

Walton on Trent Parish Council

Parish Clerk: Ian Bentley

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MINUTES OF WALTON ON TRENT ANNUAL PARISH COUNCIL MEETING HELD ON 9 MAY 2023 AT 7.00PM AT THE VILLAGE HALL

PRESENT Councillors P Byron, H Hearn, R Mizuro, S Hilton, N Forrest, Cllr A Wheelton (SDDC), Parish Clerk, & A Lloyd (Resident)

Cllr P Byron welcomed everyone to the May Annual Parish Council meeting.

23/17 Election of the Chairperson for the year 2023/2024 and the completion of the Declaration of Acceptance of Office

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

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

23/18 Election of the Vice Chairperson for the year 2023/2024 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr N Forrest 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 N Forrest read and signed the Declaration of Acceptance of Office before the Clerk.

23/19 To receive apologies for absence

Cllr S Swann (DCC), Cllr M Rafferty & Cllr C Mousley

23/20 Variation of Order of Business

None.

23/21 Declaration of Members Interests

None disclosed.

23/22 Public Speaking

The reports from Cllr S Swann and Cllr A Wheelton had been forwarded by email and circulated to the Councillors.

Mr A Lloyd (Resident) requested that the Parish Council support the opportunity to introduce a Speed Watch within the village as the traffic has increased, using it as 'rat run' and travelling at speed with impunity. The Speed Watch in conjunction with the speed indicator device would create a deterrent and provide information for others to take action.

Mr A Lloyd stated he was willing to Chair a meeting, if it could be promoted by the Clerk, of interested villagers with a hope of identifying someone who would take the lead and become the point of contact to organise.

Resolved: Walton on Trent Parish Council agreed to support the development of a local Speed Watch and for the Clerk to support the organising of a village meeting.

23/23 Chairman's Announcements

The Chair congratulated and thanked all the Councillors for standing and being re-selected for the Parish Council for a further term.

23/24 To confirm the minutes of the Walton on Trent Annual Parish meeting held on 3 April 2023.

Resolved: Walton on Trent Parish Council agreed that the Minutes of the Annual Parish meeting held on 3 April 2023 be approved as a true record.

23/25 To confirm the minutes of the Walton on Trent Parish Council meeting held on 3 April 2023.

Resolved: Walton on Trent Parish Council agreed that the Minutes of the Parish Council meeting held on 3 April 2023 be approved as a true record.

23/26 Clerks Report

a) Review of Outstanding Resolutions/Actions - Appendix A

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

b) Correspondence

- i. **Bearded Theory Tickets** – Discussed as to how to best to distribute the allocated tickets from the organisers..

Resolved: Walton on Trent Parish Council agreed that the tickets to be allocated on a first come first served basis at the Village Hall on Saturday 13 May 2023 between 9am to 10am to Walton on Trent residents, on proof of address and a maximum of 2 per household.

Cllr's Hearn and Hilton volunteered to organise the ticket distribution on Saturday 13 May 2023.

Resolved: Walton on Trent Parish Council agreed that the Clerk should advertise the ticket distribution on the website and social media.

- ii. **Police Incident Figures** – The Council noted the incident figures provided by the Police.
- iii. **Parish Council Co-option** – Information from SDDC that following the Parish Council elections and as their remains one position vacant, the Council can now co-opt a Parish Councillor.

Resolved: Walton on Trent Parish Council agreed for the Clerk to advertise for anyone wishing to be co-opted to the Parish Council.

23/27 Planning matters for consideration

- a) DMPA/2023/0463 - The erection of a single storey rear extension, the installation of a new roof, and the installation of dormers and associated works at 30 Standing Butts Close, Walton-on-Trent, Swadlincote, DE12 8NJ – Comments required by 18 May 2023

Resolved – Walton on Trent Parish Council had No Comment on the proposal.

- b) DMPA/2023/0443 - The creation of a vehicular access at 13 Coton Road, Walton-on-Trent, Swadlincote, DE12 8NL – Comments required by 2 June 2023

Resolved – Walton on Trent Parish Council had NO Comment on the proposal.

23/28 Finance

a. Year End Accounts to 31 March 2023

Section 1 Annual Return – Annual Governance Statement 2022/2023

- 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 1/4/2022 and 31/3/23 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.

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 2022/2023 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.

Resolved: Walton on Trent Parish Council approved the Annual Governance Statement ending 31 March 2023 and agreed for it to be signed and dated by the Chair and RFO.

Statement signed and dated by the Chair and RFO.

- b. Section 2 – Annual Return – Accounting Statement 2022/2023**
- 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**

Resolved: Walton on Trent Parish Council approved that the year ending 31 March 2023, Accounting Statement in the Annual Return Section 2, presented fairly the financial position of the authority and its income and expenditure.

