

**P A R I S H O F W E S T O N I N G**

**MINUTES of the Meeting of**

**Westoning Parish Council**

**held on Wednesday 9th June 2021 at 7.30pm**

**In the Village Hall, Westoning**

**PRESENT:** Cllrs J Nethersole (Chairman), E Bhasin, R Botterell, P Ellis, P Kelly,

B Rogerson, E Russell

**IN ATTENDANCE:** Mrs K Barker (Clerk), 3 members of the public were present

Agenda published on the noticeboard and on the website

The Village Hall current ‘special conditions of hire’ were reviewed and accepted. Social distancing regulations were adhered to.

Cllrs were saddened to hear of the sad death of Alan Marlow and a minutes silence was held.

**7467 Apologies for absence** – Cllr A Rayment, Cllr E Leftly, CBC Cllr J Jamieson

**7468 Minutes**

The minutes of the meeting held on 6th May 2021 were approved. Cllr Bhasin proposed, seconded by Cllr Rogerson the approval of the minutes as a true record. All agreed by those present and the minutes to be signed by the Chairman.

**7469 Declaration of interests**

There were no declarations of interest.

**7470 Matters Arising**

There were no matters arising.

**7471 Chairman’s actions**

There were no Chairman’s actions during the month.

**7472 Reports and representations**

CBC Cllr Jamieson was not present.

**7473 Public Participation**

A member of the public spoke about the issue he raised previously regarding speeding vehicles on the C107. He said that he would like the support of the Parish Council for speed control measures.

He said that he has been in touch with the Chairman of Tingrith Parish Council who are supportive of speed control measures. See Point 7475.6

**7474 Finance**

7474.1 Bank balances and finance report:

The Clerk supplied a finance report prior to the meeting.

|  |  |
| --- | --- |
|  | **£** |
| TSB Community Account | 30,600.08 |
| TSB Instant Access Account | 66,451.20 |
| **TOTAL** | 97,051.28 |

7474.2 Cllr Ellis proposed, seconded by Cllr Bhasin the approval of the following payments, agreed by all present:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee** | **£** |
| 000466 | Clerk – salary | 492.93 |
| 000466 | Clerk – expenses | 34.65 |
| 000467 | HMRC – Clerk tax June | 2.40 |
| 000468 | Parish Warden – village tidying | 275.00 |
| 000469 | D J Granger – Inv 021483 village grass | 604.54 |
| 000469 | D J Granger – Inv 021510 playing field | 189.60 |
| 000469 | D J Granger – Inv 021451 playing field | 189.60 |
| 000469 | D J Granger – Inv 021525 village grass | 604.54 |
| 000470 | W J Marshall – internal audit | 120.00 |
| 000471 | Safetyshop – ‘no dogs’ signs | 100.01 |
| 000473 | Jacksons Fencing – latch, fixings and keys | 80.52 |
| 000474 | Fidelity – banner | 13.20 |
| 000475 | E.on – electricity bill - May and June | 100.84 |
|  | **TOTAL** | 2,807.83 |

7474.3 Other finance matters:

7474.3.1 VAT

The Clerk said that the first VAT reclaim has been rejected by HMRC as the bank details do not match. She said this is very strange as the Parish Council received a reclaim last year into that bank account. She has sent a copy of the form to HMRC signed to confirm the bank details.

7474.3.2 Internal Audit Report

The Clerk read out the internal audit report. Summary:

The Internal Auditor firstly examined the publicly available information displayed on the council’s website including the council’s policies, procedures, agendas, minutes, financial and other records and sought evidence that the previous year’s Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council. The council’s arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the proper practices as set out in the Practitioners’ Guide), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures and compliance with the display of information including the exercise of public rights were then examined.

In respect of the latter, the Internal Auditor noted that last year, the External Auditor (EA) drew attention in section 3, part 2 ‘other matters’ of the 2019/20 Annual Governance and Accountability Return (AGAR). It appears that the statutory notice had not been posted in a timely manner, as soon as practicable after the council had signed off the AGAR. Whilst he can confirm that the chosen dates were within the permitted (and extended, due to C-19) legal window, because of the EA’s observation he is obliged to enter a ‘no’ response to question M in the Annual Internal Audit Report (AIAR). The council should also note the EA’s instruction to enter a ‘no’ response to question 4 in section 1, the governance statements of this year’s AGAR.

The arrangements that the council put in place in response to the C-19 restrictions, to manage the processes and procedures that would normally require documents including Minutes, invoices etc to be physically examined and / or signed were examined.  Where changes have been made, the Internal Auditor was satisfied that the modified arrangements have been introduced without any significant diminution in the overall standard of internal controls.

The following issues were noted:

* the annual receipts and payments summary that forms part of the suite of year-end information displayed on the website does not fulfil the intended purpose of making information publicly available in that it is a summary of the spending under budget and other headings rather than details of actual receipts and payments. This requirement is normally and better fulfilled by posting the entire cashbook ie the excel spreadsheet on the website.

Parish Council response:

* The Clerk reported that she had agreed with the Internal Auditor that she will post the end of March 2021 spreadsheet on the website to ensure that all financial information is publicly available.

7474.3.3 Review of 2021/22 budget

For review at the next meeting.

