

SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Members of Simonstone Parish Council are summoned to attend the **Annual Parish Meeting and Meeting of Electors** on Thursday 30 May 2024 at St. Peters School Church Hall, Simonstone commencing at 7.00pm.

Members of the public are encouraged to attend.

Agenda

1. Apologies for absence.
2. Approve the minutes of the Annual Parish Meeting held on 18 May 2023.
3. Annual Report from the Chair.
4. Receive the Draft Financial Statements for the year ended 31 March 2024.
5. Items brought to the meeting by the Electors of Simonstone.
6. Open Forum.

Michael Hill

Clerk and Responsible Financial Officer



07855 183 444



simonstoneparishclerk@gmail.com



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Agenda Item 2

SIMONSTONE PARISH COUNCIL

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SIMONSTONE PARISH COUNCIL ANNUAL PARISH MEETING

MINUTES

The Chairman and members of Simonstone Parish Council invited residents to attend the Annual Parish Meeting held at Read & Simonstone Village Hall, East View, Read, BB12 7PS on Thursday, 18th May 2023, Meeting at 7pm

1. Minutes of the previous meeting held on Thursday 12th May 2022

The minutes were read and accepted.

2. Matters arising

none

3. Chairman's report for the year ended 31 March 2023

Chairman David Peat read the following report;

Simonstone Parish Council has met on 10 occasions during 2022/3 municipal year albeit with one meeting suspended and reconvened following the death of Her Majesty Queen Elizabeth the Second.

The Parish Council commenced the year having appointed a new Parish Clerk, Miss April Collinson, following the retirement of Mr I R Hirst after 25 years service. During the year changes in banking, emails, a new PC and using Professional Payroll Services were a part of our considerations and action.

We also celebrated Her Majesty's Platinum Jubilee with a bench on the Village Green, and a donated blossom tree (thanks to Cllr Pollard and Family).

In September the Parish Council contributed to a combined Parish Celebration Sunday for the second time the presence of the Borough Council Deputy Mayor and Mayoress Cllr M Hindle and Ms Tracy Whistlecraft.

We issues an Autumn /Winter Newsletter, as in the previous year, to outline events and plans for the coming seasons.

Throughout the year a number of work streams continued involving groups of Councillors, some in conjunction with Read Parish Council members;

Road Safety (with input from C.Cllr Ged Mirfin)

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Parish Plan

Footpaths and Bridleways.

These remain as work in progress for the next year.

We also received requests for financial assistance from Citizens Advice, the Little Green Bus, Readstone Environment Group (REG) towards a heat monitor camera, all granted and a defibrillator (still unresolved).

The Parliamentary Boundary Commission revised report was received and although surprised and disappointed that Simonstone Parish was to be included in a proposed Clitheroe and Pendle, the Parish Council accepted the proposal with regret.

At Christmas time, the Parish Council shared funding of a senior citizens lunch at the Higher Trapp in December; whilst we provided a Christmas Tree as usual, the turnout for lighting was disappointing.

We also agreed to the planting of a Commemorative Tree in the Parish Garden, in memory of Mr Peter Jelley a long term resident of this village and husband of Mrs Pam Jelley, a former Parish Council Chair.

Remembrance Sunday was commemorated with the laying of two wreaths in November.

As we prepare for 2023/4 we are anticipating a local celebration of the Coronation of His Majesty King Charles the Third.

In conclusion I would like to thank all Parish Councillors for their efforts and support on the year and to wish Councillor Graham Meloy, every success in the future following his move out of the area. I welcome back other Councillors and newly elected Members.

I also thank our Clerk for her efforts in the new post.

