

Walton on Trent Parish Council

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MINUTES OF WALTON ON TRENT PARISH COUNCIL MEETING HELD ON 9 MAY 2022 AT 7.00PM AT THE VILLAGE HALL

PRESENT Councillors A Barnes (Chair) P Byron (Vice Chair), C Mousley, N Forrest, H Hearn, M Rafferty, and the Parish Clerk.

Cllr A Barnes welcomed everyone to the Annual Parish Council meeting.

22/22 To receive apologies for absence.

Cllr S Swann (DCC), Cllr A Wheelton (SDDC), Cllr S Ackroyd (SDDC) and Cllr R Mizuro.

22/23 Election of the Chairperson for the year 2022/2023 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr A Barnes to be elected as Chairperson to Walton on Trent Parish Council for the ensuing year. (Cllr A Barnes thereupon occupied the Chair)

Resolved: In accordance with the Local Government Act 1972 Cllr A Barnes read and signed the Declaration of Acceptance of Office before the Clerk.

Cllr A Barnes informed the Parish Council that this would be her last year in the role. The members of the Parish Council thanked Cllr A Barnes for all her hard work over the years that she has been involved with the Council.

22/24 Election of the Vice Chairperson for the year 2022/2023 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr P Byron to be elected as Vice Chairperson to Walton on Trent Parish Council for the ensuing year.

Resolved: In accordance with the Local Government Act 1972 Cllr P Byron read and signed the Declaration of Acceptance of Office before the Clerk.

22/25 Variation of Order of Business (if any)

None.

22/26 Declaration of Members Interests

None disclosed.

22/27 Public Speaking

Cllr A Wheelton's updates had been forwarded by email and circulated to the Councillors.

The Parish Clerk stated that Cllr S Swann's report had been provided and stated that the developers of the Walton on Trent Bypass and Bridge were aiming for a late July 2022 commencement. However further work is still required on the Traffic Management Plans during the construction phase, the Road Safety Audit, and the Flood Risk modelling.

A discussion followed over the concerns still held over the flooding where the new road is to link into Station Lane, Barton.

22/28 Chairman's Announcements

None

22/29 To confirm the minutes of Walton on Trent Parish Council meeting held on 4 April 2022.

Resolved: Walton on Trent Parish Council agreed that the Minutes of the Parish Council meeting held on 4 April 2022 be approved as a true record.

22/30 Clerks Report

a) Review of Outstanding Resolutions/Actions - Appendix A

- i. **Queens Jubilee Celebration Committee** – Requesting the additional £250.00 to match the raised funds.

Resolved: Walton on Trent Parish Council agreed to release the extra £250.00 to the Queens Jubilee Celebrations Committee

Resolved: Walton on Trent Parish Council noted all the outstanding Resolutions/Actions and agreed with all entries marked as Completed.

b) Correspondence

- i. **Police Update** –Swadlincote Police are now providing monthly updates on crimes in the South Derbyshire Area. The latest report highlights there were NO reported crimes during April 2022 in the Walton on Trent area.

22/31 Planning matters for consideration

None submitted

22/32 Finance

a. Year End Accounts to 31 March 2022

Section 1 Annual Return – Annual Governance Statement 2021/2022

- i. Consider the findings of the review of the effectiveness of the systems of Internal Control by the Council members.

Resolved: Walton on Trent Parish Council approved the Review of Effectiveness of Internal Audit.

- ii. Consider the system of Internal Audit that has been in place between 1/4/2021 and 31/3/22 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.

Resolved: Walton on Trent Parish Council approved the Internal Audit Statement.

- iii. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement.

Resolved: Walton on Trent Parish Council approved the Annual Governance Statement.

Walton on Trent Parish Council Members were asked to confirm that, to the best of their knowledge, the Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2021/2022 were correct. The Clerk asked Walton on Trent Parish Council to either agree yes or no with regards to the 9 Assertions.

Box 1 - Has the Council put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

Resolved: Walton on Trent Parish Council agreed yes that they had put in place arrangements for effective financial management during the year and for the preparation of the accounting statement. They also confirmed that they had prepared their accounting statement in accordance with the Accounts and Audit Regulations.

