

Streethay Parish Council

110 New Road, Newhall, Swadlincote, Derbyshire DE11 0TH

Telephone: 0771 9599132

Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

Minutes of the First Streethay Annual Parish Council Meeting held at 7:00pm at Fradley Village Hall on 17 May 2023

Present:

Councillors Harry Warburton (Chair), Kate Hull (Vice Chair) Dean Baker, Michael Cowley,

In Attendance:

Clare Orme (Clerk), County Councillor Janet Eagland, there were no other members of the public present at the meeting.

23/01 – Election of the Chairperson for the year 2023/2024 (Local Govt Act 1972,S15(2)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4)

RESOLVED: *That Cllr Warburton be elected as Chair to Streethay Parish Council for the ensuing year.*

RESOLVED: *In accordance with the Local Government Act 1972 Cllr Warburton signed the Acceptance of Office Form before the Clerk as Chair.*

23/02 - Election of the Vice Chairperson for the year 2023/2024 (Local Govt Act 1972, s15 (6)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4)

RESOLVED: *That Cllr Hull be elected as Vice Chair to Streethay Parish Council for the ensuing year.*

RESOLVED: *In accordance with the Local Government Act 1972 Cllr Hull signed the Acceptance of Office Form before the Clerk prior to the start of the Meeting.*

23/03 – Confirmation that Clare Orme will be the Proper Officer, Clerk and Responsible Officer for Streethay Parish Council. (Local Govt Act 1972, s112)

RESOLVED: *Clare Orme was confirmed as the Clerk and Proper Officer for Streethay Parish Council.*

23/04 - To confirm and agree as a true record the minutes of the last Fradley and Streethay Parish Council meeting held at Fradley Village Hall on 16 March 2023 at 7pm.

RESOLVED: *The minutes of the Parish Council Meeting held on 16 March 2023, having been circulated were accepted as a true record. Proposed by Cllr Baker and seconded by Cllr Cowley agreed unanimously.*

23/05 – Co-option of Councillors Local Govt Act 1972 s87(2)

There are no co-options.

23/06 – Declarations of Acceptance of Office for all other Councillors Local Government Act 1972 s 83 (4)

All Declarations of Acceptance of Office were signed in front of the Clerk, prior to the start of the meeting.

23-07 - Declarations of Members' Interests.

There were no Declarations of Members Interest.

23/08 – Apologies for Absence. Local Govt Act 1972 s85 (1)

There were no apologies for absence.

23/09 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100.

Cllr Janet Eagland was in attendance at the meeting and gave her report as follows:

- Cllr Eagland introduced herself and explained her role as a County Council Ward Member to the Parish Councillors.
- Cllr Eagland reported that she has a Community Fund that people/groups can apply to for voluntary work within the village. In the past she had supported local football teams, the cricket club etc. If anyone wished to apply for this funding, they must contact Cllr Eagland in the first instance.
- On the day of the Parish Council Meeting , Cllr Eagland had invited Highway Officers to Alrewas as they were proposing a street crossing. They would also be looking at other areas like Fradley and in particular the drains. She had asked Highways Officers to inform her as to what they are prepared to do to resolve this situation. They had also visited the Streethay Primary School, this was to discuss barrier outside of the school gates, which has required the approval of the developers.
- There were still issues with parking outside of the Streethay Primary School, if work were to take place to try and resolve this, permission would be required from both the developer and the Academy.
- Each year there is a Developer Highway Program (DHP). Cllr Eagland has a budget as part of the DHP, which can be used to help the Parishes in her area. For example, this budget could be used to purchase and install the barrier at the Streethay School or help towards repairing the drains at Fradley. If this money is required, then Councils should apply directly to Cllr Eagland.
- Cllr Eagland was asked about all the road works around the area and in particular Streethay. Cllr Eagland replied that the HS2 work was a directive from the Government and there was nothing the County Council could do to change this. The

railway bridge at Streethay was the responsibility of the Railway and the were responsible for the Health and Safety of it.

- The whole of the Trent Valley Station would be close from July until Christmas.
- On the evening of 18 May 2023 there would be a meeting with HS2 at the school to discuss their work. 6pm to 8pm, they would be able to answer any question on their work and road closures etc.
- Cllr Eagland had emailed over two notices regarding HS2 work regarding Streethay and the South Staffs Line. The Clerk confirmed hat these emails had already been shared with the Council.
- Cllr Eagland had a map of what was planned for the Streethay Primary School and a consultation to yellow line some areas.
- There had been a public footpath application to divert a footpath between Fradley and Streethay.
- There would be a meetings coming up with Cemex, Cllr Eagland would like to see representation from Streethay on this committee. First meeting would be at the George Hotel on Monday 22.05.2023, at Fradley marina. It was agreed that this would be discussed, and a representative agreed later in the meeting. However, Cllr Warburton would attend the meeting on 22.05.2023.