I present this report to the Parish Council

4. Matters raised by residents

none

Agenda Item 3

Annual Report of the Chairman to Simonstone Parish Council



1. Following the Borough and Parish Council Elections on 4 May 2023, there were changes in both the Borough Councillors for the ward (with the election of Cllr. McCrumb and Peplow) and the Parish Council with new Parish Councillors Duckworth and Norse (who returned to the Council) and Vaughton (who was a new Councillor), joining the 5 existing councillors, this year has been a very active one. With new and existing Councillors, the Council reviewed its Declarations, Codes and some processes. Also Councillors have been undertaking training by the National and Lancashire Association of Parish Councils.
2. We began the year having to deal with maintenance of the Parish Garden wall following a collision. Maintenance of the litter bins and bus shelters have also been undertaken. We had the A671 Road Sign repaired and repainted.
3. The Election timing was affected by the Coronation of HRH King Charles III; the Parish Council part funded a Celebration of the Coronation in the Village Hall along with Read PC. It has been agreed to provide a Commemorative Bench and after various consultations, Fort Vale have agreed to the placement on the bank of the River Calder.
4. Environmental matters have figured large throughout the year. The Parish Council signed up to Plastic Free Initiatives, part funded a Home Energy kit for Readstone Environment Group and nominated Councillor, Clifton Pollard to the Steering Group.
5. Road Safety, speeding and traffic volumes have also been foremost in our consideration, initially around Clough Lane but later involving stickers and posters. Cllrs. Hampson and Duckworth are members of a Borough wide Road Safety Working Group. Most recently the Parish Council approved a well-crafted and lengthy report drafted by Councillor Duckworth but presented by Councillors in both Parish Councils to try to secure funds and plans to bypass both villages.
6. Our regular business also continued:
 - A grant was made towards the Playground in Read.
 - Remembrance Day on 12th November was well attended and wreaths were laid from the Parish Council.
 - At Christmas, a living tree previously donated to the Parish Council was decorated, gifts for St Peters pupils (organised by Mother Christmas aka Cllr. Greera Norse) were distributed and over 30 pensioners enjoyed a subsidised lunch at the Higher Trapp.
7. Some matters which commenced during the year are still work in progress but should be completed in 2024/25, such as the new much improved Notice Board for the Stork Hotel gable wall, the completion of the second Parish Plan, the recruitment of a Parish Clerk and other ways of marking Christmas in the village.

8. In relation to the Clerk, Miss Collinson left us to secure more paid hours, and we were fortunate to secure the services of Mrs. Karen Farnhill who subsequently left us in February and we are grateful to Cllr. Hampson, Vaughton and Finn for stepping in to help. It is hoped to recruit a new clerk in the near future.
9. In conclusion, I would like to thank fellow Councillors for their efforts and dedication, also Borough Councillors Mc Crumb and Peplow for attending our meetings and local Residents for their input.
10. This Annual Report is presented to Simonstone Parish Council.

DAP 10/03/24 v3

Agenda Item 4

Income for the year ending 31/03/2024

Income for the year ending 31/3/24

From	Date	Chq no	Description	Money in £
current bank a/c	11/04/2023	00009373	Direct Credit From Ribble Valley B C	8,400.00
current bank a/c	17/04/2023	00009373	Direct Credit From Ribble Valley B C	500.00
current bank a/c	17/08/2023	Xfv126000105752	Direct Credit From HMRC Vtr	476.09
savings bank a/c	05/06/2023		Gross interest received	20.10
savings bank a/c	04/09/2023		Gross interest received	25.22
savings bank a/c	04/12/2023		Gross interest received	31.12
savings bank a/c	04/03/2024		Gross interest received	33.53
				9,486.06
			Precept	8,400.00
			Total income except Precept	1,086.06

