

STAPLETON GROUP PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 30th APRIL
2018 AT 8.00 PM

Present: Mr P. Segrott (PS) Chairman
Mrs C. Scatcherd (CS) Vice-Chairman
Mrs M. Edwards (ME)
Mrs M. Chilman (MC)
Mr S. Weaver (SW)
Mr.P.Lewington (PL) Clerk
Councillor Mrs C.Gandy (CG) Herefordshire Council
Apologies: Mr H.Price

Minute

Action

1 APOLOGIES

Apologies were received from Councillor H. Price

2 DECLARATIONS OF INTEREST

There were no declarations of interest

3 ELECTION OF OFFICERS

CS proposed and ME seconded that Paul Segrott should continue as Chairman.

Resolved that PS continue as Chairman.

SW proposed and MC seconded that Caroline Scatcherd should continue as Vice-chairman.

Resolved that CS continue as Vice –chairman.

4 MINUTES OF THE PREVIOUS MEETING 5th MARCH

The minutes of the meeting were agreed and signed by the Chairman as a correct record.

PL was requested to publish the minutes on the parish council website and noticeboards.

PL

5 COUNTY COUNCILLOR'S REPORT

CG gave an overview of her report that had previously been circulated to all Councillors.

It was discussed and resolved that PL would investigate the availability of a grant from the War Memorials Trust to help fund the costs of professional maintenance required for the memorial clock in Byton Church.

PL

A detailed discussion ensued regarding the poor state of roads in the parish primarily resulting from the numerous potholes. One of the worst affected areas is Letchmoor Lane and it was resolved that CG would organise a meeting for the responsible council officer to attend the site to meet with local councillors and residents most affected by the poor state of this road. A detailed update will be provided for the next meeting.

CG

6 CORRESPONDENCE

All relevant correspondence listed in PL's report had already been circulated to Councillors and was mainly of a routine and information nature apart from the following which PL brought to the Parish Council's attention:-

a) Dementia Awareness and Information session

An invitation had been received from two local residents who have been trained by the Alzheimer's Society to present a Dementia awareness and information session to the Parish Council which could also be opened up to members of the public. Following a detailed discussion it was unanimously resolved that PL would accept this invitation on behalf of the parish council and organise it as a public session to start at 7pm before the next parish council meeting on 17th September which would then start at 8pm.

PL

b) Transparency Fund Grant

PL confirmed that the Parish Council had received a government grant of £881.12 to enable it to comply with the requirements of the Transparency Act.

7. FINANCE REPORT

The finance report prepared by PL and previously circulated to all Councillors was discussed in

detail and agreed with no matters arising.

a) **Final year end position against budget**

This showed a year end balance at bank of £4,271 with no major unexplained variances against budget.

b) **Current financial situation-actuals to date against budget**

As it is only one month into the current financial year limited budgeted expenditure had actually been incurred whilst the first half of the precept had been received. Consequently the balance at bank and therefore the surplus of income over expenditure at 30.4.18 was £6,322.

In accordance with the budget plan it was discussed and resolved that PL organise a skip hire for Friday 25th to Tuesday 29th May for the use of Parish residents and to be located at Kinsham Village Hall. It was further resolved that PL would publicise this on the Parish Council website and notice boards.

PL

c) **Payments and receipts since 5.3.2018 meeting**

i) **Payments made (if relevant cheque number appears in brackets)**

31/3	HMRC – Tax on clerk’s salary (518)	75.00
31/3	P.Lewington- quarterly salary (517)	300.00
5/3	Clerk’s expenses (519)	60.55
5/3	Petty Cash (520)	50.00
27/3	Stuart Ruell invoice 248 (521)	422.40
1/4	Bicknell & Sons (522)	2880.00

ii) **Receipts**

6/4	HALC re:Government Transparency Act grant	881.12
20/4	HCC 1st half precept	4,050.00

d) **Cheques to be signed at the meeting**

523	P.Lewington quarterly salary (30/6)	300.00
524	HMRC – tax on clerk’s salary (30/6)	75.00
525	Petty cash	50.00
526	Mrs C.Scatcherd – expenses relating to website	17.98
527	P.Lewington – clerk’s expenses (6.3.18 to 30.4.18)	197.93
528	Mr G.Taylor – website build and support	280.00

e) **VAT return for year ending 31st March 2018**

PL explained the figures contained in the return represented the VAT element of the payments made to the lentsman during the financial year ending 31st March 2018.