Box 2 - Has the Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

Resolved: Walton on Trent Parish Council agreed yes that they had maintained an adequate system of Internal Control, including measures to prevent and detect fraud and corruption. They also agreed that

they had proper arrangements in place and accepted responsibility for safeguarding public money and resources in their charge.

Box 3 - Has the Council took all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances. Has the Council only done what it has the legal power to do and has it complied with Proper Practices in doing so?

Resolved: Walton on Trent Parish Council agreed yes that they had taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations or proper practices that could have had a significant financial effect on the ability of Walton on Trent Parish Council to conduct its business, or on its finances. Walton on Trent Parish Council agreed that they had only done what they had the legal power to do and had complied with proper practices.

Box 4 - Has the Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations? Has the Council during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.

Resolved: Walton on Trent Parish Council agreed yes that they had provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations and they had given everyone the opportunity to inspect and ask questions about the Walton on Trent Parish Council Accounts.

Box 5 - Has the Council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Has the Council considered and documented the financial and other risks it faces and dealt with them properly.

Resolved: Walton on Trent Parish Council agreed yes that they had carried out an assessment of the risks facing them and had taken appropriate steps to manage those risks, this included internal controls and external insurance cover where appropriate. Walton on Trent Parish Council agreed that they had considered the financial and other risks it may have faced and have dealt with them properly where required to do so.

Box 6 - Has the Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has the Council arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the smaller authority.

Resolved: Walton on Trent Parish Council agreed yes that they had in place throughout the year, an adequate and effective system of internal audit of the accounting records and control systems. Walton on Trent Parish Council agreed that they had arranged for an internal competent auditor, independent of its financial controls and procedures, to give an objective view on whether Walton on Trent Parish Council's internal controls met the needs of the Council.

Box 7 - Has the Council took appropriate action on all matters raised in reports from internal and external audit. Has the Council responded to matters brought to its attention by internal and external audit.

Resolved: Walton on Trent Parish Council agreed yes that they had took appropriate actions where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention where required.

Box 8 - Has the Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have had a financial impact on the authority and, where appropriate, have the Council included them in the accounting statements. Has the Council disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

Resolved: Walton on Trent Parish Council agreed yes that they had considered where relevant any litigation, liabilities or commitments, events or transactions occurring either during or after year end, which may have had a financial impact and where appropriate have included them in the accounting statement. Walton on Trent Parish Council agreed that they had disclosed everything that they should have in relation to their business activity during the year and anything taking place after the year end where relevant.

Box 9 - In our capacity as the sole managing trustee has the Council discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Has the Council met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

Resolved: Walton on Trent Parish Council agreed that this was not applicable as they are not responsible for any charities.

b. Section 2 – Annual Return – Accounting Statement 2021/2022

- i. Consider the Accounting Statement by the members as a whole
- ii. Approve the Accounting Statement by resolution including bank reconciliation, income/expenditure, Vat Claim and all other supporting documentation and
- iii. Ensure the Accounting statements are signed and dated by the Chairman.

Resolved: Walton on Trent Parish Council approved that the year ending 31 March 2022, Accounting Statement in the Annual Return Section 2, presented fairly the financial position of the authority and its income and expenditure.

Resolved: Walton on Trent Parish Council agreed for the Accounting Statement ending 31 March 2022 to be signed and dated by the Chair and RFO.

Statement signed and dated by the Chair and RFO.

Bank Reconciliation Figures as at 31 March 2022:

Current Account	48,424.57
Less unrepresented expenditure	<u>0.00</u>
Total	48,424.57

- c. Confirm the dates of 13 June 2022 to 22 July 2022 for the Notice of Publication of Unaudited Annual Governance and Accountability Return for the year ending 31 March 2022 and the Provision of the Exercise of Public Rights.

Resolved: Walton on Trent Parish Council approved the Confirmation of Dates as 13 June 2022 to 22 July 2022 for the Notice of the Publication of the Unaudited Annual Governance and Accountability Return and the Provision of Exercise of Public Rights.

Resolved: Walton on Trent Parish Council approved to put the notice on the website and notice board by the Village Hall on 12 June 2022.

Cllr A Barnes thanked the Parish Clerk for the time and work to ensure that the accounts were in such a sound state to pass the Internal Audit with no recommendations or actions to be taken.

d. Accounts for Payment

Resolved: Walton on Trent Parish Council agreed to make the following payments.

