

Parish Council of Alfrick and Lulsley

Minutes of the Meeting of the Parish Council on Thursday 25th April 2019 at 19:30hrs in the Village Hall, Alfrick.

Present: Cllr B Martin, Chair

Cllrs: Ms B Brown, A G Cooper, B Fishwick, E Mutter, Dist. Cllrs Ms S Rouse & A Warburton, D Bradley (Parish Tree Warden), G M Brewin (Clerk),

Apologies; , G Lowe, C. Cllr P Tuthill,

Visitors: one parishioner.

Reports: County & District Councillors, Footpaths' Warden, Tree Warden, Village Hall, Community Shop.

Dist. Cllr A Warburton noted that this would be his last meeting as a District Councillor for the Alfrick and Leigh Ward and he wished the council well for the future.

In response the Chair Cllr B Martin thanked Cllr Warburton for his good wishes and the very substantial contribution he had made in his twelve years as a District Councillor. The parish owed a great debt to his careful guidance particularly on its approach to difficult planning matters. The meeting gave its whole-hearted agreement with these sentiments and wished Cllr Warburton a happy retirement!

Cllr S Rouse reported on the MHDC activities.

Dr D Bradley (Parish Tree Warden) noted that the boundary walls of the 'Pound' needed repair and the clerk was asked to discuss this with him and obtain an estimate of likely costs. A plaque noting the establishment of the Jubilee Spinney which had been lost has been found in a past chair's garage and was given to Dr Bradley to be re-installed.

Cllr B Fishwick reported on the completion of the resurfacing the Village hall car park.

Cllr B Martin as vice-chair of the Community Shop Committee reported that the new new Cafe was making an increasing contribution to the shop's activities with special events including evening suppers.

The formal meeting commenced at 20.10 hrs

AGENDA

1.

Members' Apologies for absence

The apology from Cllr G Lowe was accepted.

2.

Members' Declarations of Interest

There were no Declarations of Interest in agenda items.

3.

Confirm the minutes of the monthly meeting held on 28th March 2019 (circulated in advance)

It was agreed that the minutes were a true record and they were signed by the Chair.

4.

Financial Matters;

- a) Approve the Council's Accounts 2018-9 - Circulated in advance. Approved. (See appendix-a)
- b) Approve the formal Annual Governance Statement 2018-9 - Circulated in advance. Approved. (See appendix-b)
- c) Approve the formal Annual Statement of Accounts 2018-9 - Circulated in advance. Approved. (See appendix-c)
- d) Approve payment - Council's Membership Fee - WCALC 2018-9 - £446.85 inc vat. Approved
- e) Approve payment - Council's Insurance, Came & Co 2018-9 - Not available - transfer to the next meeting
- f) Approve payment - Alfrick and Lulsley Village Hall - for 2018-9 - Not available - transfer to the next meeting.
- g) The clerk drew the council's attention to two cheques lost in the bank computer system.
These were; no. 780 for £130 payable to Andrew's Gardening Services and no. 784 for £124 payable to the Village Shop. It was agreed to issue two new cheques to replace these.
The clerk suggested that the council could open a new internet-based account so that payments can be made directly and avoid such problems in the future. It was agreed to consider this at the annual meeting of the parish council.

5.

Planning and Environmental Matters; -

Review status -

Clay Green Farm development - Still waiting on the 'Written Appeal' against refusal by MHDC.

Chapel Meadow development. - The re-assignment of 'affordable properties' is still being considered by MHDC.

6.

Highways and Footpaths

Speeding through the village. Clerk to report.

An invitation to join a 'Community Speed Watch' will be published in the next Sphere magazine. Free 30 mph labels for wheelie bins are available from the Village Shop.

7.

Jubilee Plantation

Review situation. The possibility of an access gate from the adjoining meadow is still being evaluated.

8.

Playing Field.

Clerk to report. Discussions are in hand with various users of the field and will be reviewed at the next meeting.

