

# Preston Patrick Parish Council

www.prestonpatrick-pc.gov.uk

Minutes of the Annual Parish Council Meeting held on Tuesday 26<sup>th</sup> May 2026 at Preston Patrick Memorial Hall

**Present:** Cllr P Winter; Cllr Richard Duckett; Cllr Peter Gott, Cllr Robert Nutter, Cllr Steven Jackman

**Also present:** Christine Davidson – Clerk

## **26/421 TO ELECT A CHAIR FOR THE COUNCIL YEAR 2026-27**

Cllr Gott nominated Cllr Winter this was seconded by Cllr Nutter and unanimously agreed.

## **26/422 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Winter signed the declaration of Acceptance of Office

## **26/423 TO APPOINT A VICE CHAIR FOR THE COUNCIL YEAR 2026-27**

Cllr Nutter was re appointed as Vice Chair

## **26/424 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Monks and Robinson.

## **26/425 DECLARATIONS OF INTEREST**

Cllr Winter declared an interest in item 9a of the agenda as an acquaintance of the Agent for the planning application.

## **26/426 MINUTES OF PREVIOUS MEETING**

It was resolved that the minutes of the meeting held on 30<sup>th</sup> March 2026 be confirmed as a true record and duly signed by the Chairman.

## **26/427 PUBLIC PARTICIPATION**

No members of the public were present.

## **26/428 DISTRICT COUNCIL REPORTS**

No District Councillor present.

## **26/429 PLANNING APPLICATIONS**

### **a) 2026/0723/PACOU Barns at Kaker Mill, Preston Patrick, LA7 7NZ**

Prior notification under Schedule 2, part 3, Class Q change of use of agricultural building to 2 dwellings.

No objections in principle but there is a concern regarding surface water drainage and flooding risk. There is also concern regarding structural stability of the building.

## **26/430 GOVERNANCE AND POLICY DOCUMENTS REVIEW**

The following documents were reviewed and adopted by the Parish Council and will be published on the website:

- a) Standing Orders
- b) Code of Conduct
- c) Financial Regulations & Internal Controls, Risk Assessments
- d) Data Protection

- e) Freedom of Information
- f) Digital & IT Policy
- g) Publication Scheme
- h) Complaints Procedure
- i) Retention of Documents Policy
- j) Scheme of Delegation to Clerk

#### **26/430 APPOINT INTERNAL AUDITOR FOR 2026-27**

It was agreed to appoint Malcolm Richardson as Internal Auditor for 2026-27

#### **26/431 APPROVE FINAL INCOME AND EXPENDITURE ACCOUNT FOR Y/E 31<sup>ST</sup> MARCH 2026**

The income and expenditure accounts were presented to the Parish Council and approved.

#### **26/432 ANNUAL GOVERNANCE & ACCOUNTABILITY**

The following documents were presented to the Council and approved and signed:

- a) Internal Audit Report
- b) Section 1 Annual Governance Statement
- c) Section 2 Accounting Statement
- d) Confirmed eligibility from External Review
- e) Certify the Council as exempt from External Review
- f) Sign Certificate of Exemption

#### **26/433 TRAINING COSTS**

The Clerk has recently completed the CILCA (Certificate in Local Council Administration) and is now qualified clerk and has requested that Preston Patrick PC approve a small contribution towards the hours involved for Portfolio work outside contracted hours. It was agreed to contribute 25 hour of paid time.

#### **26/434 FINANCE**

Balances were noted and it was resolved that the following payments be made;

Current Account balance: £10,384.84

NS & I account: £4,334.41

Note receipt of £5,178.56 Precept

Items paid since last meeting

- |                                 |         |
|---------------------------------|---------|
| 1. Clerk Salary March and April | £398.02 |
| 2. HMRC PAYE                    | £99.60  |

Items to be authorised:

- |                                |         |
|--------------------------------|---------|
| 3. Clerks expenses Mar – May   | £65.50  |
| 4. CALC Membership             | £208.01 |
| 5. Zurich Insurance            | £214.00 |
| 6. M Richardson Audit          | £100.00 |
| 7. Clerk May Salary & HMRC     | £607.66 |
| 8. J E Duckett – Materials SID | £87.12  |

## **26/435 OUTSTANDING/ONGOING MATTERS**

|                          |     |                                                                  |
|--------------------------|-----|------------------------------------------------------------------|
| Speeding Issues Gatebeck | All | SID in place.<br><br>Clerk to chase Highways regarding markings. |
| Damaged bench at Warth   |     | Replacement agreed – Clerk to start Claim                        |
| Littering at Gatebeck    |     | No further reports – remove item from agenda                     |

## **26/436 CORRESPONDENCE RECEIVED AND CIRCULATED**

Various W & F correspondence  
CALC Updates

## **26/437 COUNCILLOR MATTERS**

Discussion took place regarding future projects and it was agreed to look again at the bridge at Gatebeck and add back on to the agenda for further discussion.

## **26/438 DATE OF NEXT MEETING**

The next meeting will take place on Monday 13<sup>th</sup> July 2026 at 7.30pm

Chair

Date