*** FULL COUNCIL MEETING MINUTES***

***MINUTES*** of the Wrockwardine Wood & Trench Parish Council Meeting held on Tuesday 13th June 2017 at the Parish Council Centre, Church Road, Wrockwardine Wood at 7pm.

**PRESENT: Cllr’s. Mrs. S. A. Watkins (Chair), Miss H. Smith (Vice Chair), D. Plant, Mrs. S. Reynolds, S. Reynolds, C.F. Smith, B.J. Thompson and K.R. Watkins**

**IN ATTENDANCE: 3 members of the public.**

**17/3005 Welcome and Introductions**

The Chairman welcomed everyone to the meeting.

**17/3006 Apologies**

Apologies were received fromCouncillors L. Brayne (illness), Mrs K. Hamner (illness) and

M. Hamner (Working),

**17/3007 Disclosable Pecuniary Interest**

There were no disclosable pecuniary interests declared.

**17/3008 Public Session**

An update was given by a resident in regard to progress of building work at Trench Tots Nursery. Confirmation has now been received that there is still asbestos in the rubble and residents are concerned that the rubble hasn’t been removed, fenced off or signage put up to highlight that its dangerous.

Councillor C. Smith updated that the asbestos is low level white asbestos and ait tests have given normal readings, therefore, there is little danger to anyone. It is now necessary for the contractor to return to the site and remove the rubble.

An issue was raised about the increased parking outside the Core Shop and sun tan shop on the Trench Road. This is causing congestion with traffic throughout the day and problems with people parking on pavements. Councillor S. A. Watkins said she would contact the CSO’s and ask them

to look into the issue.

Right turn only sign still not up outside new school.

Clerk to follow up with Amanda Roberts.

A resident asked about progress regarding talks about Arriva re-routing the number 7 bus route to avoid Richmond Avenue following complaints from residents. This could mean that it would go straight from Wombridge Road to Trench Road and could affect more residents.

The resident asked that the opinion of people living on Trench Road be taken into consideration as well as people living in Richmond Road.

The Clerk said that any consultation will include all residents affected and could be included in the newsletter which should go out shortly.

The Parish Environmental Team were thanked for their work clearing the old footpath by the school, which is now much improved.

**17/3009 Previous Minutes of the Annual Parish Council Meeting on 9th May 2017**

**RESOLVED** that the Minutes of the Annual Parish Council Meeting held on Tuesday 9th May 2017were confirmed as a correct record and signed by the Chair.

**17/3010 Previous Minutes of Finance Committee Meeting on 8th May 2017**

**RESOLVED** that the Minutes of the Finance Committee Meeting held on Monday 8th May 2017were confirmed as a correct record and signed by the Chair.

**17/3011 The Annual Audit – Year ending 31st March 2016/17**

The Clerk reported that she had received the report from the Internal Auditor Diane Malley and a copy was circulated to all present. The Finance Committee met on the 12th June and discussed the report and its recommendations.

Councillor C Smith noted that it was a very good report and very comprehensive, he thanked the former Clerk Yvonne Taylor, Carol Binnington and Diane Malley for their hard work.

**RESOLVED** that the Internal Audit report for 2016/17 is received and recommendations made

by the Internal Auditor are noted.

**17/3012 Annual Return for 2016/17**

The Clerk explained to members their responsibility as Councillors to complete the Annual Governance Statement for 2016/17, which forms part of the Annual Return.

The Clerk read out the following statement:

*We acknowledge as members of Wrockwardine Wood & Trench Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statement for the year ended 31 March 2017, that:*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| 1 | We have put in place arrangements for effective financial management during the year, and for the preparation of  the accounting statements. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 2 | We maintained an adequate system of internal control, including measures designed to prevent and detect fraud  and corruption and reviewed its effectiveness. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 3 | We took all reasonable steps to assure ourselves 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 this smaller authority to conduct its businesses or on its finances. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 4 | We provided proper opportunity during the year for the exercise of elector’s rights of the Accounts and Audit Regulations. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 5 | We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal control and or external insurance cover where required. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 6 | We maintained throughout the year an adequate and effective system of internal audit promoting of the  accounting records and control systems. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 7 | We took appropriate action on all matters raised in reports from internal and external audits. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 8 | We considered whether any litigation, liabilities or commitments, events or transactions , occurring either during or after the year-end, have a financial impact on  this smaller authority and, where appropriate have  included them in the accounting statement,. | C:\Users\Yvonne\AppData\Local\Microsoft\Windows\INetCache\IE\F0UZ0WAT\Tick-green[1].png |  |
| 9 | (for local councils only) Trust funds including charitable.  In our capacity as the sole managing trustee we discharge our accountability responsibilities for the funds/assets, including financial reporting and , if required, independent examination or audit. | N/A |  |

The Chair and the Clerk signed the Annual Governance Statement on behalf of the members.

**17/3013 Clerk’s Report on action taken since the last meeting.**

The Clerk updated members that she has completed the end of year finances and was happy with the internal auditors report. She will look at the recommendations made by the auditor and put procedures in place to address any comments made.

The Clerk has been dealing with several complaints from residents regarding inconsiderate parking and is liaising with the Police to address complaints. She putting together articles for the newsletter and asked for any contributions to be forwarded to her by Monday 19th June.

At last the damaged mirror was replaced on Monday morning at the entrance of Talbot Close, residents are delighted that they can now see the oncoming traffic and thanked the council.

**17/3014 Correspondence**

**Telford Wrekin Council** – Updated list of local nature reserves in Telford

**University of Wolverhampton –**Dementia Awareness Event in Southwater one.

**University of Wolverhampton –** The liberation of Belsen concentration Camp talk.

**Shropshire County Pension Fund** – Employer update.

**Telford & Wrekin Council** – Request from Angie Astley to attend a meeting to discuss

the future of the grounds maintenance and cleansing service when the contract ends.

**17/3015 Payments to be issued**

Each Councillor received a list of the expenditure transactions for June 2017.

RESOLVED that the expenditure transactions for June 2017 totalling £18,490.35 be approved.

(Copy of list attached to office minutes).

**17/3016 To receive and approve a Statement of Accounts for April 2017**

A copy of the end of year statement was distributed to all present as this included 31st March 2017, as previous March statement was only up to 29th March 2017.

The April statement was deferred to the next meeting as the Clerk is still waiting for her new computer and finance package to be installed.

**17/3017 Items of information**

Councillor John Thompson congratulated Councillor Stephen Reynolds on his appointment as Mayor of Telford and Wrekin Council. He also Congratulated Councillor Shirley Reynolds, who is now the Cabinet Member for Education and Councillor Charles Smith who is the Speaker.

A complaint was passed to a Councillor regarding the PET Team being asleep in their van in Rockfield Terrace. The Clerk requested that it would be advisable to ring the office straight away so that the complaint can be followed up as it may have been their break or not our PET Team as teams do sometimes venture on to other areas.

The members discussed Sgt Nicky Scott’s attendance at the July meeting, which will be her last before her retirement. The Clerk was tasked with buying flowers on behalf of the Parish Council and Councillor Anne Watkins will make a cake.

**17/3018 Date & Venue of the Next Meeting**

Tuesday 11th July in the School Hall at 7pm. – Full Council Meeting

**Signed………………………………………………… Date………………………………….**

**Chairman**