9.

Clerk's Report -

- a) Actions from the previous meetings - clerk to report. All complete.
- b) Correspondence received. The clerk drew members' attention to the receipt of £26.94 Community infrastructure Levy in respect of the development on Folly Road. He was asked to discuss with MHDC how this may be used.
- c) Items to be drawn to the council's attention - Last meeting of the Council and procedures for the newly elected councillors from 7th May 2019. Councillors were given Election Expenses and Declaration of Interests Forms for completion and return at the next meeting.

10.

Items for the next meeting.

The next meeting is the Annual Meeting of the Council and first meeting of the new Council.

Also see - 4(g, 7, 8, above.

11.

Confirm the date of the next meeting;

Thursday 23rd May 2019 at 19:30 hrs. in the Village Hall, Alfrick confirmed.

In closing the meeting the Chair Cllr B Martin noted that Cllr Fishwick was retiring from the council. His experience, particularly in making detailed assessments on such items as the Parish Design Statement and controversial planning matters together with being the council's representative on the Village Hall Committee has been a substantial contribution to the council's activities over the past twelve years. The council wished him an enjoyable retirement.

The meeting closed at 20:48 hrs.

Minutes confirmed 23/05/2019

Alfrick & Lulsley Parish Council
Receipts and Payments for yr. 2018-9

For comparison

Account	2018-9 Receipts	2017-8 Receipts
MHDC Precept	12840.00	12840.00
Parish Lengthsman Income from WCC	1512.00	1632.00
Sundry Income	1250.00	500.00
VAT Refund	688.30	2125.72
Old StorrIDGE Charity income	200.04	220.46
Old StorrIDGE Charity donations	0.00	0.00
Total Receipts	16490.34	17318.18

Account	Expenditure	Expenditure
Audit	50.00	150.00
Clerk Expenses	82.00	70.00
Office Costs	578.84	460.84
Clerk Salary	3972.40	3843.00
Donations	0.00	0.00
Election Fees	0.00	0.00
Footpaths	0.00	0.00
Insurance	569.30	525.61
Jubilee Plantation	0	0.00
Meeting Expenses	212.50	346.60
Other Expenses	3284.00	1431.89
Parish Lengthsman	1512.00	1632.00
Parish Tree Warden	124.72	0.00
Playing Field Maintenance	885.00	885.00
Subscriptions	357.63	329.88
VAT	1159.19	697.82
War Memorial Mtce	252.00	265.40
Total Payments	13039.58	10638.04
Surplus +/Deficit -	3450.76	6680.14

Balance brought fwd	17997.18	10243.19
Balance at Yr-End	21447.94	17997.18

Outstanding Cheques at Yr-end

780 Lost	130.00
782 u/paid	144.00
783 u/paid	299.38
784 Lost	124.00
785 u/paid	158.40
Clerk Salary – March u/paid	333.19

Outstanding Invoices at Yr-end

WCC – L/Man acct, Jan	120.00
WCC – L/Man acct, Feb	120.00
WCC – L/Man acct, March	132.00
Total	816.97

Bank account at Yr-end	22264.91
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Agreed
B.W. Munt
 25/4/19

Geoffrey M. Brown

05/04/19 Clerk & RFO

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Alfrick and Lulsley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves 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 this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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 this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

25/04/2019

and recorded as minute reference:

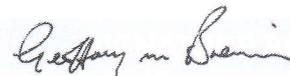
4 (b)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



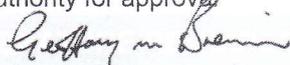
Section 2 – Accounting Statements 2018/19 for

Alfrick and Lulsley Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	11,317	17,997	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	12,840	12,840	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,478	3,650	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,913	4,054	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	6,725	8,985	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	17,997	21,448	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	17,997	21,448	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	22,806	22,806	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 04/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

25/04/2019

as recorded in minute reference:

4 (c)

Signed by Chairman of the meeting where the Accounting Statements were approved

