

Walton on Trent Parish Council

Parish Clerk: Ian Bentley
PO Box 8524, Burton on Trent, Staffordshire DE14 9PF
Tel: 07946 328 567
Email: clerk@waltonontrent.org.uk

MINUTES OF WALTON ON TRENT ANNUAL PARISH COUNCIL MEETING HELD ON 13 MAY 2024 AT 7.00PM AT THE VILLAGE HALL

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

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

24/13 To receive apologies for absence

Cllr S Swann (DCC), Cllr G Jones (SDDC), Cllr M Rafferty, Cllr C Mousley, Cllr Mizuro & Cllr W Simms

24/14 Variation of Order of Business

Public Speaking to be discussed first.

24/15 Public Speaking

The reports from Cllr S Swann, Cllr G Jones and Cllr A Wheelton had been forwarded by email and circulated to the Councillor's.

Cllr Wheelton explained the Planning Inspectorate process and that she had created a email group for those interested to keep them informed on the Oakland Farm Solar Project. Information was then given on the proposed Mease River Improvement Project and its possible impact on the area and the River Trent.

Resolved: Walton on Trent Parish Council agreed for details on the Mease River Improvement Project to be circulated on the website and social media.

24/16 Election of the Chairperson for the year 2024/2025 and the completion of the Declaration of Acceptance of Office

Resolved: Cllr P Byron elected to continue 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.

24/17 Election of the Vice Chairperson for the year 2024/2025 and the completion of the Declaration of Acceptance of Office

Resolved: Cllr N Forrest elected to continue 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.

24/18 Declaration of Members Interests

None disclosed.

24/19 Chairman's Announcements

None

24/20 To confirm the minutes of the Walton on Trent Annual Parish meeting held on 8 April 2024.

Resolved: Walton on Trent Parish Council agreed that the Minutes of the Annual Parish meeting held on 8 April 2024 be approved as a true record.

24/21 To confirm the minutes of the Walton on Trent Parish Council meeting held on 8 April 2024.

Resolved: Walton on Trent Parish Council agreed that the Minutes of the Parish Council meeting held on 8 April 2024 be approved as a true record.

24/22 Clerks Report

a) Review of Outstanding Resolutions/Actions - Appendix A

- i. **Telephone Box** – It is intended that now the weather has changed work on repairing the telephone box can start.
- ii. **Church Memorial** - It is intended that now the weather has changed work on repairing the telephone box can start.
- iii. **Dog Issues** – Details/images re-sent to get the posters created so that the Poo Bag Holders can be put in place.
- iv. **Parish Council Website** – Proposed that the image forwarded by Cllr F Forrest be used as the main image on the Parish Council website.

Resolved: Walton on Trent Parish Council agreed that the image should be used on the opening page of the website.

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

b) Speed Indicator Data - Appendix B

The Clerk highlighted that during the 4-week period ending 14 April 2024 there had been just over 34,000 vehicles through the devices on Main Street and Rosliston Road. Just over 26% in Main Street and 5% on Rosliston Road were travelling more than 30mph.

c) Correspondence

- a. **Bearded Theory Tickets** – The organisers have kindly donated 100 tickets over the weekend for the event for residents of Walton on Trent. It was discussed the best method to distribute the tickets.

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 18 May 2024 from 9am 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 18 May 2024.

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

- b. **River Mease Project** – Discussed under Public Speaking
- c. **Flood Wardens** – Information from SDDC that they are seeking Flood Wardens to work alongside Parish or Town Councils. Anyone interested should contact the Senior Emergency Planning Officer at stuart.lomas@derbyshire.gov.uk

24/23 Planning matters for consideration

- a) DMPA/2024/0543 - The variation of conditions 2 (approved plans), condition 8 (house martin mitigation), 13 (arboricultural impact assessment), 20 (fenestration) and 21 (trickle vents) ref. DMPA/2024/0257 (The variation of conditions 9 and 20 relating to planning permission ref. DMPA/2022/0711 for the conversion of existing farmhouse into 3no. dwellings and conversion of traditional barns into 3no. dwellings with ancillary

storage unit, parking and amenity areas) at Manor Farm, Drakelow Road, Walton-On-Trent, Swadlincote, DE12 8NB – Comments by 24 May 2024 – No comments from the Parish Council.