- iii. Ensure the Accounting statements are signed and dated by the Chairman.**

Resolved: Walton on Trent Parish Council agreed for the Accounting Statement ending 31 March 2023 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 2023:

Current Account	39,687.75
Less unrepresented expenditure	<u>0.00</u>
Total	39,687.75

- c. Confirm the dates of 5 June 2023 to 14 July 2023 for the Notice of Publication of Unaudited Annual Governance and Accountability Return for the year ending 31 March 2023 and the Provision of the Exercise of Public Rights.**

Resolved: Walton on Trent Parish Council approved the Confirmation of Dates as 5 June 2023 to 14 July 2023 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 5 June 2023.

Cllr P Byron 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
EDF Energy	VH - Gas	186.00	Direct Debit
DALC	Annual Subscription	318.00	BACS
Royal Mail	PO Box – Annual Subscription	396.00	BACS
SDDC	VH – Council Tax	144.06	Direct Debit
Sth Derbys CVS	April Wages + Annual Fee	791.75	BACS
East Midlands Audit Services Ltd	Internal Audit	87.00	BACS
British Gas	VH - Electricity	91.75	Direct Debit
Parish Clerk	April Expenses – Printer Ink – Printer Paper – VH Mugs - Microsoft	116.30	BACS
Waterworxs	VH – Window Cleaning	24.00	Direct Debit
Source for Business	VH – Water Supplies	383.09	Direct Debit
DALC	Essential Councillor Training	50.00	BACS
Bloomin Gardens	VH – Grass Cutting	84.00	BACS
Zurich	Insurance	889.44	BACS
TOTAL		£3561.39	

e. Receipts

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

Village Hall Hire (Mar/Apr)	£265.00
Cosmic – VH Rent (April)	£550.00
Cosmic – VH Services (April)	£375.00
Precept (1 st Payment)	£3689.00
SDDC – Council Tax Support Grant	£670.00
SDDC – Concurrent Payment	£7348.40
HMRC – VAT Return	£2261.24
Total	£15158.64

23/29 Review of Policies/Procedures

A list and links to the Walton on Trent Parish Council Policies and Procedures had been forwarded to the Councillor's in advance for their information and review.

A proposal was made to adopt the new Local Government Association Model Councillor Code of Conduct instead of the current Code of Conduct.

Resolved: Walton on Trent Parish Council agreed to adopt the Local Government Association Model Councillor Code of Conduct.

Resolved: Walton on Trent Parish Council agreed following the review to retain the remaining Policies and Procedure.

23/30 Speed Indicator Devices

The Clerk stated that the Object in the Highway Licence from the DCC Legal Department had now been approved in principle, but the actual licence was still awaited. The issuing of the licence will then trigger the release of the £3000 grant from the PCC. DCC Highways have commenced the process to source and install the posts.

A discussion followed with regards to the purchase of not one but two signs and using solar power to avoid having to keep re-charging batteries.

Resolved: Walton on Trent Parish Council agreed for the Clerk to obtain a quote for the purchase of two solar power speed indicator devices and fixing kits.

Resolved: Walton on Trent Parish Council agreed for the Clerk to check with DCC Highways to make sure that changing to solar power didn't affect the obtained licence.

Resolved: Walton on Trent Parish Council agreed for the Clerk to purchase the two solar power speed indicator devices and fixing kits if the quote was under £10,000 and there were no objections from DCC Highways.

23/31 Traffic Issues

An email, being prepared by Cllr N Forrest, which when completed and agreed is to be sent to MP's, County Highways, County and District Councillors in both Staffordshire and Derbyshire with regards to the traffic concerns in the area,

An Independent Road Safety Assessment for Station Lane, Barton, which is to be circulated, is to be included.

23/32 Working Group Reports and Review of Specific Areas of Responsibility

a) **Employees (Cllr Byron)** – Nothing to discuss.

b) **Village Hall (Cllr N Forrest)** – Discussed future plans and ideas for the Village Hall including the alteration of the toilets.

Resolved: Walton on Trent Parish Council agreed for Cllr R Mizuro to re-circulate the designs for new toilets.

c) **Finance (Cllr P Byron)** – Discussed at 23/28.

d) **Roads and Pavements (Cllr M Rafferty and Cllr C Mousley)** – Road issues discussed at 23/31. The potholes as identified are continuing to be reported to DCC and action to resolve still appears to be prompt.

e) **Footpaths (Cllr H Hearn and Cllr R Mizuro)** – Cllr S Hilton reported that the path on the corner of Station Lane/Main Street, opposite the vicarage, had become overgrown and covered with leaves.

Resolved: Walton on Trent Parish Council agreed for the Clerk to report the path to SDDC.

f) **Park (Cllr P Byron)** - Nothing further to discuss.

23/33 Circulated Emails for Information – Appendix C

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

23/34 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 12 June 2023, in the Walton on Trent Village Hall.

There being no other business to be transacted, the meeting closed at 8.50pm.