Payee	Expenditure	£	Payment
Sth Derbys CVS	April Wages & Annual Admin	628.26	BACS
British Gas	VH - Electricity	96.60	DD
T. Franklin	Queens Jubilee Celebrations	250.00	BACS
Waterplus	VH – Water Drainage	238.46	BACS
SDDC	VH – Council Tax	137.20	DD
Parish Clerk	Expenses – Stationary – Microsoft 360 – Royal Mail PO Box	433.94	BACS
Bloomin Gardens	VH – Grass cutting	84.00	BACS
J Hurne	VH – Bags of mulch	40.00	BACS
EDF Energy	VH – Gas	159.00	DD
Pennon Water	VH – Water Supply	94.16	DD
B Wood	Internal Audit	93.75	BACS
T. Franklin	Cllr Swann – Jubilee Fund	200.00	BACS

Zurich	Insurance	820.13	BACS
Water Plus	VH – Water Drainage	82.91	BACS
TOTAL		£ 3358.41	

e. Receipts

Resolved: Walton on Trent Parish Council noted the following receipts:

Cosmic Rent April & May	£1100.00
Cosmic Services April & May	£750.00
VH Hire – March	£255.00
VH Hire – April	£120.00
VH Hire – May	£140.00
SDDC – Precept	£4599.00
HMC - VAT Return	£766.38
DCC - Cllr Swann – Jubilee Fund	£200.00
SDDC – Concurrent	£2517.51
Total	£10,447.89

22/33 Review of Policies/Procedures – Appendix B

Resolved: Walton on Trent Parish Council agreed that once the amendments proposed by Cllr A Barnes were made that the Policies/Procedures for Walton on Trent Parish Council listed in Appendix B should be adopted for the following year.

22/34 Village Hall Risk Assessment

Resolved: Walton on Trent Parish Council agreed that the Risk Assessment prepared and circulated by the Parish Clerk for the Village Hall should be adopted.

22/35 Oaklands Farm Solar Park – Consultation Period

The Council discussed in length and completed the response to be submitted as part of the consultation on the Oaklands Farm Solar Park.

Resolved: Walton on Trent Parish Council agreed that the consultation response should be submitted via the online portal and then published on the website and linked via social media to the Friends of Walton Facebook account.

22/36 Community Garden – Plans/Lease

Resolved: Walton on Trent Parish Council agreed that due to time constraints the proposed Community Garden to be placed on the agenda of the next meeting.

22/37 Village Hall – Kitchen

Resolved: Walton on Trent Parish Council agreed that due to time constraints the replacement of the Village Hall kitchen to be placed on the agenda of the next meeting.

22/38 Speed Indicator Devices

Resolved: Walton on Trent Parish Council agreed that due to time constraints the discussion on Speed Indicator Devices to be placed on the agenda of the next meeting.

22/39 Working Group Reports and Review of Specific Areas of Responsibility

- a) Employees (Cllr A Barnes and Cllr Byron) – Nothing to discuss.**
- b) Village Hall (Cllr A Barnes and Cllr N Forrest) – SDDC have yet to respond to the proposed suggestions for alterations at the Village Hall.**

Resolved: Walton on Trent Parish Council agreed for SDDC to be contacted for a response and that Cllr A Wheelton be requested to assist.

- c) **Finance (Cllr A Barnes)** – Discussed at 22/32.
- d) **Roads and Pavements (Cllr M Rafferty and Cllr C Mousley)** – Nothing to discuss.
- e) **Footpaths (Cllr H Hearn and Cllr R Mizuro)** – Nothing to discuss.
- f) **Park (Cllr P Byron)** – Cllr P Byron reported that there had been some reference to graffiti in the park but nothing could be found and that the grass is now getting quite long

Resolved: Walton on Trent Parish Council agreed for the Clerk to contact SDDC to see when the grass in the park was due to be cut.

22/4. Circulated Emails for Information – Appendix C

Resolved: Walton on Trent Parish Council noted the other Circulated Emails for Information.

22/15 Date of the next Meeting

Resolved: Walton on Trent Parish Council approved that the next Parish Council Meeting is to be held at 7.00pm on Monday 13 June 2022, in the Walton on Trent Village Hall.

There being no other business to be transacted the meeting closed at 8:57pm.