**SALT & ENSON PARISH COUNCIL**

**Annual Meeting Held Wednesday 10th May 2023 at Salt Village Hall at 7.00pm**

**Minutes**

Public Open Forum – One member of the Public was present.

The member of the Public raised the issue of building works at Park View, Sandon Bank.

See item 13 Correspondence Received for details.

1. **To Elect a Chair and Vice Chair and accept their signed declaration of office forms**

Cllr B Clancy was proposed and unanimously elected as Chair.
Cllr R Walls was proposed and unanimously elected as Vice Chair.

Declaration of Office Forms were completed and countersigned by the Clerk,

1. **Attendees and Apologies**

Attendees:

Chair - Barbara Clancy,

Councillors R Walls, J Starr, I Wimshurst, C Beardmore, JD Scott, N Tonks

Clerk DW Croxford

The meeting was quorate

Apologies – Stafford Borough Councillor Frances Beatty

1. **Delivery of Councillors Acceptance of Office Forms**

These were signed and delivered to the Clerk, who countersigned them.

1. **Declarations of Disclosable Pecuniary Interests relating to items on the agenda**

None declared

1. **Election of Other Officers**

Councillor B Clancy will be the Council’s representative on the Salt Village Hall Management Committee

1. **Minutes of the meeting held on 1st March 2023**

This was agreed as a true and correct record by all present.

**7. Matters arising from those minutes**

None

**8. To discuss planning applications received as below**

None received at date of publication of Agenda.

**9. To receive Financial Statement and Clerks report**

* + 1. To approve financial payments, receipts and transfers.

Approval sought for these Paid Prior to the Meeting

* Clerk Net Pay 1 January to 31 March 2023 - £582.24
* HMRC – Clerk PAYE same period - £140.60
* Clerk Expenses – same period - £109.24
* Stafford Borough Council 3 x Civic Amenity Skip hire £382.50 + VAT £76.50 = £459.00

27/2023

Approved to be paid.

* Black Rose Solutions – Annual Audit Fee £90 + VAT £18 = £108.00
* Staffs Parish Council Assoc – Annual Sub / Annual NALC Affiliation Sub = £133.67
* B Clancy – Reimbursement of expenditure re Kings Coronation Event = £142.55
* J Mitchell – Reimbursement of expenditure re Kings Coronation Event = £105.49
* H Crane – Reimbursement of expenditure re Kings Coronation Event = £48.91
* Zurich Insurance – Annual Insurance Premium = £426.17
* It was noted by the Internal Auditor that the Clerk was owed £68 back pay for the period 1 January to 31 March 2023 because 68 hours had been erroneously claimed at £10.63 ph instead of £11.63 ph. Was approved to be paid and added to Clerk’s next quarters salary.

These were approved by all present.

* + 1. To receive and approve the financial statement and bank reconciliation.

The clerk had circulated the financial statement and bank reconciliation reports and both were approved by all present.

* + 1. To receive and note the **Internal Audit Report** – This had been circulated prior to the meeting and was approved by all present.
		2. To agree the **Annual Governance Statement** - This had been circulated prior to the meeting and was approved by all present.
		3. To agree the **Annual Accounting Statements for 2022-2023** - This had been circulated prior to the meeting and was approved by all present.
		4. To approve the **Certificate of Exemption** from limited assurance review by Mazars and certify as exempt - This had been circulated prior to the meeting and was approved by all present.
		5. The **exercise of Public Rights** period was set as – Publication on Website 5th June 2023. Period to run from 6th June to 17th July 2023 in accordance with Mazar’s guidance.
		6. To Confirm the Appointment of Internal Auditor for 2023-24 – This was confirmed by all present as Black Rose Solutions Ltd
		7. Insurance Renewal 2023-24 – Annual Renewal with Zurich Insurance was approved by all present. Payment of Annual Premium approved at £426.17
		8. TGM Grass Mowing and Strimming Contract for 2023-24 - was approved by all present.
		9. A Donation towards the ongoing production of the Compass magazine was discussed and any formal request would be considered.

**10. To approve Standing Orders, Financial Regulations, Risk Assessment, Data Protection Policy and Asset Register**

These had been circulated prior to the meeting with no amendments from the previous year. RESOLVED to be approved for 2023-2024.

The Standing Orders and Financial Regulations will be reviewed during the year noting it is likely NALC will be producing new template documents.

28/2023

**11. Reports**

* Report received from County Councillor – no report received.
* Report from Borough Councillor Frances Beatty – no report received.
* Report from Village Hall Management Committee – no report .

 **12. To discuss Highways issues and note any requiring reporting**

* It was hoped County Councillor John Francis, or a deputy, would attend some meetings in the coming year to facilitate a regular discussion on Highways issues.
* The storm drain outside Salt Village Hall was reported as blocked.

 **13. To review correspondence received**

* **Park View, Sandon Bank, Salt.**

At the beginning of the meeting a member of the public had produced correspondence he had sent to SBC Planning re the significant developments, by way of extension, taking place at Park View, without prima facie any published planning permission. Further the development of the property was causing drainage issues in his field opposite the property. The Clerk advised the matter had already been brought to the attention of SBC Planning Enforcement but no reply had yet been received.

The member of the public undertook to provide the Clerk with the full trail of his correspondence in order for *the Clerk to investigate.*

* **Land adjacent to Station House, Salt**. Correspondence had been received from the occupant in respect of a neighbouring property. A reply has been sent to the correspondent
* **Purchase of replacement Defibrillator and Cabinet to be sited at Salt VH.** Clerk advised the VHMC had agreed to what was proposed at the March Parish Council meeting and a signed letter confirming the agreement had been received. *Clerk to proceed with ordering the new equipment.*

**14. To inform attendees of dates of future meetings**

To note dates of other future meeting during **2023** as follows: Wednesdays at 7.30pm

5th July, 6th September, 1st November

**15. Meeting closed at 20.00 hrs**

Signed .......................................... .........................................

Chair.............................................. Clerk. DW Croxford.

Date...................................

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