

CHAPEL AND HILL CHORLTON PARISH COUNCIL.

**MINUTES OF THE MEETING HELD VIRTUALLY USING ZOOM ON THURSDAY 8TH APRIL 2021
commencing at 19:15hrs. (Start time delayed due to technical issues)**

Present:

Borough Councillors as temporary Parish Councillors under section 91 LGA 1972: G. Hutton, Chairman (GH), P. Northcott (PN), (part) B. Panter, (BP)

Parish Councillors: D. Harrison. (DH)

Clerk: Mrs J Simpson.

022.04/21 Apologies.

No apologies were received; all were present.

023.04/21 Councillors Pecuniary Interest.

No interests declared.

024.04/21 Public Participation.

There were no members of the public present.

025.04/21 Minutes of the last regular meeting.

It was **RESOLVED** to approve the minutes of the last regular meeting held virtually on 9th February 2021 and agreed they would be signed at a later date.

026.04/21 Matters arising.

- a. Site visit for relocated SID pole. DH and the Clerk had met with highways to look at an alternative position between Woodside and Sandy Lane. A location opposite telegraph pole CP04a in the grass verge had been identified. The Clerk had obtained a quotation from Eon to relocate the pole. It was **RESOLVED** to approve the cost of £331.37 for the relocation of the pole.
- b. The outcome for nominations as Parish Council was not know at the time of the meeting. It was noted that if there were more than 6 nominations then there would be a ballot on the same day as the PFCC and County Elections on 6th May; if there were 6 or less then the nominees would be elected unopposed and take up office.
- c. If a replacement temporary Clerk was not in place by the time the current one left then minutes could be taken by a Parish Councillor but he/she could not receive any salary for doing so.
- d. Royal Mail post box. The Clerk had chased the Post Office for a response to the Parish Councils complaint that it had been removed without any consultation with the Parish Council or local community. They had apologised for removing the box without any notice. They stated that the regulatory requirement was a box needed to be in place within half a mile of 98% of people's letter boxes. This was under investigation and if a box was needed would be installed within 25 weeks of 22nd February i.e. 16th August. It was noted a previous complaint had been lodged by a Parishioner but the PO would not divulge the result due to GDPR.

Signature

Date

e. Flower tub-the Parishioner had been reimbursed for the cost of the replacement flower tub and was now in place.

f. Parish notice boards-the Chairman had paid for and donated the new signage for the notice board in Chapel Chorlton and an extra key to be cut at a total of £50. The Chairman was thanked for his kind donation.

025.04/21 Reports from Borough and County Councillors.

Borough.

- All NBC services were still operating.
- Next full Council meeting had been cancelled due to lack of reports from officers.

026.04/20 Planning Applications.

- a. 21/00069/REM-Croft Farm, Stone Road, Hill Chorlton-detail of access, appearance, landscaping, layout and scale for the erection of replacement farmhouse and 11 bungalows.

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/21/00069/REM>

The Parish Council had received the amended access plans. Two Parishioners had also sent their responses to the Parish Council. A Parish Council meeting had not been held in time for the deadline. However, the Clerk had submitted a response after comments from Parish Councillors to state that there were still issues over visibility splay over private residence and the flooding issues had still not been addressed.

(Cllr P Northcott arrived at 19:30hrs).

027.04/21. Resignation of the Clerk.

The resignation had been submitted on 6th April. The last day of working would be 30th April. The Parish Council reluctantly accepted the resignation and thanked her for her loyalty and professionalism in the role. They asked this be recorded in the minutes.

028.04/21 Locum Clerk.

It was **RESOLVED** to approve the appointment of a temporary Clerk. Draft advertisement had been circulated and was approved. Clerk to send to SPCA, web site, notice boards and other professional outlets.

029.04/21 Parish Appearances.

The Parish Council had received a complaint from a Parishioner re the repairing of footpaths from Baldwins Gate to Hill Chorlton by volunteers. A fall had occurred and a Parishioner experienced an injury. The Clerk and DH had met Staffordshire County Highways on site and the matter had been referred to the County Footpaths officer for comment and any resulting action. The Parishioner had been assured that the Parish Council did not condone work done on paths or highways without the landowners consent, risk assessments and proper Public Liability insurance in place.

