

**MINUTES OF WALTON ON TRENT ANNUAL PARISH MEETING**  
**HELD ON 4 MAY 2021 AT 7.00PM VIA ZOOM**

**PRESENT** Councillor's A Barnes (Chair), A Lloyd, P Byron, M Rafferty, H Hearn, C Mousley, Parish Clerk, Councillor A Wheelton (SDDC) and 1 member of the public

- 21/27 Election of the Chairperson for the year 2021/2022 and the completion of the Declaration of Acceptance of Office**  
*Resolved: That Cllr Andrea Barnes was elected as Chairperson to Walton on Trent Parish Council for the ensuing year. (Cllr Andrea Barnes thereupon occupied the Chair)*  
*Resolved: In accordance with the Local Government Act 1972 Cllr Andrea Barnes read and signed the Declaration of Acceptance of Office before the Clerk via the Zoom camera.*
- 21/28 Election of the Vice Chairperson for the year 2021/2022 and the completion of the Declaration of Acceptance of Office**  
*Resolved: That Cllr Adam Lloyd was elected as Vice Chairperson to Walton on Trent Parish Council for the ensuing year.*  
*Resolved: In accordance with the Local Government Act 1972 Cllr Adam Lloyd read and signed the Declaration of Acceptance of Office before the Clerk via the Zoom camera.*
- 21/29 To receive apologies for absence.**  
None
- 21/30 Variation of Order of Business (if any)**  
None
- 21/31 Declaration of Members Interests.**  
*Resolved: Cllr A Lloyd declared an interest in item 21/36 b. Planning matters for consideration, item b) DMPA/2021/0570 - Retrospective application for the erection of 2 rear extensions (under permitted development) and a new porch and the application of render and cladding to front elevation at 58 Main Street, Walton On Trent, Swadlincote, DE12 8LZ*  
*Resolved: Cllr's A Barnes, A Lloyd, C Mousley, P Byron, M Rafferty and Parish Clerk all declared an interest in item 21/35 a.*
- 21/32 Public Speaking**  
Cllr A Wheelton (SDDC) commented on ongoing work with regards to the development of a Surgery at Drakelow and that the Flood Liaison Meeting minutes from March 2021 were now out and that further meetings would be held in early Autumn and early Spring. Cllr A Wheelton also raised concern over the number of retrospective planning applications that were currently being submitted to the SDDC.
- 21/33 Chairman's Announcements**  
Cllr A Barnes together with the other Councillor's wished to thank Clare Orme for all her work over the last weeks as Locum Parish Clerk and assisting in the task of End of Year accounting, it has been much appreciated.  
Cllr A Barnes with the other Councillor's wished to welcome Ian Bentley as the new Walton on Trent Parish Clerk
- 21/34 To confirm the minutes of Walton on Trent Parish Council meetings as follows:**
- Annual Parish Meeting held on 12.04.2021, at 6.30pm.
  - Monthly Parish Council Meeting held on 12.04.21, at 7pm.
- Resolved: Walton on Trent Parish Council agreed that the Minutes of the Annual Parish Council and Monthly Parish Council meeting held on 13 April 2021 be approved as a true record.*

### 21/35 Clerks Report

- a) Donation of £200 to the Cricket Club for the purchase of a Ball Strike Assessment – To consider if the donation should be returned or, if it can be used towards the purchase of a Mobile Netting System at a cost of £307.00 plus VAT.  
**Resolved: Walton on Trent Parish Council agreed that the donation should be used by the Cricket Club for the purchase of the netting**

- b) Consideration to add the new Clerk/RFO to the Bank Mandate  
**Resolved: Walton on Trent Parish Council agreed to add the new Clerk/RFO to the Bank Mandate and the postal address for Bank Statements changed to the Clerks PO Box**

- c) Consider repairs to the Church Clock strike hammer at a cost of £796.00 plus Vat. Plus two pullies and weight now found to have broken loose. It's been requested that Smith of Derby should return to rectify the problem.

Further problems have been identified by Mr B Moore and the church clock is now not working at all.

**Resolved: Walton on Trent Parish Council agreed that the Clerk should in liaison with Mr. B Moore contact another repair company for a quote and if necessary, ask Smith of Derby for an updated quote**

- d) DALC – Clerk Essential Training – To be contacted when next course is being run.  
**Resolved: Walton on Trent Parish Council agreed that the Clerk should attend the next available Clerk Essential Training Course**

### 21/36 Planning matters for consideration

- a) DMPA/2020/1460 - The removal of conditions no. 1 and 2 and the variation of conditions no. 4, 6, 7,14, 19 and 34 of permission ref. 9/2015/1030 for the variation of condition 47 of planning permission ref. 9/2009/0341 (relating to a hybrid planning application with all matters reserved for up to 2,239 dwellings including a retirement village, an employment park, two local centres comprising retail services, leisure employment and community uses, public open spaces, a new primary school, associated landscape and infrastructure, including car parking, road and drainage measures, and the refurbishment of the listed stables and cottages (with full details- comprising change of use and repair of the building)) on Land at SK2420 2230, Drakelow Park, Walton Road, Drakelow, Swadlincote – **NO COMMENT FILED 19 April 2021**  
**Resolved: Walton on Trent Parish Council noted the No Comment filed**

