

Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 6:30pm,
16th May 2022 Weston Under Wetherley Village Hall

Present:

Councillor Helen Adkins

Councillor Rachel Tighe

Councillor Nick Harrington (Vice Chairman)

Councillor Tim Robbins (Chairman)

Councillor Danielle Williams

In Attendance:

Clerk & RFO

Jane Chatterton

Public:

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206. Apologies

Apologies for absence were received from Councillor Wallace Redford.

Councillor Valarie Leigh-Hunt was not present.

207. Declarations of Interest:

There are no declarations of interest.

208. Minutes

The minutes of the Parish Council meeting held on 14th March 2022 were received and discussed.

RESOLVED THAT the minutes of the parish council held on 14th March 2022 were approved.

209. Matters Arising

Nothing to report.

210. Public participation

There were no members of the public present.

211. Councillor's reports and items for future Agenda

HS2 – green bridges – HS2 had modified the plans for the HS2 in the area. WCC were now objecting to the plans.

ACTION:

- (i) Councillor Harrington to research and report back at a future meeting.
- (ii) Liaison with HS2 representative.

212. Correspondence

Nothing to note.

213. Finance

213.1 to approve payments: -

2021-22

DATE	REF	PAYEE	DETAILS	PAYMENT
15.03.22	E70	J Chatterton	Clerk Salary March	DPA
15.03.22	E71	HMRC	Tax & NI Clerk March Payment	£115.40
21.03.22	E72	HSBC	Bank Charges	£5.00

Income 2021-22

28.03.22	E73	WCC	Greenshoots Grant	£1,900.00
31.03.22	R	Interest	Account 2	£0.49

2022-23

DATE	REF	PAYEE	DETAILS	PAYMENT
25.04.22	E1	Louise Best	Internal Audit	£110.00
25.04.22	E2	J Chatterton	Clerk Salary April 2022	DPA
25.04.22	E3	HMRC	Tax & NI April 2022	£96.20
25.04.22	E4	J Chatterton	Expenses April 2022	£45.80
25.04.22	E5	WALC	Annual subscription	£149.00
25.04.22	E6	SPS	March 2022 9585	£12.00

RESOLVED THAT: the payments be approved.

213.2 Bank Reconciliation 31st March 2022

The Bank Reconciliation 31st March 2022 was received and discussed.

Balance per bank statement as at **31st March 2022**

Account 1	£13,788.89	
Account 2	£8,961.21	
		£22,750.10

Petty cash float (if applicable)	£0.00	£0.00
Less: late payments 31st March 2022	£0.00	£0.00
Add: any un-banked as at 31st March 2022	£0.00	

Net balances as at 31st March 2022 **£22,750.10**

The net balances reconcile to the Cash Book as follows:

CASH BOOK

Opening Balance 1st April 2021		
Account 1	£11,615.65	
Account 2	£8,960.04	
		£20,575.69
Add Receipts up to 31st March 2022		£13,279.62

Less: Payments up to 31st March 2022	£11,105.21
Closing balance per cash book as at 31st March 2022	£22,750.10

RESOLVED THAT: the Bank Reconciliation 31st March 2022 was approved.

213.3 Quarterly Report 31st March 2021

The Quarterly Report 31st March 2021 was received and discussed.

RESOLVED THAT the Quarterly Report 31st March 2021 was approved.

213.4 Purchase of bark

A request had been received for the purchase of £102.00 including VAT for bark to be placed around the trees to provide a barrier and assist with water retention.

RESOLVED THAT:

- (i) The purchase be approved.
- (ii) Councillor Harrington to place the order.
- (iii) Volunteers to be recruited to spread the bark.

214. Audit Update 2021-22

The Clerk updated that the annual accounts 2021-22 had now been internally audited by Louise Best a competent and independent auditor and had been signed off. The report had been circulated.

214.1 Annual Governance and Accountability Return 2021/22 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 2021/22, page 4
- Section 1 – Annual Governance Statement 2021/22, page 5
- Section 2 – Accounting Statements 2021/22, 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.

214.2 Certificate of Exemption, page 3

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

214.3 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.

214.4 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 2021-22 was completed.
- (iii) Publish the documentation on the website.

214.5 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 31st March 2022 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.

215. Planning

Nothing to discuss.

ACTION: Add SWLP as a standard agenda item.

216. Councillor's reports and items for future agenda

Agenda items

- CCTV
- SWLP
- Quotation for a survey on the Lime trees
- Purchase of a speed gun
- Parking in St Michael's Close
- St Michael's Close garages

Parking in St Michael's Close – need to engage with the Local Representative and what can they do for green parking in St Michael's Close.

ACTION: Councillor Harrington to liaise with Chris Garden – agenda for July

Garages – outstanding response from Councillor Valarie Leigh-Hunt.

ACTION: Chase Councillor Leigh-Hunt for a response re the garages.

Rugby Road verges

ACTION: Clerk to contact the Payback Team request assistance with tidying the verges and cutting back the brambles.

ACTION: Clerk to contact Sara-Louise Lea HS2 - for a Community Day for Weston.

217. Next Meeting

The date of the next meeting was confirmed as 18th July 2022 at the Village Hall.

19:50pm

SIGNED BY THE CHAIRMAN

18th July 2022