Expenditure for the year ending 31/03/2024

Simonstone Parish Council Expenditure 2023/2024														
bank account	date	cheque no	To whom	Description	notes	Allocation	NET	VAT	Gross	date cashed	matched to bank (current a/c)	unpresen ted chq current	matched to inv	Follow up
current	13/04/2023	101500	April Collinson		Apr-23	clerk's wage	228.74	-	228.74	20/04/2023	228.74		Y	
current	13/04/2023	101501	April Collinson - expenses			admin	5.75	-	5.75	21/04/2023	5.75		Y	
current	13/04/2023	101502	RSVH	meeting room		admin	20.00	-	20.00	28/04/2023	20.00		Y	
current	13/04/2023	101503	RSVH	meeting room		admin	20.00	-	20.00	28/04/2023	20.00		Y	
current	13/04/2023	101504	B.P. Tyrer	Hosting fees		admin	133.05	-	133.05	17/05/2023	133.05		Y	
current		101505			chq cancelled		-	-	-		-			
current	13/04/2023	101506	Sabden PC	Lengthsman		environment	335.76	-	335.76	20/06/2023	335.76		Y	
current	13/04/2023	101507	N Power	21-22 Christmas lights		Christmas	5.31	0.27	5.58	05/05/2023	5.58		Y	
current	13/04/2023	101508	N Power	22-23 Christmas lights		Christmas	3.86	0.19	4.05	05/05/2023	4.05		Y	
current	13/04/2023	101509	Use-IT	Microsoft office		admin	11.28	2.26	13.54	26/07/2023	13.54		Y	
current	18/05/2023	101510	April Collinson		May-23	clerk's wage	228.74		228.74	24/05/2023	228.74		Y	
current	18/05/2023	101511	Ribble Valley BC	Litterbins		environment	420.29	84.06	504.35	31/05/2023	504.35		Y	
current	18/05/2023	101512	Ingham&Yorke	Field & bus shelter rent	chq cancelled		-		-		-			
current	08/06/2023	101513	Use-IT	Microsoft office		admin	33.85	6.77	40.62	26/07/2023	40.62		Y	
current	08/06/2023	101514	Use-IT	Maintenance		admin	4.17	0.83	5.00	26/07/2023	5.00		Y	
current	08/06/2023	101515	Zurich	Insurance		admin	262.45	-	262.45	23/06/2023	262.45		Y	
current	08/06/2023	101516	April Collinson		chq cancelled	clerk's wage	-		-		-			
current	08/06/2023	101517	April Collinson		Jun-23	clerk's wage	228.74	-	228.74	16/06/2023	228.74		Y	
current	08/06/2023	101518	RSVH	Coronation Event		Coronation Event	212.79	-	212.79	13/07/2023	212.79		Y	
current	13/07/2023	101519	April Collinson			clerk's wage	91.70	-	91.70	17/07/2023	91.70		Y	
current	13/07/2023	101520	HMRC	Tax		clerk's wage	18.80	-	18.80	14/08/2023	18.80		Y	
current	13/07/2023	101521	April Collinson			clerk's wage	320.44	-	320.44	25/07/2023	320.44		Y	overpaid by £2.20
current	13/07/2023	101522	HMRC	Tax	chq cancelled		-		-		-			
current	13/07/2023	101523	RSVH	Coronation		Coronation Event	12.50	-	12.50	04/08/2023	12.50		Y	
current	13/07/2023	101524	ICO	Data Protection Fee		admin	40.00	-	40.00	16/08/2023	40.00		Y	
current	13/07/2023	101525	L Pickering	Audit fee		admin	75.00	-	75.00	14/08/2023	75.00		Y	
current	01/08/2023	101526	April Collinson			clerk's wage	320.44		320.44	23/08/2023	320.44		Y	overpaid by £7.20
current	01/08/2023	101527	HMRC	Tax	chq cancelled		-		-		-			
current	01/08/2023	101528	Read Environment Group	Home eco kit		donations	150.00	-	150.00	16/08/2023	150.00		Y	
current	04/08/2023	101529	Higher Trapp	Deposit to Marie Hacking		Christmas	20.83	4.17	25.00	14/09/2023	25.00		Y	
current	04/08/2023	101530	HMRC	Tax July 2023		clerk's wage	21.00	-	21.00	14/08/2023	21.00		Y	
current	31/08/2023	101531	LALC	Membership LALC and NALC		admin	228.91	-	228.91	06/10/2023	228.91		Y	
current	31/08/2023	101532	HMRC	Tax		clerk's wage	26.00		26.00	27/09/2023	26.00		Y	
current	07/09/2023	101533	Duncan Armstrong	Painting 'Simonstone sign'		admin	95.00		95.00	06/10/2023	95.00		Y	
current	07/09/2023	101534	Karen Farnhill	Wage Sept 23'		clerk's wage	248.24		248.24	02/10/2023	248.24		Y	
current	07/09/2023	101535	April Collinson	Wage Sept 23'		clerk's wage	248.24		248.24	19/09/2023	248.24		Y	
current	07/09/2023	101536	USE-IT	Maintain & Support		admin	4.16	0.84	5.00			5.00	Y	
current	07/09/2023	101537	USE-IT	Office package		admin	56.40	11.30	67.70			67.70	Y	
current	05/10/2023	101538	April Collinson	Holiday pay		clerk's wage	30.45		30.45			30.45	Y	UNDERPAID BY 16.60
current	05/10/2023	101539	HMRC	A Collinson tax		clerk's wage	16.60		16.60	24/11/2023	16.60		Y	
current	05/10/2023	101540	Karen Farnhill	Oct'23		clerk's wage	248.24		248.24	23/10/2023	248.24		Y	
current	05/10/2023	101541	Bus shelter	Cleaning		environment	120.00		120.00	17/10/2023	120.00		Y	
current	05/10/2023	101542	PFK	Littlejohn Auditor		admin	210.00	42.00	252.00			252.00	Y	
current	05/10/2023	101543	Read PC	Playground		environment	375.00		375.00	18/10/2023	375.00		N	

