support to help the carer feel less isolated
- Assist the carer to attend support groups and help them meet new people and learn new skills
- Accompany the carer to appointments and activities to help them stay healthy and participate in their community
- Provide a sitting in service to give the carer a few hours respite
- Signpost or refer the carer to other organisations that provide specialist support
- Arrange the loan of medical equipment
- Refer the carer to our relaxing and stress relieving hand, arm and shoulder massage service

Carers can either self-refer or be referred to us by organisations, nurses, GPs etc.

We can offer free 'Every Day' first aid training for groups of carers, looking at first aid scenarios such as what to do in the event of their cared for having a stroke / heart attack for example (min 6 carers). We can also include manual handling situations such as what to do if someone can't get up off the floor for example.

I have attached our new referral form should you have any service users that would benefit from additional free support.

Should you like to meet to discuss our Carers support service in more detail with regard to your constituents needs please do not hesitate to get in touch with me. I can also deliver leaflets that promote our services should this be helpful.

Kind regards

Jane

Jane Williamson  
Service Coordinator – Ribble Valley Carers Support Service  
5-6 Cromwell Terrace, Barrowford, Nelson BB9 8PT  
[JWilliamson@redcross.org.uk](mailto:JWilliamson@redcross.org.uk)  
Tel 01282 694557 Mob 07894 802808

