



Fradley and Streethay Parish Council

11.05.2020

To Members of the Council

You are hereby summoned to attend a virtual meeting by Zoom of the Parish Council to be held at 7.00pm on Tuesday 19th May 2020.

If members of the public have a question/query or wish to give a report to the Parish Council. Please contact the Clerk by email clerk@fandspc.org.uk with the details, at least 48 hours prior to the scheduled meeting.

To Join the Zoom Meeting

<https://us02web.zoom.us/j/89675824447?pwd=K1IXbFRZSnN4QUh0TmtMK0NkeWhuZz09>

Meeting ID: 896 7582 4447

Password: 011743

Clare M Orme

Clare Orme, Clerk/RFO to Fradley and Streethay Parish Council

For the foreseeable future, it is proposed that this Parish Council uses “Zoom” to conduct remote meetings. Should a member of the public wish to observe the meeting it is requested that they contact the parish Clerk by email clerk@fandspc.org or by telephone 0771 9599132 for further guidance.

Remote Meetings Protocol

IMPORTANT

Members of the Public should be aware that the Parish Council Meeting will be recorded.

In order to ensure that the meeting is conducted in an orderly and lawful manner, members of the public wishing to observe the Meeting MUST WITHOUT FAIL OBSERVE THE FOLLOWING RULES.

On Joining the Meeting:

1. MUTE your microphone (SWITCH OFF).
2. Enable video (if you have it).

During the Meeting.

1. DO NOT SWITCH ON YOUR MICROPHONE UNTIL REQUESTED TO DO SO BY THE CHAIRMAN.
2. DO NOT attempt to speak until the Chairman asks you to speak
3. If you wish to speak be aware that you will be required to:
 1. Provide your name
 2. Confirm whether you are a registered Elector of Fradley and Streethay Parish.
 3. If you are not a registered elector as in 3 (2) above, you will need to state the basis on which you are raising the issue.
 4. In order to comply with the General Data Protection Regulations embodied in the Data Protection Act 2018 ('the Act') members of the public when speaking MUST NOT provide information that either directly or indirectly identifies any individual.

Further Information

Members of the public should be aware that any issues raised at the remote meeting by them under Public Speaking will not be commented on or debated by the Parish Council during the remote meeting. The Chairman will indicate if the issue will be added to a future agenda.



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Agenda

1. **To receive and approve apologies for absence**
 2. **Declaration of Members' Interests.**
 - a) Register of Interests: Councillors are reminded of the need to update their Register of Members Interests Forms.
 - b) To declare any Personal and Pecuniary Interest in items on the agenda and their nature. (Councillors with a Pecuniary Interest will be temporarily suspended from the meeting). Where a member indicates they have a Pecuniary interest but wishes to make representation regarding the item before leaving the meeting, those representations must be made under item (c) Public Speaking below.
 3. **Public Speaking**
 - a) At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members of the Council to comment on **any matter in the agenda**.
 - b) If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter.
 - c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.
 4. **Variation to the Order of Business.**
 5. **To approve the minutes of the meeting held via Zoom on 21 April 2020 – Once approved the minutes will be signed by the chair at a later date.**
 6. **Ratification of the Virtual Meetings Policy**
 7. **Ratification of the Amendments to the Standing Orders and Financial Regulations document**
 8. **To consider the Protocol and Guidance on the Parish Council meeting with Developers.**
 9. **Year End Accounts to 31.03.2020**
 - a. **Section 1 – Annual Return - Annual Governance Statement 2019/2020 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 01.04.2019 and 31.03.2020 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**
- **Box 1** – Has Fradley and Streethay Parish Council put in place by way of approved Financial Regulations and an Internal Control Policy, arrangements for effective financial management during the year and have you prepared the accounting statement in accordance with the Accounts and Audit Regulations.
 - **Box 2** – Has Fradley and Streethay Parish Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has Fradley and Streethay Parish Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
 - **Box 3** – Has Fradley and Streethay Parish Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations or proper practices that could have a significant financial effect on the ability of Fradley and Streethay Parish Council to conduct its business, or on its finances. Has Fradley and Streethay Parish Council only done what it has the legal power to do and has Fradley and Streethay Parish Council complied with proper practices in doing so.
 - **Box 4** – Has Fradley and Streethay Parish Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Did Fradley and Streethay Parish Council give all persons interested, the opportunity to inspect and ask questions about Fradley and Streethay Parish Council's accounts.
 - **Box 5** – Has Fradley and Streethay Parish Council carried out an assessment of the risks facing them and took appropriate steps to manage those risks, including the introduction of internal controls and



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external insurance cover where required. Has Fradley and Streethay Parish Council considered the financial and other risks it faces and have they dealt with them properly.