It was resolved that PL should submit the return to HMRC and monitor receipt of refund

PL

f) **Lentsman invoice to Herefordshire County Council**

PL explained the figures contained in the annual invoice to Herefordshire Council represented the reclaiming of the ex-vat amounts paid by the Parish Council to the lentsman during the financial year ending 31st March 2018.It was resolved that PL should submit the invoice to Herefordshire Council and monitor receipt of monies.

PL

8 **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The briefing note prepared by PL and previously circulated to all Councillors setting out that the law was changing to the GDPR and the implications for the parish council was discussed in detail. It was resolved that PL would purchase a specific GDPR Advisory Service package from Microshade Business Consultants to enable the Parish Council to become GDPR compliant. **PL**

9 **ANNUAL RISK REVIEW**

PL provided an overview of the annual risk review document which had previously been circulated to Councillors. Following discussion it was agreed that there were no other material risks potentially impacting the Parish Council to be included on the risk review schedule and that these identified risks had been satisfactorily addressed in accordance with the evidence/findings detailed on the risk review schedule.

It was resolved that PS should sign and date said schedule as evidence of the annual risk review having been undertaken and satisfactorily concluded.

10 **APPROVAL OF ANNUAL STATEMENT OF GOVERNANCE 2017/2018**

PL circulated copies of the annual statement of governance and provided the meeting with a detailed briefing of the matters contained therein. This included a review of the effectiveness of the system of internal control of which the annual risk review formed a part. PL further explained that the annual statement of governance had been subjected to an additional review as part of the annual independent internal audit work which on the basis of an assessment of risk had carried out a selective assessment of compliance with relevant procedures and controls. The internal audit review concluded that the Parish Council's control objectives were being achieved throughout the financial year to a standard adequate to meet its needs. The Parish Council considered the findings of these reviews and unanimously resolved to approve the Annual Governance Statement.

It was resolved that Chairman and Clerk should sign and date the statement as confirmation of approval.

11 **APPROVAL OF ACCOUNTING STATEMENTS 2017/2018**

PL circulated copies of the accounting statements which he had prepared and certified in his capacity as the Responsible Financial Officer and provided the meeting with a detailed briefing on the figures contained therein. This included a detailed explanation of the variances between this year's and last year's figures. PL also informed the meeting that the accounting statements had been reviewed as part of the recent independent internal audit work undertaken and no matters had been raised. Consequently with no matters to note the independent internal auditor had completed the Annual Internal Audit Report contained in the annual returns to this effect. The Parish Council considered the statement of accounts and unanimously resolved to approve the statement of accounts. It was resolved that the Chairman should sign and date the statement of accounts as confirmation of approval.

It was resolved that PL would publish on the Parish Council website and noticeboards the approved and signed Annual Governance Statement and the Accounting statements along with the Notice for the exercise of public rights which includes declaration of the status of the accounts. **PL**

It was resolved that the dates set for the period of exercise of public rights are as follows;
Announcement: 3rd June 2018
Commencement: 4th June 2018
Ending on: 13th July 2018

It was resolved that PL should submit the approved and signed Annual Return to the external auditor and respond to any queries or requests for information from the external auditors. **PL**

On completion of the external auditors limited assurance review it was resolved that PL would

publish on the parish councils website and noticeboards the certified annual return and notice of conclusion documents for the exercise of public rights. **PL**

12 **ROADS AND LENGTHSMAN**

(a) Annual Maintenance Plan review

A detailed review of the progress to date against the annual maintenance plan was undertaken and no current areas of work were identified as needing to be addressed.

All Councillors agreed to monitor the plan on an on-going basis and advise PL of any works they had identified as needing to be addressed which PL would then co-ordinate within the confines of the annual maintenance plan with the lengthsman.

SW provided an update on the completed hedge cutting that had been undertaken at Combe Moor which all councillors agreed had been satisfactorily completed. Several Councillors had received positive feedback from many local residents on the beneficial impacts on the environment and road safety.

13 **PLANNING**

The only application received since the last meeting related to the Barn at Highfield Farm, Byton. Due to consultation deadlines imposed by Herefordshire County Council this had previously been circulated to all Councillors with no matters arising that the Parish Council wished to bring to Herefordshire County Council's attention.

14 **DATE AND TIME OF NEXT MEETING**

Monday 17th September at 8.00 pm.

PL was requested to book the Kinsham Village Hall for the meeting. **PL**

There being no other business the meeting closed at 9.45pm