

# Fradley and Streethay Parish Council



Minutes of the Virtual Parish Council meeting held at 7:00pm on Tuesday

19 May 2020

**Present:** Cllrs Simon Roberts (Chair), Glen Bown, Darren Peck, Alan Cope and Stan Whitehead.

**In Attendance:** Clare Orme (Clerk), Wendy Hollinshead (Asst. Clerk), County Cllr Janet Eagland, District Cllrs Derick Cross and Michael Wilcox and three members of the public

**The Chair welcomed everyone to the virtual meeting of the Parish Council and explained how the meeting would operate.**

**1. Minute Number 15/2020 - Apologies for absence**

None

**2. Minute Number 16/2020 – Declaration of Members Interests**

None

**3. Minute Number 17/2020 - Public Speaking**

**a) Minute Number 17/2020/A – Public Speaking**

A member of the public raised concerns in respect of a proposed development to the rear of Horner Avenue. The concerns were in relation to the wildlife and trees in the corridor behind the houses which would be affected. The other major issue was the extra traffic which would be generated on Horner Avenue which would be dangerous for residents attempting to come off their drives.

The Chair advised that a planning application had not yet been submitted and that the Parish Council would submit representations during the planning process. The Parish Council would continue to meet with developers to try and influence the design and traffic management of the proposed development.

**After discussion, the Chair reopened Public Speaking to hear from a resident who had just joined the meeting.**

A member of the public informed the Parish Council that she had a meeting with Greenlight concerning their development and it had not gone very well. She was co-ordinating a resident's campaign against the development due to the impact of the traffic that would be generated by the scheme on Ward Close and Horner Avenue. She called upon the Parish Council to support the Tree Preservation Orders, that residents had called for on the trees on the proposed development site, to preserve the habitat for the wildlife. She asked the Parish Council for support for the resident's campaign to try and stop the development. She raised the issue of the proposed development being outside the village settlement boundary as set out in the Neighbourhood Plan.

**b) Minute number 17/2020/B - District Council Representatives Report**

Cllr Wilcox advised that the land which Greenlight were promoting is currently designated as employment land and the application for a change of use to housing was likely to succeed under the current planning framework. The Parish Council can try and engage with the developer and try and influence how to plan for the traffic movement and District Councillors will support the Parish to mitigate the impact of the development on Fradley residents. The matter will go before Planning Committee in due course and Ward Members can speak on behalf of the residents to reflect their views.

Cllr Cross reported that the District Council scheme in conjunction with the Co-Op to provide food parcels for 500 vulnerable residents had been very successful. The District Council had provided grants to many local small businesses to help them in the current lock down due to Covid -19. The grants extend to several million pounds across all business sectors. 87% of applicants had been successful and several thousand businesses helped. Cllr Cross also reported that the complaint about the flooding in Church Lane had now been actioned and the work completed, this should result in improvements from the Post Office to Long Lane. Cllr Cross also reported that the planning application for the site at the corner of Turnbull Road had been granted by the planning committee. There had been a number of extra conditions attached to the planning consent and building consent has not yet been given. Cllr Cross reported that the revised LDC strategic plan would be published in July having been delayed due to Covid-19.

**c) Minute Number 17/2020/C – County Council Representatives Report**



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Cllr Eagland had nothing new to report as she had passed by email all reports affecting the Parish to the Clerk, the Clerk thanked Cllr Eagland for keeping the Parish Council informed.

**d) Minute Number 17/2020/D – Police Representatives Report**

There were no Police Representatives present at the meeting and there was nothing to report.

**4. Minute Number 18/2020-Variation to the Order of Business**

There were no variation to the order of business

**5. Minute Number 19/2020- Approval of the minutes of the previous Parish Council meeting held on 21 April 2020**

**Resolved: The minutes of the Parish Council meeting on 21 April 2020 were approved as an accurate record.**

**6. Minute number 20/2020 Ratification of the Virtual Meetings Policy.** The Chair raised the issue of announcing name and title before speaking and asked that it be confined to the Public section only.

**Resolved: To approve the Virtual Meetings Policy as amended**

**7. Minute Number 21/2020 –Ratification of the Amendments to the Standing Orders and Financial Regulations document.**

**Resolved: To approve the amendments to the Standing orders and financial Regulations document.**

**8. Minute Number 22/2020-To consider the Protocol and Guidance on the Parish Council meeting with Developers**

**Resolved: To approve the Protocol and Guidance on the Parish Council meeting with Developers**

**9. Minute number 23/2020 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**

Section 1 - The Annual Governance Statement sets out Fradley and Streethay Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement. Therefore, Fradley and Streethay Parish Council Members are asked to confirm that the Annual Governance Statement for 2019/2020, fairly reflects the corporate governance arrangements in place for Fradley and Streethay Parish Council in relation to this matter.

Fradley and Streethay Parish Council Members are 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 2019/2020 are correct.

The Clerk asked Fradley and Streethay Parish Council to either agree yes or no with regards to the following statements

- **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.

