

Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 6:45pm,
20th May 2024 Weston Under Wetherley Village Hall

Present:

Councillor Dr Tim Robbins (Chairman)
Councillor Rachel Tighe

Councillor Nick Wylie
Councillor Pippa Jamie

In Attendance:

Clerk & RFO Jane Chatterton

WCC Councillor Wallace Redford

WDC Councillor Rebecca Noonan

Public: 1

397. Apologies

There were no apologies for absence.

398. Declarations of Interest:

There were no declarations of interest.

399. Minutes

The minutes of the Parish Council meeting held on 18th March 2024 were received and discussed.

RESOLVED THAT the minutes of the meeting held on 18th March 2024 be approved.

400. Matters Arising

Nothing to report.

The Chairman suspended the Standing Orders.

401. Public participation

Burglary in Weston – Villager reported that there had been a burglary today, 20th May. The offenders had ransacked the house and stole the minibus off the drive.

Smell from the landfill – it was reported that the smell had been getting worse for a few weeks. The air was thick and hangs in the air. It was noted that the landfill is situated within Bubbenhall Parish Council's area.

ACTION: Letter to be sent to Bubbenhall Parish Council raising the concern and to see if they have noticed anything or had any contact from the landfill site.

402. Councillors' reports and items for future Agenda

Councillor Redford – WCC Updates

All updates have been circulated.

Potholes – WCC were carrying out a new way of dealing with potholes. Under the present system anyone reports a pothole, and this then goes into the Highways Team. When a week workload of pothole repairs are gathered the instruction is sent to Belfour Betty for action. WCC Highways now have 2 teams specialising in potholes and they will go out around the County on prescribed routes.

For example, they would start at the boundary of Weston and work through filling any potholes as they go, including reported potholes or not.

Request has been made to inform the Parish Council if they are carrying out work in their parish.

Councillor Noonan – WDC Updates

St Michaels Close

Councillor Wylie updated that he had carried out a resident survey. The results clearly shows that parking is an issue and residents require more parking. Funding would need to be obtained.

Run down garages – it was noted that WDC owned the garages which were rented out to anyone who wants to rent one. It had been established that only 3 residents in the Close rented them. The rest were out of area.

ACTION:

- (i) Councillor Noonan to talk to the Portfolio Officer at WDC.
- (ii) Councillor Wylie to send photographs and information to Councillor Noonan.

ACTION:

- (i) Letter to be sent to residents in St Michael's Close with the PC's proposals and get a response from residents, need to show support for any scheme.
- (ii) Councillor Wylie to draft the letter and send to the Clerk for production.

No Mow May

The general opinion is that the scheme has been better this year. Work should commence again with mowing from the 1st June.

Play area

Work should have commenced again today. Zip wire is still broken.

ACTION: Councillor Noonan to chase.

MUGA installation

WDC have informed the Parish Council that they need to apply to HS2 for funding to install a MUGA. However, the Parish Council does not own the land and therefore cannot apply.

ACTION: Council to follow up on the fact we can't apply for a MUGA

403. Correspondence

Nothing to discuss.

404. Finance

404.1 to approve payments: -

2023-24

DATE	REF	PAYEE	DETAILS	AMOUNT
18.03.24	E87	HMRC	Tax & NI Clerk	DPA
18.03.24	E88	J Chatterton	Clerk Salary March	DPA
18.03.24	E89	J Chatterton	Expenses March	£80.00
22.03.24	E90	Mr I Hodges	Installing PC Noticeboard	£140.40
22.03.24	E91	J Chatterton	Noticeboard magnets	£9.56*
27.03.24	E92	Magic Voices Choir	Choir for Fete	£100.00
28.03.24	E93	HSBC	Bank Charges	£5.00

*inc VAT

2023-24 INCOME

DATE	REF	PAYEE	DETAILS	AMOUNT
31.03.24	R	HSBC	Interest on account 2	£78.26

2024-25

DATE	REF	PAYEE	DETAILS	AMOUNT
08.04.24	E1	Zurich	Parish Council Insurance	£180.32
08.04.24	E2	Topsorce	Payroll Inv 011179	£13.81*
08.04.24	E3	J Chatterton	SLCC Membership Part payment	£90.00
08.04.24	E4	SLCC	Training Clerk BK215602-1	£36.00*
08.04.24	E5	SLCC	Training Clerk BK215603-1	£18.00*
18.04.24	E6	J Chatterton	Clerk Salary April	DPA
18.04.24	E7	HMRC	Tax & NI April	DPA
18.04.24	E8	WALC	Annual Membership	£175.20*
18.04.24	E9	J Chatterton	Expenses April	£26.00
29.04.24	E10	Louise Best	Internal Audit	£120.00

*inc VAT

RESOLVED THAT the payments be approved and the income noted.**404.2 Bank Reconciliation 31st March 2024**The Bank Reconciliation 31st March 2024 was received and discussed.

Account 1	£6,212.70	
Account 2	£16,258.96	
		£22,471.66
Petty cash float (if applicable)	£0.00	£0.00
Less: late payments 31 st March 2024	£0.00	£0.00
Add: any un-banked as at 31 st March 2024	£0.00	
Net balances as at 31 st March 2024		£22,471.66

The net balances reconcile to the Cash Book as follows:

CASH BOOK

Opening Balance 1st April 2023		
Account 1	£17,009.52	
Account 2	£9,003.01	
		£26,012.53
Add Receipts up to 31st March 2024	£11,107.95	
Less: Payments up to 31st March 2024	£14,648.82	
Closing balance per cash book as at 31st March 2024		£22,471.66

RESOLVED THAT the Bank Reconciliation 31st March 2024 be approved.

404.3 Quarterly Report 31st March 2024

The Quarterly Report 31st March 2024 was received and discussed.

RESOLVED THAT the Quarterly Report 31st March 2024 be approved.

405. Audit Process

The Clerk updated that the annual accounts 2023-24 had now been internally audited by Louise Best a competent and independent auditor and had been signed off. The report had been circulated.

405.1 Annual Governance and Accountability Return 2023/24 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.

405.2 Certificate of Exemption, page 3

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

405.3 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.

405.4 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 2023-24 was completed.
- (iii) Publish the documentation on the website.

405.5 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 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.

406. Planning

Nothing to discuss.

407. St Michael's Close

407.1 Parking issues

Discussed earlier in the meeting.

407.2. Garages

Discussed earlier in the meeting.

407.3 Defibrillator

No reply from Ryan Machin.

ACTION: Clerk to chase again and copy in Scott Tomkins.

408. Christmas Lights

ACTION: Clerk to contact PSL for a quotation.

409. HS2 projects

- MUGA
- Defibrillator
- Benches

Village Gates

Work has started on painting the gates ready for installation.

ACTION: Clerk to ask Highways for permission to change the gates

410. Speeding in the Village

The Chairman updated that another speed watch would take place. He had liaised with Warwickshire County Council, Highways Team but no progress has been made. It was noted that the Parish Council had paid £500.00 to WCC to draw up a scheme.

The RFO has confirmed to WCC that this money was paid on 27th February.

ACTION: Councillor Robbins to progress.

411. No Mo May

Covered earlier in the meeting.

412. Councillors' reports and items for future agenda

Defibrillator – St Michael's Close

Noticeboard – St Michael's Close

413. Next Meeting

To confirm the date of the next meeting as 22nd July 2024 at the Village Hall

Meeting closed at 21:00pm