23/10 - Variation to the Order of Business.

There were no variations to the order of business.

23/11 – Committees and Working Groups

To consider and approve if any Committees Working Groups are required and to nominate Councillors to such Committees and Working Groups.

RESOLVED: Projects Working Group – Defer to the next meeting.

RESOLVED: Issues Working Group (new estate) – Defer to the next meeting

23/12 – Councillor Membership of Outside Bodies

RESOLVED: Cemex Meetings - Cllr Cowley to represent Streethay Parish Council on this outside body.

23/13 – a. To consider and adopt the following 33 draft Parish Council Policies and Procedures for 2023/2024

1	Code of Conduct	19	Grant Awarding Policy
2	Financial Regulations	20	Communications and Engagement Policy
3	Scheme of Delegation to the Clerk	21	GDPR - Privacy Notice

4	Standing Orders	22	GDPR - Retention and Destruction Policy
5	Meeting Attendance Policy	23	Staff and Councillor Training Policy
6	Risk Management and Risk Assessment	24	Equality and Diversity Policy
7	Freedom of Information Scheme and Policy	25	Disposal and Acquisition of Land Policy and Procedure
8	Reserves Policy	26	Protocol and Guidance on Meeting Developers
9	Health and Safety Policy	27	Tree and Hedge Maintenance Policy
10	Filming and Recording Meetings	28	Cookie Policy
11	Complaints Procedure	29	Lone Working Policy
12	GDPR - Privacy (Data Protection and Security) Policy	30	Recruitment Selection Policy
13	Dealing with Abusive Persistent or Vexatious Complaints and Complainants Policy	31	Protocol for Councillor and Officer relationship
14	Discipline Policy	32	Whistle Blowing Policy
15	Grievance Policy	33	Accessibility Statement (Vision ICT Link on website)
16	Illegal and Unauthorised Encampments		
17	Drone Policy		
18	Co-option Policy		

RESOLVED: To adopt the above 33 Policies and Procedures, proposed by Cllr Hull and Seconded by Cllr Baker, AGREED unanimously.

- a. Consider the NALC/SLCC Dignity at Work Policy and the Civility and Respect Pledge as follows:

By signing the Pledge, Streethay Parish Council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- i. Has in place a training programme for councillors and staff.
- ii. Has signed up to the Code of Conduct for councillors.

- iii. Has good governance arrangements in place including staff contracts and a dignity at work policy?
- iv. Will seek professional help at an early stages should civility and respect issues arise.
- v. Will commit to calling out bullying and harassment if and when it happens.
- vi. Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- vii. Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

RESOLVED : Proposed by Cllr Baker and seconded by Cllr Hull that the Civility and Respect Pledge be approved as above including the Dignity at Work Policy. AGREED unanimously.

23/14 – Finance

- a. **To consider the following payments, any payments required after publication of the agenda will be advised at the meeting. Note: April and May payments were made under delegated authority by the Clerk/RFO as previously agreed.**

PAYEE	DESCRIPTION	AMOUNT	POWER
APRIL 2023			
Vision ICT Ltd	Website and Email Services	336.00	Website LGA 1972, s142
D Beaumont	Handyman Services	239.22	Open Space Act 1906 s9,10
Parish Online	Mapping Service	120.00	LGA 1972 s111
Salaries, Tax, NIC, Pension		1,867.29	LGA 1972 s112 - 119
SJL Landscapes	Monthly Ground Maintenance April 2023	1,080.18	Open Space Act 1906 s9,10
MAY 2023			
Vision ICT Ltd	Website and Email Services	86.40	Website LGA 1972, s142
D Beaumont	Handyman Services	210.00	Open Space Act 1906 s9,10
East Midlands Audit Services Ltd	Audit 2022/2023	165.00	LGA 1972 s111
Percussion Play Ltd	New Drum Tops	186.00	Open Space Act 1906 s9,10
SJL Landscapes	Monthly Ground Maintenance April 2023	497.98	Open Space Act 1906 s9,10
Fradley Football Club	Delivery of the Newsletter	100.00	Newsletter LGA 1972, s142
C Orme	Expenses	18.79	LGA 1972 s111
SPCA	Good Councillor Guides	63.48	LGA 1972 s111
Salaries, TAX, NIC, Pension		1,832.96	LGA 1972 s112 - 119

RESOLVED: the above payments were proposed and approved by Cllr Cowley and seconded by Cllr Baker. AGREED unanimously.

