

Stretton Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 3 May 2023 at 7.30pm, at Stretton Village Hall.

In attendance: Councillors: M Clarke, R Horton (Chair), J Maxwell and J Thompson

Also in Attendance: Councillors A Cooper (NEDDC), J Funnell (NEDDC), Kath Gruber (Clerk/RFO)

Apologies: Councillors J Broadhead and C. Cupit

FC/0523/01 Apologies for absence

Apologies received and accepted from Councillor C. Cupit (elections)

FC/0523/02 Variation to Order of Business

None

FC/0523/03 Declaration of Members Interests

None

FC/0523/04 Public Speaking

Councillors A Cooper and J Funnell (NEDDC)

Explained the focus is on the elections.

FC/0523/05 Exclusion of the Public

None

FC/0523/06 Minutes of the Parish Council Meeting

The Council **Resolved:** that the minutes of the Parish Council meeting held on 13 March 2023 were a correct record under the provisions for approval.

FC/0523/07 Village Matters

1. Speed limit change – the Council considered the proposal to extend current 30mph speed limit on Handley Lane, Woodhead Lane and the Un-Named Road leading to the B6036, Handley and agreed it was a sound proposal.
2. Speed Indicator Devices (SID) – the Council considered the DCC application process and possibility of grant funding and **Resolved:** to apply for funding for a SID on Ashover New Road (towards Stretton). In addition, the Council **Resolved:** to request whether average speed cameras could be deployed on Main Street.
3. Lampposts – the Council **Resolved:** that hanging baskets and Christmas trees be located on 13 lampposts both in Stretton and Woolley Moor. The lamppost numbers to be supplied to Plantscape.
4. Defibrillators
 - Training Options - the Council noted the video training available on the website and **Resolved:** to check whether any free training is available.
5. Cemetery
 - Cemetery Works – the Council **Resolved:**
 - to accept quote from Clay Cross Glass of £250 to replace glass in front bedroom,
 - to obtain two spare keys for lodge from Pollards
 - a) Cemetery Matters:
 - One burial scheduled for 9 May and one new memorial installed since last meeting.

FC/0523/08 Planning

The Council considered planning application 23/00282/FLH and **Resolved:** to make no objections.

FC/0523/09 Election

The Council noted that a separate election would be required for Stretton and **Resolved:** to produce 265 promotional leaflets for households seeking nominations for parish councillors.

FC/0523/10 Woolley Moor Pavilion

No update.

FC/0523/11 Finance

- a) Feedback on Internal Audit – the Clerk advised the auditor had made one “no” response as there was no indication in the minutes that the Risk Assessment was reviewed by the Council during the year. That said, he concluded that the system of internal control in place during 2022/23 was functioning in a reasonable manner. The Council noted that the Risk Assessment and Financial Regulations were on the agenda for this meeting.
- b) Accounts for payments – the Council reviewed and approved the payments as at schedule 1.
- c) Income – the Council moted the income received from 5 Dec 2022 to 31 March 2023.
- d) Scheme of Delegation – the Council **Resolved:** to adopt the delegations as at schedule 2.

FC/0523/12 Correspondence

Contents of April Dalc circular, general and resident correspondence noted.

FC/0523/13 Policies

The Council reviewed and **Resolved:** to adopt the following:

- a) Financial Regulations
- b) Risk Assessment.

FC/0523/14 Report of the Clerk

The Council reviewed the action plan, noting progress on Council resolutions.

FC/0523/15 Next Council meeting

- a) Dates for meetings in 2023/2024 were **approved**.
- b) Items for next agenda to include bench painting.
- c) The Council Resolved: that the next meeting of the Council, subject to the election, would be at 7pm on Monday 10 July 2023.