**7475 Highways**

7475.1 Potholes and other faults/problems.

The Clerk said that the repair to the road surround to a metal road plate as reported by Cllr Rogerson last month, had already been reported and the case closed so she has asked CBC Cllr Jamieson to look into it as the road is further deteriorating.

7475.2 Village Walk

The village walk will be held on Monday 12th July at 6.30pm starting outside the Village Hall.

7475.3 Traffic Management/Parking Control

To be reviewed during the village walk.

7475.4 Traffic calming measures – top of Church Road

To be reviewed during the village walk.

7475.5 Dogs on Recreation Ground

Cllr Ellis said that he has put up some bigger ‘no dogs’ signs. Cllrs agreed that an article needs to be put in the next Westoning On Sunday and perhaps in the Village Link. Cllrs agreed to be vigilant.

7475.6 C107 – formal request for 40mph limit on grounds of traffic and road safety

See Public Participation. Cllr Nethersole said that she will report the speeding problems to the Police so that it is logged. (**Action Cllr Nethersole**)

7475.7 Festival of Britain sign

The Chairman to obtain a quote for refurbishment of the sign. (**Action Chairman**)

7475.8 Vandalism at God’s Acre

Reverend Nigel Washington spoke of the vandalism in God Acre. A monument has been defaced and a cross broken. The Parish Council discussed ways to alleviate the problem and Reverend Washington agreed to put up a notice for the next month asking residents to report any issues and be extra vigilant.

**7476 Recreation Ground**

7476.1 Storage compound for Westoning Football Club

Nothing to report.

**7477 Village Matters**

7477.1 Flower Planters

The Chairman said that Cllr Rayment has taken delivery of the planters and the compost. Cllr Russell said that 2 people have come forward as sponsors. Cllr Rayment will speak to Flitvale Garden Centre to see if they will give a discount if the Parish Council buy all the plants from them. Cllr Russell agreed to draw up a flyer to circulate. Cllrs agreed that the Parish Council will be responsible for any planters not sponsored. Cllr Ellis said that he has purchased a large amount of geraniums and he is happy for some of them to be used for the planters. Cllr Nethersole, Russell and Rogerson agreed to be part of the Planters Committee.

7477.2 Rock Snake

Cllr Bhasin said that the school are unable to locate the rock snake in the school grounds. Cllrs agreed to identify a suitable location for it on the village walk.

7477.3 COVID-19 updates from Westoning Cares

Westoning Cares is still in operation and undertaking pharmacy and shopping runs. Remove from the agenda.

7477.4 Village Fete/Picnic

Cllr Bhasin said that the Church are looking to organize a free fete/picnic on 17th July on the recreation ground. They are asking local businesses and the Parish Council for donations/raffle prizes. Cllr Kelly proposed, seconded by the Chairman to donate £200 towards the event, agreed by all present.

7477.5 Re-planting of trees

Cllr Bhasin said that the school have agreed to re-plant the trees in the wild garden area in the autumn. Remove from the agenda.

7477.6 Litter Pick

Cllr Botterell said that the litter pick event is organized for Saturday 12th June.

7477.7 Littercam

Nothing to report.

7477.8 Litter and dog bin - Sampshill

The Chairman said that CBC has agreed to put in a litter bin but not a dog bin. They have said that the litter bin can be used for dog waste.

7477.9 Environmental Issues

There were no issues.

**7478 Play Area**

Cllr Ellis said that the lock on the gate to the hard surface area has broken and he has ordered a replacement from Jacksons Fencing. He has tightened the swing basket bolts but this needs monitoring.

**7479 Planning**

7479.1 Planning Applications:

7479.1.1 CB/TRE/21/00241 – Westoning Manor, Manor Gardens – works to trees protected by Tree Preservation order MB/67/00005/A1: reduce back from building by approx. 2m and reduce remaining crown by approx. 1/3 to balance and shape Oak Tree 1. Reduce back branch to Oak Tree 2.

The Parish Council has no objection to the application.

7479.1.2 CB/21/02228/FULL – 2 Park Farm, Park Road – single storey side extension. The Parish Council has no objection to the application.

7479.1.3 CB/21/01391/LB – CB/21/01390/FULL – 4 Westoning Manor, Manor Gardens – erect a wooden gazebo. The Parish Council has no objection to the application.

7479.2 Other Planning Matters:

7479.2.1 Solar Farm proposal

Nothing to report.

**7480 Committees/Sub Groups/Representatives - Reports**

Village Hall - Cllr Luff said that the hall extension works will shortly be completed and an opening event will be held early September.

**7481 Parish Council Administration**

7481.1 Delegating powers to the Clerk

The Chairman proposed, seconded by Cllr Rogerson and agreed by all present that in the event that it is not possible to convene a meeting of the Parish Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Parish Council where such decisions cannot reasonably be deferred and must be made in order to comply with a statutory deadline. This will include finance, time limited resolutions and planning. This will be carried out where possible by consultation with Cllrs. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

**7482 General correspondence:**

Air Ambulance funding letter. The Parish Council resolved to make a donation of £100. The Clerk to add the payment to the next agenda. (**Action Clerk**)

**7483 Date of next meeting: Parish Council Meeting**

**Wednesday 14th July 2021 at 7.30pm**

**In the Village Hall**

The meeting closed at 9.15pm

Approved: ………………………………………………. Date: ……………………………………………………….