- b. **Amend the current bank mandate with Unity Trust**

- i. To note that the Clerk/RFO, Cllr Hull, Cllr Warburton and Cllr Cowley are current signatories/authorisations on the Unity Trust Mandate.

RESOLVED: The Bank Mandate to remain as is with no amendments.

23/15 – Year End Accounts as at 31 March 2023

(it was agreed by Fradley and Streethay Parish Council that Streethay Parish Council would approve the end of year accounts)

1. Year End Accounts to 31.03.2023

a. Section 1 – Annual Return - Annual Governance Statement 2022/2023 for approval

- i. Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members as a whole.
- ii. Consider the Risk Management Document and Business Risk Assessment
- iii. Consider the system of Internal Audit (review of Effectiveness of the Internal Audit Form) that has been in place between 01.04.2022 and 31.03.2023, before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.

Under the Accounts and Audit Regulations, Fradley and Streethay Parish Council were obliged to conduct a review of the effectiveness of its internal controls and Financial Regulations.

There was also a requirement to consider the Risk Management and Business Risk Assessment within the year. Along with requirements to conduct a review of the effectiveness of Fradley and Streethay Parish Council's system of Internal Audit.

The Financial Regulations under which Fradley and Streethay Parish Council's internal controls operated and the Risk Management Documents and Risk Assessments, were required to be reviewed at least annually. As the Clerk/RFO to the Parish Council on its financial issues, I recommend that no changes were required at that time other than to make sure the Risk Management and Business Risk Assessment were reviewed within the year, unless Fradley and Streethay Parish Council required different controls.

RESOLVED: Fradley and Streethay Parish Council at the time agreed with the Clerks/RFO that no changes were required at the time, to the Fradley and Streethay Parish Council's Financial Regulations. The Risk Management Documents and Risk Assessments and at that time they would be reviewed each year, including any other documentation under which the Parish Council's internal controls operated.

In relation to the effectiveness of the system of internal audit. Fradley and Streethay Parish Council had appointed a qualified Auditor being Brian Wood to act as its independent internal auditor. The role of the internal auditor was to assist the Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors, and mistakes. It was for the Council to determine the level of internal audit required based on the internal controls in place. The internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that the Council had complied with its own Financial Regulations. As Clerk/ RFO I provide

quarterly bank reconciliations to the Internal Auditor if required, together with copies of bank statements if required. All payments were approved by Fradley and Streethay Parish Council and all invoices were available for inspection by the Council at their meetings. Payments were also approved in accordance with the bank mandate. The internal auditor produced a written report for the Council after the internal audit and highlighted any deficiencies in the internal controls or provided a clean bill of health.

As the Clerk/RFO I was happy with these arrangements and would not have wish to change them unless Fradley and Streethay Parish Council required something different, the system provided both the Parish Council and the Clerk/RFO with an element of security. As the Clerk/RFO I was therefore satisfied with the effectiveness of Fradley and Streethay Parish Council's system of Internal Audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations, Internal Control Policy and the effectiveness of the Internal Audit and all other supporting documents.

RESOLVED: Streethay Parish Council having reviewed the effectiveness of the system of Internal Audit, approved the arrangements that were in place.

iv. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement

Section 1 of the Annual Governance Statement sets out Fradley and Streethay Parish Councils responsibility for ensuring that there was a sound system of Internal Control, including the preparation of the accounting statement. Due to the re-organisation order it was agreed that Streethay Parish Council Members would be asked to confirm that the Annual Governance Statement for 2022/2023 fairly reflected the corporate governance arrangements in place for the Parish Council in relation to this matter.

RESOLVED: Streethay Parish Council therefore confirmed that the Annual Governance Statement for 2022/2023 fairly reflected the corporate governance arrangements in place for Fradley and Streethay Parish Council.

Streethay Parish Council Members were asked to confirm that, to the best of their knowledge, Fradley and Streethay Parish Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2022/2023 were correct as follows:

The Clerk asked The Parish Council members to either agree yes, no, or not applicable with regards to the following statements:

Box 1 - Has the Council put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

RESOLVED: Streethay Parish Council agreed yes, they had put in place arrangements for effective financial management during the year and for the purpose of the accounting statement. They confirmed that they had prepared their accounting statement in accordance with the Accounts and Audit Regulations.

Box 2 - Has the Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its

effectiveness. Has the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

RESOLVED: Streethay Parish Council agreed yes that they had maintained an adequate system of Internal Control, including measures to prevent and detect fraud and corruption. They also agreed that they had proper arrangements in place and accepted responsibility for safeguarding public money and resources in their charge.

Box 3 - Has the Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances. Has the Council only done what it has the legal power to do and has it complied with Proper Practices in doing so?

