

Stretton Parish Council

Minutes of the Annual Parish Meeting held on Monday 13 May 2024 at 7pm, in Stretton Village Hall.

In attendance: Councillors: B. Hunter, R Horton (Chair), J Maxwell and J Thompson

Also in Attendance: Kath Gruber (Clerk/RFO); Councillor K Gilliott (DCC and NEDDC)

Apologies: Councillor M Clarke

Absent: Councillor T. Gray

AM/0524/01 Apologies for absence

Apologies were received and accepted from Councillor Clarke

AM/0524/02 Election of Chair of Parish Council

Councillor Horton was proposed as Chair of the Council. **Resolved:** That Councillor Horton be elected Chair of the Parish Council for 2024/25. As Chair she signed the Declaration of Acceptance of Office.

AM/0524/03 Election of Vice Chair of Parish Council

Councillor Thompson was proposed as Vice Chair of the Council. **Resolved:** That Councillor Thompson be elected Vice Chair of the Parish Council for 2024/2025.

AM/0524/04 Variation to Order of Business

None

AM/0524/05 Exclusion of the Public

None

AM/0524/06 Declaration of Members Interests

None

AM/0524/07 Public Speaking

DCC Councillor Gilliott

Advised:

- DCC budget reductions are on their website and include reducing the number of Children's Centres, closure of residential care homes and day centres for older people, stopping grant funding to voluntary organisations.
- Further budget reductions will be proposed in June 2024.
- DCC will also be consulting on charging parents of children taken into care.

AM/0524/09 Minutes of the Parish Council Meeting

The Council **Resolved:** that the minutes of the Parish Council meeting held on 11 March 2024 were a correct record under the provisions for approval.

AM/0524/09 **Risk Assessment**

Resolved: to approve risk assessment

AM/0524/10 **Council and Officer Subscriptions**

The Council reviewed the list and **Resolved:** to accept all subscriptions.

AM/0524/11 **Inventory of land, assets, and buildings**

The Council reviewed and **resolved** to accept the asset register and ensure insurance fully covered the Council's assets.

AM/0524/12 **Dates of Council Meetings in 2024/25**

Resolved: a) to accept meeting dates. b) to allocate Councillor to note actions on 9 September meeting (in Clerk's absence)

AM/0524/13 Village Matters

- 1) Speed Indicator Devices (SID) – the Council noted the correspondence with Highways and **Resolved:** to request again that Highways confirm the preferred location is their land.
- 2) Jubilee Playing Field

- a) Enhancements Councillors Horton and Hunter gave an update and the Council **Resolved:** a) to apply for planning permission to resurface the car park and b) to continue seeking quotes and submit Stage 2 application for funding on 17/7/2024.
- b) Pavilion – Councillor Horton updated the Council on agreed actions from meeting with Woolley Moor Committee on 29/4/2024.
- c) Woolley Moor show – the Council gave permission for use of the land the week before and after the show date of 17/8/2024.
- 3) Cemetery – the Council reviewed the report, noting that the gutter has been replaced, ivy removed and cemetery services since the last meeting.

AM/0524/14 P l a n n i n g

- a) Planning Applications - the Council considered planning application 24/00339/FL (Peggy Lane, Stretton) and **Resolved:** to make no objections.
- b) S106 Highstairs – the Council considered the advice from planning department to consider using Highstairs funding for Woolley Moor and **Resolved:** to make a case for it being used to improve the village hall as that is where Stretton’s recreational facilities for children are held.

AM/0524/15 Policies

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

- Standing Orders
- Complaints Policy
- Equality & Diversity Policy
- Safeguarding Policy
- Data Protection Policy
- Freedom of Information Policy
- Councillor Code of Conduct
- New Financial Regulations

AM/0524/16 Finance

- a) The Council considered the internal auditor’s report on the 2023/24 annual return, noting that the financial controls in relation to storage of banking books had been strengthened based on his advice and that all internal controls had been reviewed in accordance with financial regulation 2.4.
- b) Accounts for payments – the Council reviewed and approved the payments as at schedule 1.
- c) Income – the Council noted the income received.
- d) Bank Reconciliation – the Council reviewed the reconciliations for March and April 2024 and were signed by the Chair. March 2024 reconciliation approved by Councillor Maxwell in accordance with financial regulation 2.6.
- e) The Council reviewed the annual governance statement on the 2023/24 annual return and **Resolved:** to indicate on the form that all statements had been met and Clerk and Chair to sign.
- f) Scheme of Delegation - **Resolved:** to approve the delegation arrangements as set out in schedule 2.
- g) The Council reviewed the accounting statement on the 2023/24 annual return and **Resolved:** to approve the statement and the Chair signed the form.
- h) The Council noted the dates of the exercise of public rights and noted this was available on the Council’s website.
- i) Insurance – the Council noted that more quotations were being sourced.

AM/0524/17 Correspondence & Consultations

- a) Contents of April & May 2024 circulars were noted, and the Council recognised the need to adopt.gov.uk email addresses later in the year.
- b) General and resident correspondence noted.

AM/0524/18 Report of the Clerk

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

AM/0524/19 Next Council meeting

Resolved: that the next meeting of the Council to be held at 7pm on Monday 8 July 2023 in the village hall. The meeting closed at 8.16pm

Schedule 1: Payments

Description	Supplier	Net	VAT	Total
Salaries	Employee	414.05		414.05
Utilities	British Gas	2.46	0.12	2.58
Landlord	British Gas HomeCa	54.55		54.55
Landlord	Entire Alarm System	75.00		75.00
Salaries	HMRC	166.91		166.91
	Total	712.97	0.12	713.09

Schedule 2: Delegation Arrangements 2024/25

1.1 Council

1.1.1 Certain functions cannot be delegated and are therefore reserved for 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.

1.2 Clerk

1.2.1 The Clerk to the Council shall be the Proper Officer and conduct 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.

1.2.2 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.

1.2.3 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.

1.2.4 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.
 - In consultation with the Chair of the Council, for any items below £2,000 excluding VAT

1.3 Responsible Financial Officer (RFO)

1.3.1 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.

1.3.2 The specific responsibilities and duties (and delegations) of the Clerk/RFO are set out in the Council's Financial Regulations.