

## Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 6:50pm,  
30<sup>th</sup> May 2023 Weston Under Wetherley Village Hall

**Present:**

Councillor Dr Tim Robbins (Chairman)  
Councillor Danielle Williams  
Councillor Rachel Tighe

Councillor Nick Wylie  
Councillor Pippa Jamie

**In Attendance:**

Clerk & RFO	Jane Chatterton
WCC	Councillor Wallace Redford
WDC	0
Public:	0

**295. Apologies**

There were no apologies for absence.

**296. Declarations of Interest:**

There were no declarations of interest.

**297. Councillor Co-option**

Following the May 2023 elections there were 3 vacant seats on the Parish Council. Application forms had been received from 2 qualifying Parishioners.

**RESOLVED THAT:**

- (i) Nick Wylie be co-opted on to the Parish Council.
- (ii) Pippa Jamie be co-opted on to the Parish Council.

Both Councillors Signed the Acceptance of Office and joined the meeting.

**298. Minutes**

The minutes of the Parish Council meeting held on 20<sup>th</sup> March 2023 were received and discussed.

**RESOLVED THAT** the minutes of the meeting held on 20<sup>th</sup> March 2023 be approved.

**299. Matters Arising**

There were no matters arising not listed on the agenda.

**300. Public participation: To adjourn to allow public participation.**

There were no members of the public present.

**301. Councillor's reports and items for future Agenda**

**Councillor Wallace Redford**

All reports sent from WCC had been circulated.

Road Safety Meeting

Councillors and Officers needed to agree a date for a walk through the Village to look at issues for action.

**ACTION:** Councillor Robins to email Councillor Redford some prospective dates.

WDC Update - Elections May 2023

Councillor Redford updated that the District Council was going to be run by a Green Party and Labour coalition.

May election results were as follows:

Conservative	6
Liberal Democrat	10
Green Party	14
Labour Party	11
Whitnash Resident Association	3

Councillor Ian Davidson would now be the Lead.

**302. Correspondence**

Nothing to discuss.

**303. Finance**

303.1 to approve payments: -

**2022-23**

DATE	REF	PAYEE	DETAILS	AMOUNT
23.03.23	E84	HSBC	Bank Charges March	£5.00

**2022-23 Income**

DATE	REF	PAYEE	DETAILS	AMOUNT
30.03.23	R	HMRC	VAT Reclaim 01.04.21 31.03.22	£450.11
30.03.23	R	HSBC	Interest on Account 2	£23.78

**2023-24**

DATE	REF	PAYEE	DETAILS	AMOUNT
14.04.23	E1	SPS	Payroll Invoice 10494	£12.94
14.04.23	E2	SPS	Payroll Invoice 10573	£12.94
14.04.23	E3	WALC	Annual Membership	£161.00
14.04.23	E4	HMRC	Tax & NI April	£103.20
14.04.23	E5	J Chatterton	Clerk Salary April	DPA
14.04.23	E6	J Chatterton	SLCC Membership Part payment	£75.00
14.04.23	E7	J Chatterton	Expenses April	£26.00
21.04.23	E8	Louise Best	Internal Audit	£110.00
21.04.23	E9	Zurich	Parish Insurance	£180.32
21.04.23	E10	HSBC	Bank Charges April	£5.00

02.05.23	E11	Village Hall	meeting 30.05.23	£24.00
02.05.23	E12	J Chatterton	Expenses May	£98.00

**Income 2023-24**

DATE	REF	PAYEE	DETAILS	AMOUNT
30.04.23	R1	WDC	Half yearly precept	£5,426.00

**RESOLVED THAT** the payments be approved and the income noted.

**ACTION:** Outstanding – Councillor Robins compost. Councillor Robins to resend the receipt.

**303.2 Bank Reconciliation 31<sup>st</sup> March 2023**

The Bank Reconciliation 31<sup>st</sup> March 2023 was received and discussed.

