

Heath Hayes & Wimblebury Parish Council

Minutes of the Annual Parish Meeting

Held at 7.30pm on Wednesday, 13th May 2020

Remotely using Zoom

Public Participation: 2 members of the Public attended; no comments were received.

Present: Cllrs M Buttery (Chair), J Aston, D Baker, D Bennett, J Bernard, L Bullock, P Dadge, P Ferraby, A Fitzgerald, P Haden, P Hewitt, S Thompson, D Todd

In Attendance

Parish Clerk: Mrs L Bowman
Internal Auditor: Mr A Toplis

05/1. Apologies

None

05/20/2.0 Declarations of Interest

Cllr J Bernard - Community Centre Trustee (05/20/9.0)
Cllr L Bullock - Community Centre Trustee (05/20/9.0)
Cllr D Todd - Community Centre Trustee (05/20/9.0)
Cllr P Haden - Quote for Building Works (05/20/10.0)
Cllr P Haden - Foodbank Volunteer (05/20/8.0)
Cllr S Thompson - Quote for Building Works (05/20/10.0)
Cllr S Thompson - Planning(05/20/12.0)
Cllr A Fitzgerald - Planning (05/20/12.0)

05/20/3.0 Minutes

The minutes of the last meeting held on the 4th March 2020, were approved.

Proposed: Cllr J Bernard Seconded: Cllr P Haden

05/20/4.0 Presentation of the Chairman's report 2019/20

Cllr M Buttery presented his Chairman's report for the 2019/20 Municipal Year

05/20/5.0 Election of Chairman for the 20-21 Municipal Year

Cllr M Buttery

Proposed: Cllr J Bernard Seconded: Cllr A Fitzgerald Votes received: 9

Resolved: To elect Cllr M Buttery as Chair

Cllr M Buttery thanked everyone for their continued support.

Signed Chairperson Dated

05/20/6.0 Appointment of Vice Chairman for the 20-21 Municipal Year

Cllr P Haden

Proposed: Cllr M Buttery Seconded: Cllr S Thompson Votes received: 9

Resolved: To elect Cllr P Haden as Vice Chair

05/20/7.0 Audit & Governance Committee

It was agreed that the Committee members be Cllr Baker, Cllr Bernard, Cllr Bullock, Cllr Ferraby, Cllr Fitzgerald and Cllr Todd.

05/20/8.0 Financial Review

Mr A Toplis left the meeting.

The Council agreed the Internal and External Audit arrangements were confirmed that Mr A Toplis as the Internal Auditor and Mazars as the External Auditor. The Council confirmed that the Payroll supplier be Bradley’s Accountants. The Council confirmed to move to Unity Trust Bank, with the Audit and Governance Committee members being on the bank mandate.

Mr A Toplis returned to the meeting.

The Council Agreed the Budget 2020-21 with only one amendment. The Hayes Green Community Centre Grant be given in stages throughout the year with £5,000 being kept in reserves should they require this extra funding. Most grants be suspended for this year with an exception of the Foodbank.

One alteration to the grants section was to continuing supporting the dementia project in the local area and give Support Staffordshire their grant.

Proposed: Cllr M Buttery Seconded: Cllr P Haden Votes received: 6 Abstained: 5

The Council agreed the following reports:

- Financial Regulations
- Standing Orders
- Asset Register
- Financial Risk Assessment

05/20/9.0 Take note of the Internal Auditor’s Report relating to Hayes Green Community Centre

The Internal Auditors Report was noted and agreed.

05/20/10.0 Parish Clerk’s Office

Cllr P Haden & S Thompson left the meeting.

The Council agreed to use Haden Construction for the building of the office at the Hayes Green Community Centre with the permission of the Trust, building work to commence as soon as landlord’s permission had been received. An application to Cannock Chase Council had been made. Cllr P Haden & S Thompson returned to the meeting.

05/20/11.0 Income & Payments

Signed Chairperson Dated

To Whom Paid	Particulars of Payment	Net Pay	Vat	Gross Pay
Laurie Bowman	Clerk's Salary	£1,329.29	0	£1,329.29
Laurie Bowman	Clerk's Pension	£ 492.13	0	£ 492.13
SPCA	Clerk's Training	£ 40.00	0	£ 40.00
Hayes Green Community Centre	Grant	£5,000.00	0	£5,000.00
TOTAL PAYMENTS:				£6,861.42

Income Source	Particulars of Income	Amount Received
Cannock Chase Council	Precept	£37,500.00
Cannock Chase Council	CIL	£ 7,860.06
TOTAL RECEIPTS:		£45,360.06

The Council agreed and approved the Income & Payments.

05/20/12.0 Planning

The Planning Committee had no Objections to the following:

CH/20/072 - 24 Chapel Street, Single storey rear extension with disabled access

CH/20/078 - 89 Bank Street, Single storey rear extension

CH/20/131 - Stafford Street, Extension on top of garage, no reason to reject the application, but it was suggested that the Planning Officer should check for an overbearing development, particularly if any objections were received.

05/20/13.0 Cannel Mount

To obtain quotes for immediate work required at Cannel Mount. A copy of the signed lease had been requested from Staffordshire County Council.

05/20/14.0 Councillors Training

Several Councillors expressed an interest in attending a Councillors Training Course when available.

05/20/15.0 Future Meetings and other matters including advice from SPCA/NALC That in view of the continuing uncertainty regarding the coronavirus emergency and the Government advice relating to "lockdown" (excepting the powers referred to in legislation that can only be exercised by the full council) the Parish Clerk in consultation with the Chairman of the Council be delegated full authority to take any action necessary to ensure the uninterrupted administration of the Council and its affairs including convening of meetings by electronic means, the Council agreed.

05/20/16.0 Items for information or Future Agenda's

Signed Chairperson Dated

Arrangement of Sub Committee's.

05/20/17.0 Date of Next Meeting - Wednesday, 3rd June 2020

The Meeting ended at 8.21pm

Signed Chairperson Dated