The meeting closed at 8.17pm

Schedule 1:

a) Payments to 31 March 2023

Description	Supplier	Net	VAT	Total
Venue Hire	Stretton Village Hall	120.00		120.00
Grants	RUNNING IMP	170.15	34.03	204.18
Mileage	Employee	24.97		24.97
Subscription Costs	Adobe	20.16		20.16
Dog Bins	NEDDC	138.24	27.65	165.89
Postage	Royal Mail	3.49		3.49
Office Supplies	aMAZON	11.45		11.45
Office Supplies	aMAZON	11.97		11.97
PAYE	HMRC	183.00		183.00
Bank Charges	Unity Trust Bank	0.05		0.05
Bank Charges	Unity Trust Bank	18.00		18.00
	Total	701.48	61.68	763.16

b) Payments to 3 May 2023

Supplier	Description	Net	VAT	Gross
NEDDC	Dog Bins	149.76	29.95	179.71
NEDDC	Trade Waste	165.62	0	165.62
G. Whitmore	Shed disposal	190.00	0	190.00
JS Marriott	IA	135.00	0	135.00
K Gruber	May Wages	420.00	0	420.00
K Gruber	June Wages	394.00	0	394.00

Entire Alarm Services	Service	70.00	0	70.00
CC Services	Cemetery Maintenance	750.00	0	750.00

Schedule 2 – Scheme of Delegation

1. INTRODUCTION

1.1 Local Councils carry out functions and provide services within the context of what the relevant legislation permits them to do. With some particular exceptions, Local Councils may delegate these functions to committees, sub committees, officers, or other authorities.

1.2 The power to delegate functions by local councils is set out in the Local Government Act 1972, S.101.

1.3 The aim of this document is to clarify the manner in which Stretton Parish Council has delegated its powers and the authority to spend and commit funds on behalf of the Council.

2. DELEGATION ARRANGEMENTS

2.1 Council

2.1.1 Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

2.1.2. Functions that are reserved to a meeting of the full Council are:

- Setting the precept and approval of the Council's budget,
- Approval of the Annual Accounts,
- Completion of the Annual Return and the Annual Governance Statement,
- Consideration of an Auditor's report made in the public interest,
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation,
- Adoption or revision of the Council's Code of Conduct,
- To appoint committees or sub-committees,
- To Appoint the Clerk of the Council (Proper Officer),
- To appoint the responsible Finance Officer (who may also be the Clerk),
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence,
- Determination and review of the Bank Mandate,
- Matters of principle or policy,
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish,
- The making, amending or revoking of byelaws.
- Agreement to write-off bad debts
- Authorisation as to the terms and purpose of any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g., hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale or disposal of interests in land or buildings,
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process.

2.2 Clerk

2.2.1 The Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post.

2.2.2 The delegated actions of the Clerk shall be in accordance with Standing Orders, Financial

Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

2.2.3 The Clerk is specifically authorised to:

- Receive declarations of acceptance of office,
- Receive and publish Members' Registers of Interest,
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting,
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings,
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman,
- Sign notices or other documents on behalf of the Council,
- Receive and retain plans, notices and documents.

2.2.4 In addition, the Clerk is authorised to undertake the day to day administration of the Council, to include:

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 6.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website,
- Making arrangements for the maintenance of the Council's IT facilities,
- Disposal of Council records according to legal restrictions and the agreed retention and disposal arrangements,
- To discharge the Council's obligations in relation to the operation of the cemetery,
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk),
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to Council premises (subject to the council's standing orders and financial regulations),
- Taking appropriate action arising from other emergencies in consultation with the Chairman/Vice Chairman of Council as is appropriate to the circumstances,
- Making arrangements to pay salaries/wages and expenses, (subject to the Council's financial regulations).
- Authorising routine recurring expenditure within the agreed budget,
- Vire between cost centres, provided total expenditure will not exceed the Council's approved annual budget,
- Authorising payment for items below £500 in accordance with the Financial Regulations,
- Incurring emergency expenditure up to £500 whether or not there is budgetary provision in accordance with the provisions of the Financial Regulations.

2.3 Responsible Financial Officer (RFO)

2.3.1 The Responsible Financial Officer (RFO) of the Council is also the Clerk to the Council. The Clerk/RFO is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper and transparent administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.