Balance per bank statement as at **31st March 2023**

Account 1	£17,009.52	
Account 2	£9,003.01	
		<b>£26,012.53</b>
Petty cash float (if applicable)	£0.00	£0.00
Less: late payments 31st March 2023	£0.00	£0.00
Add: any un-banked as at 31st March 2023	£0.00	

Net balances as at 31st March 2023 **£26,012.53**

**The net balances reconcile to the Cash Book as follows:**

**CASH BOOK**

Opening Balance 1st April 2022		
Account 1	£13,788.89	
Account 2	£8,961.21	
		<b>£22,750.10</b>
Add Receipts up to 31st March 2023	£14,224.10	
Less: Payments up to 31st March 2023	£10,961.67	
Closing balance per cash book as at 31st March 2023		<b>£26,012.53</b>

**RESOLVED THAT** the Bank Reconciliation 31<sup>st</sup> March 2023 be approved.

**303.3 Quarterly Report 31<sup>st</sup> March 2023**

The Quarterly Report 31<sup>st</sup> March 2023 was received and discussed.

**RESOLVED THAT** the Quarterly Report 31<sup>st</sup> March 2023 be approved.

### **304. Audit Process**

The Clerk updated that the annual accounts 2022-23 had now been internally audited by Louise Best a competent and independent auditor and had been signed off. The report had been circulated.

#### **304.1 Annual Governance and Accountability Return 2022/23 Part 2**

The Parish Council were to complete Form Part 2. Part 2 was to be completed only by Local Councils, Internal Drainage Boards and other smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wished to certify themselves as exempt from a limited assurance review.

The Parish Council were required to return to the external auditor for a limited assurance review provided the authority completes:

- a) The Certificate of Exemption, page 3
- b) The Annual Governance and Accountability Return (Part 2).

#### **Publication Requirements**

The Parish Council must publish various documents on the parish council website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2022/23, page 4
- Section 1 – Annual Governance Statement 2022/23, page 5
- Section 2 – Accounting Statements 2022/23, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**RESOLVED THAT** the update be noted.

#### **304.2 Certificate of Exemption, page 3**

The Parish Council completed the Certificate of Exemption which was signed by the Chairman and Responsible Financial Officer.

#### **304.3 Section 1 – Annual Governance Statement (page 5)**

The Parish Council completed Section 1 – Annual Governance Statement (page 5) this was signed by the Chairman and Clerk.

#### **304.4 Section 2 – Accounting Statements (page 6)**

The Parish Council completed Section 2 – Accounting Statements (page 6) this was signed by the Chairman and the Clerk.

**RESOLVED THAT**

- (i) The Parish Council declared themselves exempt by completing the Certificate of Exemption.
- (ii) the Annual Governance and Accountability Return 2022-23 was completed.
- (iii) Publish the documentation on the website.

**304.5 Notice of Public Rights**

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return of the Accounts for the Year Ended 31<sup>st</sup> March 2023 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

**RESOLVED THAT** the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

**305. Planning**

Nothing to discuss.

**306. Speed monitoring equipment**

It was noted that more team members were required.

**ACTION:** - Leaflet drop to recruit.

**307. Sabin Drive Play Area**

**ACTION:** email officer at WDC for an update

**308. CCTV**

**ACTION:** Obtain a price for cameras.

**ACTION:** Councillor Robbins to liaise with the Church Warden.

**309. SWLP**

**ACTION:** an information meeting would be held when further updates had been received.

**310. Parking in St Michael's Close**

Bench - It was confirmed that HS2 were going to remove the circular bench and use the materials to make 2 new benches.

Grassed area -

**ACTION:**

- (i) Councillor Tighe to send photos to the Clerk.
- (ii) Clerk to obtain quotations.
- (iii) Make an application to the WCC Community Grant.

**311. St Michael's Close garages**

C/O.

**312. HS2**

It was reported that HS2 had carried out work to re-align the lobsided bin on St Michaels Close.

**ACTION:** Put forward other small community projects to HS2.

**313. Wildflower signage**

**ACTION:** Wooden stakes needed to be installed around the wildflower area.

**314. Councillor's reports and items for future agenda**

- List to Councillor Robins of PC property stored with previous Councillors
- Lockable cupboard at the VH to keep PC property including speed gun
- Poo bag holders – Agenda July
- Facebook – login – sort out Administrator rights
- Website – login details
- Trees at the top of the Close – leaning tree. – tree stake. Hawkesbridge to quote to re-stake trees and bark around.
- Crocus bulbs
- Tap in the Church yard not working – Councillor Robins to raise with Church Warden.
- Banking – Councillors Robbins and Tighe to be signatories.

**315. Next Meeting**

The date of the next meeting was confirmed as 10<sup>th</sup> July 2023 at the Village Hall.

Meeting closed at 19:30pm