- **Box 6** – Has Fradley and Streethay Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has Fradley and Streethay Parish Council arranged for an internal competent auditor, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of Fradley and Streethay Parish Council.
- **Box 7** – Has Fradley and Streethay Parish Council took appropriate actions where required on all matters raised in reports from the internal and external audit and responded to any matters brought to its attention by the internal and external audit where applicable.
- **Box 8** – Has Fradley and Streethay Parish Council considered any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, which may have had a financial impact on Fradley and Streethay Parish Council, and, where appropriate have included them in the accounting statement. Has Fradley and Streethay Parish Council disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
- **Box 9** – Has Fradley and Streethay Parish Council discharged their accountability responsibilities for the funds or assets including financial reporting and if required, independent examination or audit for any trust funds including charitable, in their capacity as a sole managing Trustee.

b. Section 2 – Annual Return – Accounting Statement 2019/2020

- i. Consider the Accounting Statement by the members as a whole
- ii. Approve the Accounting Statement by resolution and
- iii. Ensure the Accounting statements are signed and dated by the Chairman

Bank Reconciliation Figures as at 31.03.2020:

Current Account	20,378.59
Reserve Account	93,648.19
Less unrepresented Chq's	<u>1,237.00</u>
Total	112,789.78

10. Finance 2020/2021

To consider the financial statements – Bank Rec, Income/expenditure, and other supporting documentation as at 28 April 2020

Bank Reconciliation as at 28.04.2020

Current Account	93,664.10
Reserve Account	149,721.59
Less unrepresented Chq's	<u>2,828.06</u>
Total	240,557.63

a) To confirm payments for May 2020 as follows:

CHEQUE NO.	PAYEE	DESCRIPTION	AMOUNT	POWER
101328 to 101330 & DD to NEST	Salaries, TAX, NIC and Pensions		3,929.76	
101331	B Wood	Internal Audit completed on 04.05.2020	150.00	
101332	SJL Landscapes Ltd	Ground Maintenance Contract	2,038.08	
Direct Debit	Plusnet	Telephone and Broadband	39.60	



b) To confirm the Income April 2020

DATE	INCOME FROM	DESCRIPTION	AMOUNT
01.04.2020	Lichfield District Council	106 Payment Village Hall Heating	4,521.00
21.04.2020	Lichfield District Council	Precept Payment	131,306.00
28.04.2020	HSBC Bank	Bank Interest – Reserve Account	15.91

11. Planning Applications for consideration and ratification

a.

Application No.	Location	Proposal	Comments by
20/00560/LBC	Chetwynd Bridge, Croxall Road, Lichfield	Works to listed building to enable the full refurbishment and repair of Chetwynd Bridge	21.05.2020
20/00385/FUL	Plot 1 Land at 25 Burton Road, Streethay	Erection 2no detached four-bedroom dwellings houses including new access and driveway	26.05.2020

b. To ratify the production and delivery of a leaflet to the residents on Horner Avenue, Ward Close and Rogerson Road in relation to the Greenlight Development proposal.

c. To ratify the Parish Councils Public Statement in relation to the Greenlight/Bovis proposed development.

d. Network Rail are currently consulting on a development proposal at the former MAFF site, Burton Road, Streethay, Lichfield. Network Rail will be submitting an outline planning application in the coming weeks for a mixture of residential development, railway station car parking, as well as vehicular access to the adjoining railway line – comments to be received by 29 May 2020

12. Staffordshire County Council are offering a Data Protection service to all Parish and Town Councils through the Information Governance Unit for the Councils consideration.

13. To Consider the Protocol and Guidance on the Parish Council meeting with Developers.

14. Date of the next Zoom Parish Council Meeting to be confirmed as 16 June 2020.