bank account	date	cheque no	To whom	Description	notes	Allocation	NET	VAT	Gross	date cashed	matched to bank (current a/c)	unpresen ted chq current	matched to inv	Follow up
current	05/10/2023	101544	CPRE	Subscription		donations	36.00		36.00	01/12/2023	36.00		Y	
current	13/11/2023	101545	Poppy Wreath	Karen Farnhill		donations	49.99	-	49.99	21/11/2023	49.99		Y	
current	13/11/2023	101546	Higher Trapp	Deposit -cancelled	chq cancelled		-		-		-			
current	13/11/2023	101547	Karen Farnhill			clerk's wage	248.24		248.24	21/11/2023	248.24		Y	
current	14/11/2023	101548	HMRC	Tax		clerk's wage	82.40		82.40	24/11/2023	82.40		Y	
current	27/11/2023	101549	USE-IT	o/s amount only-cancelled	chq cancelled		-		-		-			
current	27/11/2023	101550	RSVH	Hire		admin	22.00		22.00	19/01/2024	22.00		Y	OVERPAID BY £2.00
current	28/11/2023	101551	Xmas Raffle	Prizes		Christmas	11.00		11.00	18/12/2023	11.00		Y	
current	28/11/2023	101552	Higher Trapp	30 senior less£25 deposit		Christmas	229.17	45.83	275.00	07/12/2023	275.00		Y	
current	29/11/2023	101553	Greera Norse	Xmas gifts		Christmas	138.26		138.26	04/12/2023	138.26		N	missing inv
current	29/11/2023	101554	Higher Trapp	£30		Christmas	25.00	5.00	30.00	07/12/2023	30.00		Y	
current	01/01/2024	101555	April Collinson	back pay -pay increase		clerk's wage	107.47		107.47	26/01/2024	107.47		Y	
current	01/01/2024	101556	HMRC	Tax		clerk's wage	26.80		26.80	30/01/2024	26.80		Y	
current	01/01/2024	101557	Karen Farnhill			clerk's wage	306.74		306.74	09/01/2024	306.74		Y	
current	01/01/2024	101558	USE-IT	Computer		admin	81.17	16.23	97.40	02/02/2024	97.40		Y	
current	15/01/2024	101559	Payroll	services-1st+2nd		admin	120.00		120.00	25/01/2024	120.00		Y	
current	25/01/2024	101560	Karen Farnhill			clerk's wage	267.74		267.74	30/01/2024	267.74		Y	
current	25/01/2024	101561	Notice Board			fixed asset	883.88	176.78	1,060.66	14/03/2024	1,060.66		Y	
current	09/02/2024	101562	Karen Farnhill			clerk's wage	267.74		267.74	27/02/2024	267.74		Y	
current	07/03/2024	101563	USE-IT	Invoice		admin	43.15	8.63	51.78			51.78	Y	
current	07/03/2024	101564	LALC	Civility		admin	30.00		30.00	12/03/2024	30.00		Y	
current	07/03/2023	101565	RSVH	FEB' 24		admin	20.00		20.00			20.00	Y	UNDERPAID BY 2.00
current	07/03/2024	101566	RSVH	Dec interview		admin	11.00		11.00			11.00	Y	
saver	04/08/2023	100011	P Hardman	wall repairs		environment	750.00		750.00		750.00	-	Y	
							8,890.47	405.17	9,295.64		8,857.71	437.93		