- b) DMPA/2021/0570 - Retrospective application for the erection of 2 rear extensions (under permitted development) and a new porch and the application of render and cladding to front elevation at 58 Main Street, Walton On Trent, Swadlincote, DE12 8LZ – **COMMENTS REQUIRED BY 7 May 2021**  
**Resolved: Walton on Trent Parish Council after discussion agreed to Object to the planning on the grounds of work being undertaken without planning, the impact on the Conservation area and the invasion of privacy on the neighbours**

### 21/37 Finance

Year End Accounts to 31.03.2020

- a. Consider the new Internal Audit Statement and Risk Assessment  
**Resolved: Walton on Trent Parish Council approved the Internal Audit Statement and Risk assessment and accepted the recommendations.**
- b. Consider the new Review of Effectiveness of Internal Audit  
**Resolved: Walton on Trent Parish Council approved the Review of Effectiveness of Internal Audit and accepted the recommendation.**
- c. Consider the new Risk Management Document and Business Risk Assessment  
**Resolved: Walton on Trent Parish Council approved the Risk Management Document and Risk Assessment and accepted the recommendations.**
- d. Consider the Concurrent Claim via SDDC for £3,342.66  
**Resolved: Walton on Trent approved the Concurrent Claim at £3,342.66.**
- e. Section 1 – Annual Return - Annual Governance Statement 2020/2021 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 system of Internal Audit that has been in place between 01.04.2020 and 31.03.2021 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.
- iii. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement.

Walton on Trent Parish Council Members were asked to confirm that, to the best of their knowledge, the Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2020/2021 were correct. The Clerk asked Walton on Trent Parish Council to either agree yes or no with regards to the 9 Assertions.

**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:** *Walton on Trent Parish Council agreed yes that they had put in place arrangements for effective financial management during the year and for the preparation of the accounting statement. They also 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:** *Walton on Trent 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 took 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:** *Walton on Trent 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 Walton on Trent Parish Council to conduct its business, or on its finances. Walton on Trent 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 gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.

**Resolved:** *Walton on Trent 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 Walton on Trent Parish Council Accounts.*

**Box 5** - Has the Council carried out an assessment of the risks facing the authority and took 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:** *Walton on Trent 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. Walton on Trent 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: Walton on Trent 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. Walton on Trent 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 Walton on Trent Parish Council's internal controls met the needs of the Council.**

**Box 7 -** Has the Council took 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: Walton on Trent 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 have about its business activity during the year including events taking place after the year end if relevant.

**Resolved: Walton on Trent 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. Walton on Trent 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 our 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: Walton on Trent Parish Council agreed that this was not applicable as they are not responsible for any charities.**

- f. **Section 2 – Annual Return – Accounting Statement 2020/2021**
- 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.**

**Resolved: Walton on Trent Parish Council approved that the year ended 31.03.2021, Accounting Statement in the Annual Return Section 2, presented fairly the financial position of the authority and its income and expenditure.**

**Resolved: Walton on Trent Parish Council agreed for the Accounting Statement ending 31.03.2021 was signed and dated by the Chair and RFO.**

**Bank Reconciliation Figures as at 31.03.2021:**

Current Account	47,837.60
Less unrepresented expenditure	<u>0.00</u>
<b>Total</b>	<b>47,837.60</b>

- g. **Confirm the dates of 14 June 2021 to 23 July 2021 for the Notice of Publication of Unaudited Annual Governance and Accountability Return for the year ending 31.03.2021 and the Provision of the Exercise of Public Rights**

**Resolved: Walton on Trent Parish Council approved the Confirmation of Dates as 14 June 2021 to 23 July 2021 for the Notice of the Publication of the Unaudited Annual Governance and Accountability Return and the Provision of Exercise of Public Rights.**

**Resolved: Walton on Trent Parish Council approved to put the notice on the website and notice board by the Village Hall on 13 June 2021.**

## h. Accounts for Payment

**Resolved: Walton on Trent Parish Council agreed to make the following payments, including the additional payment to DALC.**