RESOLVED: Streethay Parish Council agreed yes that they had taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations or proper practices that could have had a significant financial effect on the ability of Fradley and Streethay Parish Council to conduct its business, or on its finances. Fradley and Streethay Parish Council agreed that they had only done what they had the legal power to do and had complied with proper practices.

Box 4 - Has the Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations? Has the Council during the year given all persons interested the opportunity to inspect and ask questions about the authority's accounts.

RESOLVED: Streethay Parish Council agreed yes that they had provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations and they had given everyone the opportunity to inspect and ask questions about the Fradley and Streethay Parish Council Accounts.

Box 5 - Has the Council carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Has the Council considered and documented the financial and other risks it faces and dealt with them properly.

RESOLVED: Streethay Parish Council agreed yes that they had carried out an assessment of the risks facing them and had taken appropriate steps to manage those risks, this included internal controls and external insurance cover where appropriate. Fradley and Streethay Parish Council agreed that they had considered the financial and other risks it may have faced and have dealt with them properly where required to do so.

Box 6 - Has the Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has the Council arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the smaller authority.

RESOLVED: Streethay Parish Council agreed yes that they had in place throughout the year, an adequate and effective system of internal audit of the accounting records and control systems. Fradley and Streethay Parish Council agreed that they had

arranged for an internal competent auditor, independent of its financial controls and procedures, to give an objective view on whether Fradley and Streethay Parish Council's internal controls met the needs of the Council.

Box 7 - Has the Council taken appropriate action on all matters raised in reports from internal and external audit. Has the Council responded to matters brought to its attention by internal and external audit.

RESOLVED: *Streethay Parish Council agreed yes that they had took appropriate actions where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention where required*

Box 8 - Has the Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have had a financial impact on the authority and, where appropriate, have the Council included them in the accounting statements. Has the Council disclosed everything it should about its business activity during the year including events taking place after the year end if relevant.

RESOLVED: *Streethay Parish Council agreed yes that they had considered where relevant any litigation, liabilities or commitments, events or transactions occurring either during or after year end, which may have had a financial impact and where appropriate have included them in the accounting statement. Fradley and Streethay Parish Council agreed that they had disclosed everything that they should have in relation to their business activity during the year and anything taking place after the year end where relevant.*

Box 9 - In the Councils capacity as the sole managing trustee, has the Council discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Has the Council met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

RESOLVED: *Streethay Parish Council agreed that this was not applicable as they are not responsible for any charities.*

b. Section 2 – Annual Return – Accounting Statement 2022/2023

- i. Consider the Accounting Statement by the members as a whole.**
- ii. Approve the Accounting Statement by resolution including bank reconciliation, income/expenditure, Vat Claim and all other supporting documentation and**
- iii. Ensure the Accounting statements are signed and dated by the Chairman of the meeting and the Responsible Financial Officer.**

RESOLVED: *Streethay Parish Council approved that the year ended 31.03.2023, Accounting Statement in the Annual Return Section 2, presented fairly the financial position of Fradley and Streethay Parish Council and its income and expenditure.*

RESOLVED: *Streethay Parish Council agreed for the Accounting Statement for Fradley and Streethay Parish Council ending 31.03.2023 be signed and dated by the Chair and RFO of Streethay Parish Council.*

c. Confirm the dates of 5 June 2023 to 14 July 2023 for the Notice of Publication of unaudited Annual Governance and Accountability

return for the year ending 31.03.2023 and the Provision of the Exercise of Public Rights.

RESOLVED: *The dates as above were approved by Streethay Parish Council.*

23/16 - Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2023/2024

RESOLVED: *for East Midlands Audit Services Ltd to complete the end of year Audit for 2023/2024.*

23/17 – Planning

N.B - Town and Country Planning Act 1990, Sched. 1, para.8 - Right to be notified of planning applications if right has been requested. The Parish Council is a non-statutory consultee within the planning process.

- a. To determine any action required on the planning application information, from information circulated via email by officers in advance of the meeting.
- b. Any planning application received after publication of this agenda will be advised at the meeting.

Application No.	Location	Proposal	Comments by

There was nothing to report.

23/18 - Clerk Report – Items for discussion.

There is nothing to report.

23/19 - Date and time of the next Parish Council Meetings to be confirmed as 8 June 2023 at Fradley Village Hall commencing at 7pm

RESOLVED: *The next meeting was confirmed as 8 June 2023 at Fradley Village Hall commencing at 7pm.*

23/20- To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

- a. To note any Clerks overtime hours for April 2023

RESOLVED: *The Council noted the extra 9 hours to be split between the two new Councils.*

- b. To note the Pension Regulator Enrolment and the Declaration of Compliance

RESOLVED: *The Parish Council noted the above declaration of compliance.*

Meeting closed at 8.30pm