

Chetwynd Parish Council

Chairman Municipal Year 2024/ 25 – Cllr Derrick Clancy

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MINUTES OF A COUNCIL MEETING

(draft until signed at a subsequent meeting)

Held

MONDAY 17th June 2024

in

The Village Hall, Sambrook

Members Present:

Cllrs:, CLANCY, HUMPHREYS, PHILLIPS, STEFAN, WILLIAMSON, WILKINSON

In Attendance: Sheila Atkinson – Clerk

19-24/25 **APOLOGIES** for **ABSENCE**, were received from:-
Cllrs BUTLER, GRIMSTON, ROBSON.

20-24/25 **DECLARATIONS OF INTEREST:** none

21-24/25 Members **APPROVED** the Minutes of the Meeting held on Monday 13th May 2024. It was noted that there has been a continuous mis-spelling of Standford.

22-24/25 **Public Session** - No members of the public present at the meeting.

23-24/25 **Reports from Parish Councillors**

a. Cllr Stefan provided an update and verbal briefing on progress and works on the public rights of way within Sambrook. Members discussed various matters including mapping, circular walking routes, stiles, marker signs. Cllr Stefan and will liaise with Cllr Bulter to progress a “priority list” to utilise the grant money received for the upgrade of public Rights of Way project.

b. Cllr Humphreys reported on the “My Telford” app damage to the Bridge at Ovens Bottom, which has been acknowledged by T&W as now repaired.

c. Cllr Clancy has once again raised the issue of the Laural bushes/trees at Standford Villa with T&W via email.

d. Cllr Phillips asked if funding was available for councillors training, as the climate change course was once again been offered. No budget line provision was set for this financial year, however, Members **AGREED funding for training should be available from balances if councillors’ request and approval by full council is given.**

e. Members received the official framed portrait of His Majesty King Charles III received from the UK Government for display in public buildings.

FINANCE

24-24/25 **Annual Governance & Accountability Returns (AGAR) 2023/24**

Members noted the parish council accounts for the financial year ending 31/03/24.

The council has declared itself as exempt from external audit as the income and expenditure for 2023-24 does not exceed £25,000. Members CONFIRMED that AGAR form 2 Certificate of Exemption, has been signed by the Clerk and Chairman and that the contact details form has been completed for the external auditor.

a. Members **AGREED** the Annual Accounting Statements 2023/24 noting the internal auditors comments regarding “box 9” (*Assets must be listed and included on the form*).

b. Members received the Internal Auditor’s Report(s) and noted several recommendations regarding governance and good practice. In particular the adoption of Standing Orders and Financial Regulations. Also consideration is required to produce a Risk Management Policy and the creation of an Asset Register. Members **RESOLVED that Cllrs Phillips and Williamson will undertake the task of compiling an Asset Register.**

c. Members **APPROVED** the Annual Governance Statement, signed on behalf of the Parish Council by the Chairman and Clerk.

d. Members **AGREED** the Notice of Public Rights & Publication of documents will commence on Monday 24th June and end on Friday 2nd August.

25-24/25 Financial Report:-

- No bank statements have been received since the last meeting.
- £2,500 first instalment of precept received 1st May
- Invoices paid, with cheques issued, signed and authorised by two of the three signatories :-

Date	Cheque no	Payee	VAT	Total Expenditure
19/04/2024	657	Parish On-Line Web Service	(43.00)	£258.00
30/04/2024	658	SALC/NALC affiliation fees		£308.29
23/05/2024	659	Clear Councils Insurance		£505.64
05/06/2024	660	Sambrook Village Hall		20.00
		Total expenditure		<u>£1,091.93</u>

- Members approved payment of Clerks expenses £44.20

26-24/25 Grant Application – Sambrook Village Hall

Members considered correspondence and a formal request for £500 grant funding for Sambrook Village Hall committee to hold a Parish Fun Day on 6th July. Members acknowledged, as explained in the letter, that a “fun day” was not the appropriate way in which to mark the commemoration of D-Day’s 80th Anniversary. Members discussed the advertising of the event, and would wish to ensure, that all residents of Chetwynd Parish are aware that the event is being funded by the council. Members **RESOLVED to grant £500 to the Village Hall Committee for funding of a Parish Fun Day on 6th July 2024.**

27-24/25 Banking Arrangements

Members received an update on the progress of updating the current banking arrangement to include the clerk as a limited authorised user. The on-line forms have been submitted to Lloyds Bank and been approved by 2 of the 3 authorised signatories.

28-24/25 Planning Committee Chairman and Delegation

Members Elected Cllr Humphreys to be a chairman for the Planning Committee and delegated responsibility for submission of comments to the local planning authority on any issues relating to planning issues within the parish, to the planning committee chairman and clerk following consultation with all other member of the council's planning committee.

29-24/25 Planning Applications / Permissions Granted

There are currently no outstanding planning applications, however, Members noted, and received an update from Cllr Phillips regarding the Solar Farm application which is under consideration by Staffordshire Planning Authority, nonetheless, it is on the boundary of this parish council and will impact on the parish. Members discussed various issues, including the impact in HGV traffic movement along country lanes. Members agreed that as a parish council outside of Staffordshire County Council, we have no influence on the outcome of the application but would continue to monitor the situation.

Signed

Dated