2023/2024 - Budget/Spend Comparisons

2023/2024 Budget / Spend comparison

Income	Budget	Actual
Precept	8,400.00	
Grants received	350.00	
Interest Bank	20.00	
Ex-Reserves	2,600.00	
Mis (received)	-	
VAT refund	150.00	
Total	11,520.00	-

Ex-Reserves	£
Environment group	500.00
Tennis Club	100.00
Martholme	500.00
Village Hall	500.00
Platinum Jubilee	1,000.00
	2,600.00

Expenditure	Budget	Spend 21/22	Spend 22/23	Spend 23/24
Audit fee	75.00	70.00	310.00	327.00
Chairman's allowance	160.00	320.00	-	
Celebration Sunday	-	488.97	119.98	
Coronation Event				225.29
Christmas Tree	500.00	241.74	417.99	158.89
Donations paid	2,000.00	115.00	471.00	199.99
Environment	500.00	350.00	-	870.00
Expenses print	350.00	841.80	187.83	5.75
fixed asset				1,060.66
Ground maintenance	200.00	62.99	-	95.00
Grants Paid	600.00	1,350.00	150.00	
Hall Hire	210.00	250.00	420.00	93.00
Insurance	260.00	612.24	244.38	262.45
Litter Bins	460.00	436.80	457.33	504.35
Lengthsman	900.00	46.99	800.00	335.76
Play area	375.00	350.00	375.00	375.00
Pensions Party	500.00	331.00	431.09	330.00
Rents	50.00	50.00	50.00	-
Salary	2,900.00	2,193.52	3,086.37	3,391.90
Tax	-	539.40	85.20	191.60
Subscriptions	400.00	343.21	279.11	334.91
Training	150.00	-	-	
Computer	800.00	95.00	768.15	414.09
Payroll Admin	-	-	120.00	120.00
Jubille	1,000.00	-	529.20	
Total	12,390.00	9,088.66	9,302.63	9,295.64

Bank Reconciliation (AGAR)

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It is the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accc receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be figures.

Name of smaller authority:

Simonstone Parish Council

County area (local councils and parish meetings only):

Lancashire

Financial year ending 31 March 20xx

Prepared by (Name and Role):

ALINA LORD CLERK

Date:

13/5/2024

Balance per bank statements as at 31/3/24:

Current account
Savings account

£
£
9286.46
9000.56

18,287.02

Petty cash float (if applicable)

Less: any unrepresented cheques as at 31/03/24 (enter these as negative numbers)

donation to citizens Advice offsd from 2023
Use-It Computers
Use-It Computers
April Robinson holiday pay
RAF - Littlejohn Auditor
Use-It Computers
RSVH
RSVH

(150.00)
(5.00)
(67.70)
(30.45)
(252.00)
(51.78)
(20.00)
(11.00)

(587.93)

Add: any un-banked cash as at 31/3/24

none

Net balances as at 31/03/2024 (Box 8)

17,699.09

End of Year Bank Statement

MR DAVID A PEAT CHAIRMAN
 SIMONSTONE PARISH COUNCIL
 1 HAUGH AVENUE
 SIMONSTONE
 BURNLEY
 LANCASHIRE
 BB12 7HZ



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 28 March 2024

Business Current Accounts

Community Account Statement	£9,286.46
Sort Code 20-15-70 • Account No 90798533	

Business Savings Accounts

Business Premium Account	£9,000.56
Sort Code 20-15-70 • Account No 80798568	

This is the end of your account summary.