

Uttoxeter Rural Parish Council

Minutes of an **Annual** meeting held on Tuesday, 5th May 2020, via Zoom an on line platform. The meeting commenced at 7pm.

On 2nd April, the government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations come into force on 4th April and allow Parish Councils to hold meetings via an on line platform. <http://www.legislation.gov.uk/uksi/2020/392/part/2/made>

As a result of this regulation, the Councillors voted by e-mail to hold both the Uttoxeter Rural Parish Council Annual meeting and the Uttoxeter Rural Parish Meeting on line.

How to Join the Meeting. - Locate Zoom (<https://zoom.us/>) and click Join a Meeting and then enter the Meeting ID below.

Meeting ID 868 0974 5784

If you are not able to join via a computer then join us by dialling one of the telephone numbers below and putting in the meeting ID.

0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240 United Kingdom

Present via video/telephone: Cllr Dunn, Cllr Dartnell, Cllr Moore, Cllr Ollerenshaw, Cllr Oulsnam, Cllr Pattinson-Evans, Cllr Slater, Cllr G Smith, Cllr P Smith, Mr Brosnan and the clerk.

A20.05.001 ELECTION OF CHAIRMAN

Cllr Matt Slater was elected as Chair and signed the declaration of interest form, via email.

A20.05.002 APOLOGIES – Cllr Whittaker

A20.05.003 DECLARATION OF INTERESTS –

Due to Coronavirus lock down, ESBC, have advised will accept typed signatures for this year. Councillors to return to Clerk by 12.05.2020.

A20.05.004 CHAIRMAN REPORT 2019/2020 - Cllr Tom Ollerenshaw

Good evening everyone. Firstly, I would like to thank you all for the support you have given me during my time as Chairman. Our Parish website is providing much needed information regarding the Pandemic and also keeping us up to date on what is happening in our Parish. Bramshall's new chicane system is up and running but it is still too early to comment on the success of it at the moment. Stramshall has had the SIS signs erected and now they appear to be working after early teething problems, again too early to measure. Because of the increase of traffic due to the new JCB factory. Stramshall is hoping to implement more traffic calming measures. Richard Rayson SCC is going to do a costing after the onsite meeting we had last year. We have been able to get the footpath down at Spath cleared and the hedge cut. All broken styles have been repaired and made safe. To cut costs we have

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removed the hosepipe on the allotments in Stramshall and have installed a water trough. We are hoping to obtain two more through a grant from South Staffs Water. Stramshall play area seems to be a success. There has been a small amount of vandalism but this was easily repaired. I will close by saying a very Well Done to Bramshall your Christmas Tree looked stunning we were most impressed , and finally a big Thank You to Ginny for all the hard work she has done during the year sourcing grants etc. we are very grateful.

Once again thanks to you all and I wish all the best to Matt your new Chairman for the coming year.

A vote of Thanks to Tom for his work as Chair was proposed. Thank you to Tom from the Council for your sterling work.

A20.05.005 ELECTION OF OFFICERS

The following Councillors were proposed and seconded into the role:

Vice Chair (Stramshall Councillor) – Cllr P Smith

Bramshall Village Hall Committee – Cllr J Pattinson-Evans

Stramshall Village Hall Committee – Cllr D Oulsnam

Uttoxeter Charities Representative – Cllr M Slater

Uttoxeter Quarry – Cllr D Oulsnam

Footpaths – Cllr D Moore

Stramshall Allotments – Cllr D Oulsnam

Stramshall Play Area Inspections – Cllr T Ollerenshaw

Stramshall Telephone Box Library – Cllr Ollerenshaw

Bramshall Telephone Box inspections – Cllr J Pattinson-Evans

Stramshall Defibrillator inspections – Cllr D Oulsnam

Bramshall Defibrillator inspections – Cllr A Dartnell

Highways – Cllr D Moore – Stramshall – Cllr A Dartnell – Bramshall

Website – Cllr Dunn

Internal Audit Trail – Cllr Dunn

Noticeboard content updates: Bramshall, Cllr J Pattinson-Evans, Willslock, Cllr M Slater, Spath, Stramshall, Cllr Oulsnam.

A20.05.006 URPC POLICIES for RATIFICATION

Councillors confirmed they had read the below policies and RATIFIED them, except for Standing Orders, which needs to be amended with regards to the Chairman and how long they serve in post. The Standing Orders will be edited and considered in 2nd June Meeting.

Business Risk Assessment Table

Financial Regulations - AMENDED

Publication Scheme

Code of Conduct – all Councillors signed Annual Statement

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Media Policy

Grant Aid Application process

Freedom of Information

Complaints Procedure

Health and Safety Policy

Asset Register

Anonymous Contact with Council policy.

ICO Data Registration Certificate -Reference: ZA372637 -will be issued after 14.05.2020.

Data Audit Schedule Policy

Document Retention and Disposal Policy

Document Retention and Disposal Appendix A

Responsibility delegated to Clerk Policy

Annual Leave Policy – NEW

Disciplinary Policy – NEW

Grievance Policy – NEW

General Power of Competence: The Parish Council is eligible to use the General Power of Competence. The Clerk reminded members that the General Power of Competence gives authorities the power to take the reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'. Under the provision a local authority has power to do anything that individuals generally have full legal capacity to do. To remain eligible, the Parish Council has confirmed that the Clerk is qualified in the Certificate in Local Council Administration on 14th March 2018. There are some restrictions: to abide by statutory duties such as considering the likely effect of crime and disorder and conserving biodiversity, and to abide by legislation, such as employment law, health & safety, equality and data protection.

A20.05.007 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND BANK RECONCILIATION:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 – allows councils to delay audit, but URPC will submit in the normal time frame.

<http://www.legislation.gov.uk/ukxi/2020/404/contents/made>

A fee of £200 for Mazar External Audit will be incurred, as AGAR Part 3 completed.

A fee of £192.32 for Internal Audit will be incurred from Alan Toplis Associates.

AGAR 2019/2020 Forms were considered by Council (sent by email) and RATIFIED, they require a wet signature, which will be organised before 3rd June and sent to Mazars. Part 3 was completed – gross income or expenditure exceeded £25,000.

Documents to be signed:

Annual Internal Audit – Alan Toplis. – received by email signed.

Section 1 – Annual Governance Statement – signed by Chairman and Clerk

Section 2 – Accounting Statements 2019/2020 – signed by Responsible Finance Officer (Clerk) and Chair

A Bank Reconciliation and Significant Variance was prepared by Clerk.

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Council Contact Details completed for Auditors by Clerk.

Exercise of Public Rights –dates were set for 30 days – which starts on **03.06.2020 to 14.07.2020** by appointment with Clerk.

<u>Reconciliation at 18.04.2020</u>			
<u>Receipts and payments</u>			
a. Opening balance 1st April 2019			14,337.26
b. Total receipts			24,982.56
c. Total payments			25,712.72
d. Surplus/(Deficit) in the year (b-c)			-730.16
e. Closing balance on 31.03.2020 (a+d)			13,607.10

A20.05.008 DATES AND TIMES OF 2020/2021 MEETINGS

2nd June 2020 (B)
 7th July 2020 (S)
 August No Meeting
 1st September 2020 (B)
 6th October 2020 (S)
 3rd November 2020 (B)
 1st December 2020 (S)
 January No Meeting
 2nd February 2021 (B)
 2nd March 2021 (S)
 6th April 2021 (B)
 4th May 2021 (B)

DATE AND TIME OF NEXT ANNUAL MEETING: 4th May 2021 at 7pm in St Lawrence Church, Bramshall.

The meeting closed at: 19.29