- b) DMPA/2024/0547 - The erection of a rear single storey extension at 36 Rosliston Road, Walton-on-Trent, Swadlincote, DE12 8NQ – Comments by 21 May 2024 – No Comments from the Parish Council.
- c) DMOT/2024/0588 - The felling of a lleylandi conifer tree at 17 Main Street, Walton-on-Trent, Swadlincote, DE12 8LZ – Comments by 29 May 2024 – No Comments from the Parish Council.
- d) DMPA/2023/1063 – Appeal against SDDC Planning Decision at Silsden – Reasons for objection already previously submitted

24/24 Finance

a. Year End Accounts to 31 March 2024

Section 1 Annual Return – Annual Governance Statement 2023/2024

- 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 1/4/2023 and 31/3/24 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 2023/2024 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 2024 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 2023/2024

- 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 2024, 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 2024 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 2024:

Current Account	44,486.19
Less unrepresented expenditure	<u>0.00</u>
Total	44,486.19

c. Confirm the dates of 3 June 2024 to 12 July 2024 for the Notice of Publication of Unaudited Annual Governance and Accountability Return for the year ending 31 March 2024 and the Provision of the Exercise of Public Rights.

Resolved: Walton on Trent Parish Council approved the Confirmation of Dates as 3 June 2024 to 12 July 2024 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 3 June 2024.

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
SDDC	VH – Council Tax	164.77	Direct Debit
DALC	Annual Subscription	344.61	BACS
Source for Business	VH – Water/Sewerage Services	573.64	Direct Debit
British Gas	VH - Electricity	96.12	Direct Debit
EMAS Ltd	Independent Internal Audit	85.30	BACS
Sth Derbys CVS	Wages (April)	802.13	BACS
Sth Derbys CVS	Annual Fee	55.00	BACS
Bloomin Gardens	VH – Grass Cutting	84.00	BACS
Parish Clerk	Expenses – Ryman (Pens) - Microsoft	46.13	BACS
Parish Clerk	Instaprint (Flyers)	56.44	BACS
Parish Clerk	Direct365 (Defibrillator Pads)	83.10	BACS
Waterworxs	VH – Window Cleaning	24.00	Direct Debit
EDF Energy	VH - Gas	450.00	Direct Debit
TOTAL		£2865.24	

e. Receipts

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

Village Hall Hire (Apr/May)	£530.00
Cosmic – VH Rent (April)	£550.00
Cosmic – VH Services (April)	£375.00
HMRC VAT Return	£2746.71

SDDC – Concurrent Expenses	£8903.73
Total	£13105.44

f. Insurance

Discussed the proposal from Zurich Insurance for a 3 year Long Term Agreement at a premium of £912.21'

Resolved: Walton on Trent Parish Council agreed for the Clerk to complete agreement with Zurich Insurance

24/25 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 Financial Regulations as developed by NALC and supported by DALC,

Resolved: Walton on Trent Parish Council agreed to adopt the new Financial Regulations

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

24/26 Villlage Hall - Toilets

On going project, quotes still being obtained.

24/27 Hedgehog Highway

The founder of Hedgehogs R Us is proposing a Hedgehog Highway Project which has templates for attaching to fences, to cut around, for the ease of hedgehogs to get around. A box of templates cost £150.00.

Resolved: Walton on Trent Parish Council agreed for the Clerk to contact the School to see if they are interested in the project which if the Council agreed to purchase a box.

24/28 Specific Areas of Interest

a) **Roads and Pavements** –The potholes as identified are continuing to be reported to DCC Highways

b) **Footpaths** – Nothing further to discuss

c) **Park** – Information on a comments thread on Friends of Walton has suggested that Anti-Social Behaviour and Drug use is taking place on the park.

Resolved: Walton on Trent Parish Council agreed for the Clerk to inform the Police of possible Anti-Social Behaviour and Drug Use on the park.

24/29 Circulated Emails for Information – Appendix D

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

24/30 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 10 June 2024, in the Walton on Trent Village Hall.

There being no other business to be transacted, the meeting closed at 8.25pm.