Payee	Expenditure	£	Payment
Locum Clerk Services	Invoice 02 – Locum Clerk/RFO Services from 01.04.2021 to 26.04.2021	625.00	BACS
Ian Bentley – Parish Clerk	Invoice 01/IB – Printer Ink, P O Box Number and 2 x pairs of protective gloves	390.97	BACS
South Derbyshire CVS	Payroll - April	348.47	BACS
Smith of Derby	Church Clock Service	420.00	BACS
M Dughan Electrical Services Ltd	Electrical Work at the Village Hall	359.00	BACS
B Wood	Internal Audit 2020/2021	88.20	BACS
W Newman - Lengthsman	Purchase of safety boots	21.99	BACS
British Gas	Village Hall Electricity	79.78	Direct Debit
DALC	Councillor Training	50.00	BACS
<b>TOTAL</b>		<b>2,383.41</b>	

- a. **Grass Cutting** – Concern raised over the state of the grass at the Village Hall and other areas the responsibility of the Parish Council. An email had been sent to Bloomin Gardens accepting their quote but as yet the grass has not been cut. Cllr C Mousley was thanked as he has today (4 May 2021) cut the grass at the Village Hall in readiness for the District Elections on Thursday 6 May 2021

**Resolved: Walton on Trent Parish Council agreed for the Clerk to follow-up contact with Bloomin Gardens**

- b. **Parish Council Insurance** – A quote for the Parish Council Insurance, due on 1<sup>st</sup> June 2021, has been received from Came & Company for £1184.05 with Pen Underwriting Ltd. This is at least a 33% increase on the previous year but the cheapest of the other 2 Insurers provided.

**Resolved: Walton on Trent Parish Council agreed for the Clerk to seek further quotes but agreed, due to the policy will need to be renewed prior to the next meeting, to pay the £1184.05 if no cheaper quote could be obtained**

## i. Receipts

**Resolved: Walton on Trent Parish Council noted the following receipts:**

Cosmic rent March £485.00

### 21/38 Office 365 Renewal

The Clerk reported that registration for Office 365 Business Standard had been obtained however due to a conflict on the laptop with the older version of 365 it was not downloading properly. Assistance to delete the old 365 system would be needed.

**Resolved: Walton on Trent Parish Council agreed for the Clerk to seek assistance**

### 21/39 Items for Information

**Resolved: Walton on Trent Parish Council noted the following information.**

- DCC - Community News - 13 April – 14 April 2021
- Kompan - The COROCORD™ inspirational brochure is now available! – 13 April 2021
- Derbyshire Police - Hate Crime Services – 12 April 2021
- Covid Update – Email Cllr Wheelton – 16 April 2021
- PCSO McMillan's retirement – 15 April 2021
- The Latest News from South Derbyshire CVS – 19 April 2021
- Domestic Abuse Digital Conference – 20 April 2021
- Email from Cllr Pat Murray thanking Parish Council – 20 April 2021

- i) Derbyshire County Council Community News – 21 April 2021
- j) Hanson Barton Quarry Newsletter – 22 April 2021
- k) Flagmakers Suppliers – 22 April 2021
- l) Housing and Community Services – 25 April 2021 from Cllr Wheelton
- m) Environmental and Development Services – 25 April 2021 from Cllr Wheelton
- n) Drakelow Surgery – 25 April 2021 from Cllr Wheelton
- o) ACRE information Sheet – Opening Village Halls – 26 April 2021
- p) COVID Update – 26 April 2021 from Cllr Wheelton
- q) KOMPAN - The Full Solutions Provider - Are you planning to create or update a play, sports or outdoor fitness area? Do you need help? – 26 April 2021

**21/40 DALC items for Information**

- a) Notes from clerk and chair forums – 20 April 2021
- b) Paid Election Volunteers Needed – 22 April 2021
- c) Excellence Awards – Nominations – 22 April 2021
- d) Footpath Officer – Job Profile – 23 April 2021

***Resolved: Walton on Trent Parish Council noted the above information.***

- e) **High Court Ruling on Video Meetings** – As from 7 May 2021 all Council meetings now have to be conducted in person with the Public having access. DALC and other area Council Associations oppose the decision on the basis of safety for the Councilor's and the members of the public. The Council discussed as to how the meetings could go ahead in the Village Hall within the current guidelines, especially not knowing how many persons are likely to attend. DALC are also suggesting that each Parish Council forward a letter to the Secretary of State for Housing, Communities and Local Government in protest of the decision. Cllr A Barnes has amended the letter for Walton.

***Resolved: Walton on Trent Parish Council agreed that the Clerk should send the amended letter on behalf of the Chair.***

***Resolved: Walton on Trent Parish Council agreed that a Risk Assessment on conducting the Parish meetings in the Walton Village Hall should be undertaken***

***Resolved: Walton on Trent Parish Council agreed that when the notice for the meeting is published that members of the Public should be invited to inform the Clerk if they are intending to attend the Parish meetings in order to gauge the number of attendees***

**21/41 Date of the next Meeting**

***Resolved: Walton on Trent Parish Council approved that the next Parish Council Meeting is to be held at 7.00pm on Monday 28 June 2021, in the Walton on Trent Village Hall***

**There being no other business to be transacted the meeting closed at 7.52pm**