**Resolved: Fradley and Streethay 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. In accordance with the Accounts and Audit Regulations.**



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- **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.

**Resolved: Fradley and Streethay Parish Council agreed yes that they had maintained an adequate system of Internal Control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 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 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.

**Resolved: Fradley and Streethay 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 Fradley and Streethay Parish Council to conduct its business, or on its finances. Fradley and Streethay 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 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.

**Resolved: Fradley and Streethay 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 Fradley and Streethay Parish Council 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 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.

**Resolved: Fradley and Streethay 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 including internal controls and/or external insurance cover where required. Fradley and Streethay Parish Council agreed that they had considered the financial and other risks it may have faced and have dealt with them properly if/where required to do so.**

- **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.

**Resolved: Fradley and Streethay 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. Fradley and Streethay 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 Fradley and Streethay Parish Council's internal controls met the needs of the 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.

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**Resolved: Fradley and Streethay Parish Council agreed yes that they had took appropriate actions if/where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention.**

- **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.

**Resolved: Fradley and Streethay 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 had included them in the accounting statement. Fradley and Streethay 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** – 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.

**Resolved: Fradley and Streethay Parish Council were not responsible for the management or control of any registered Charity Organisations during 2019/2020.**

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

- Consider the Accounting Statement by the members as a whole
- Approve the Accounting Statement by resolution and
- 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>
<b>Total</b>	<b>112,789.78</b>

**Resolved: The Accounting Statement was approved and was to be signed by the Chairman and Clerk as soon as reasonably possible.**

There is also a requirement to conduct a review of the effectiveness of Fradley and Streethay Parish Council's system of Internal Audit.

The Financial Regulations under which Fradley and Streethay Parish Council's internal controls operate, which were approved and adopted at the Fradley and Streethay Parish Council Meeting held on 14 May 2019 minute number 7 and revised at the meeting held on 10 September 2019, minute number 22/2019/D, are required to be reviewed at least annually. As the Clerk/RFO/Proper Officer to Fradley and Streethay Parish Council on its financial issues/affairs, I recommend that no changes are required at this time unless Fradley and Streethay Parish Council require different controls.

**Resolved: Fradley and Streethay Parish Council agreed that no changes were required at this time to the Fradley and Streethay Parish Council's Financial Regulations under which Fradley and Streethay Parish Council's internal controls operate.**

In relation to the effectiveness of the system of internal audit, which was approved and adopted at the Fradley and Streethay Parish Council Zoom Meeting held on 21.04.2020, minute number 07/2020/3. Fradley and

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Streethay Parish Council appointed a qualified Auditor being Brian Wood to act as its independent internal auditor. The role of the internal auditor is to assist Fradley and Streethay Parish Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors and mistakes. It is for Fradley and Streethay Parish Council to determine the level of internal audit required based on the internal controls currently in place, which were approved and adopted at the Fradley and Streethay Parish Council Meeting held on 23 July 2019, minute number 11/2019/L. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Fradley and Streethay Parish Council has complied with its own Financial Regulations.

- A) Consider that the review of the effectiveness of the system of internal Audit is Currently sufficient and to consider appointing the same Internal Auditor being Brian Wood for the financial year 2020/2021.

**Resolved: Fradley and Streethay Parish Council having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements in place required no changes or amendments.**

- B) To consider approving the Internal Auditors Report 2019/2020 and page 3 the Internal Audit Report of the AGAR signed by the Internal Auditor

**Resolved: Fradley and Streethay Parish Council approved and accepted the Internal Auditors Report**

## 10. Minute number 24/2020 Finance 2020/2021

- a) 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>
<b>Total</b>	<b>240,557.63</b>

**Resolved: The Council approved the unaudited accounts from 01.04.2020 to 28.04.2020 and the supporting paperwork**

- b) 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	

**Resolved: The above payments were approved.**

- c) 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

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**Resolved: The above income was approved.**

## 11. Minute number 25/2020 Planning Applications for consideration

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

**Resolved: To make no comment on the above applications.**

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.

**Resolved: 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.**

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

**Resolved: 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

**Resolved: To lodge comments concerning the noise from the railway, the additional traffic on the busy road and junction and the general unsuitability of the site for quality accommodation.**

e. Urgent Request from residents to call in the Tree Officer to TPO some of the trees for example the large Oak Trees

**Resolved: To ask the Tree Officer from LDC to consider tree preservation orders for established trees on the land at the rear of Horner Avenue/ Ward Close**

12. Minute number 26/2020 Staffordshire County Council are offering a Data Protection service to all Parish and Town Councils through the Information Governance Unit for the Councils consideration.

**Resolved: To have the Audit at a cost of £150 and then reconsider which level of support is appropriate.**

13. To Consider the Protocol and Guidance on the Parish Council meeting with Developers  
Already considered at item 9.

14. Minute Number 27/2020 - Date of next Virtual Parish Council meeting

**Resolved: Tuesday 16 June 2020 at 7.00pm.**

**There being no other business the meeting closed at 8.27pm**