030.04/21 Financial Matters.

Signature

Date

- a. It was **RESOLVED** to approve the draft statement of accounts ending 31st March 2021.
- b. It was **RESOLVED** to approve the end of year bank reconciliation statement to 31st March 2021. (Appendix A)
- c. It was **RESOLVED** to approve the April salary of the retiring Clerk to 30th April 2021.
- d. It was **RESOLVED** to approve the payment schedule and transfers as in appendices B and C and payments made under delegated powers were noted.

031.04/21 Clerks report.

The Clerk thanked the Parish Councillors for their support during their time in post.

032.04/21 Items for the next agenda.

- a. Annual Meeting of the Parish Council-election of Chairman; signing of acceptance of office from Chairman; signing of acceptance of office from newly elected councillors; appointment of vice chairman; appointment to outside bodies eg LAP & NDP; annual review of Standing Orders; fix date and time of all meetings in 2021.
- b. Regular meeting-usually held on the same evening. To approve the end of year accounts ended 31st March 2021; resolve to certify Chapel and Hill Chorlton Parish Council as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and sign the Exemption Certificate; note the outcome of the internal audit inspection and any findings; confirm that the assertions in Section 1 of the Annual Governance and Accountability Return 2020/21 Part 2 is correct for year ending 2020/21; authorise the Chairman, and Clerk to sign Section 2 of the Annual Governance and Accountability Return 2020/21 outside of the meeting. Approve new signatories for the bank accounts Recruitment update and handover arrangements; set the date of the Annual meeting of the Parish (prior to 1st June); note any update or action needed re complaint about footpath.

033.04/21 Race, Equality and Crime and Disorder Statement.

The Council recognised that it had not taken any decisions during the meeting re the above.

035.04/21 Planned Absences.

No absences were noted.

036.04/21 Annual Meeting of the Parish.

This was scheduled for 12th April at 6:00pm. However, as the situation with any incoming Councillors was not clear it was agreed to postpone this meeting. It was noted it needed to be held between 1st April and 1st June.

Date, time and venue of next meeting.

To be confirmed depending on the outcome of nominations/and or election to the Parish Council.

The Chairman thanked everyone for attending and closed the meeting at 19:55hrs

APPENDIX A**CHAPEL AND HILL CHORLTON PARISH COUNCIL**

Financial year ending 31 March 2021

Balance per bank statements as at 31 March 2021:	£	£
e.g. Current account	366.99	
High interest account	6387.61	
Business reserve 2	0.22	
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	6754.82	6754.82
Petty cash float (if applicable)	NA	
Less: any un-presented cheques at 31 March 2021 (normally only current account)	0	
Cheque number	0	
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Add: any un-banked cash at 31 March 2021	0	
	6754.82	<hr/>
		6754.82
Net balances as at 31 March 2021		<hr/>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2020	6203.07
Add: Receipts in the year	5889.22
Less: Payments in the year	5337.47
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Closing balance per cash book [receipts and payments book] as at 31 March 2021 (must equal net balances above)	6754.82
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Signature

Date

APPENDIX B

BACS/CHQ NO.	TO WHOM PAID	DETAILS	Total inc VAT
046/20/21	Mrs J Simpson	Salary February paid del auth 10 th Mar	180.30
047/20/21	HMRC	PAYE February paid del auth 10 th Mar	42.60
048/20/21	SPCA	Annual Subscription 21-22 paid del auth 10 th Mar	132.00
049/20/21	Mr R Montague	Reimbursement flower tub paid del auth 12 th Mar	40
Total			394.90

Appendix C

BACS/CHQ NO.	TO WHOM PAID	DETAILS	Total inc VAT
001/21/22	Mrs J Simpson	Salary March 2021	180.30
002/21/22	HMRC	PAYE March 2021	42.60
003/21/22	Mrs J Simpson	Reimbursement zoom	14.39
Total			237.29

Signature

Date