

# Heath Hayes and Wimblebury Parish Council

Minutes of the Full Council meeting held at Hayes Green Community Centre  
at 6.35pm on Wednesday 8<sup>th</sup> May 2024

## PRESENT

Councillors	Bernard	Fitzgerald	Haden
	Hewitt	Jones (part)	Preece
	Theodorou	Thompson	

**In attendance:** Mrs S Buxton – Parish Clerk

Cllr Thompson opened the meeting thanked everyone for their support over the last year. Councillors expressed their thanks to her for her work as Chair to the Parish Council.

Cllr Jones arrived

<b>Minute No</b>	<b>Item</b>
05/24/17.0	<b>Election of Chair for the 2024/25 Municipal Year</b> <i>Proposed: Cllr Fitzgerald; Seconded: Cllr Preece</i> <b>Agreed</b> that Cllr Bernard be elected Chair for the 2024/25 Municipal Year
05/24/17.1	<b>Chair – Signing of Declaration of Acceptance of Office</b> Cllr Bernard signed the Declaration of Acceptance of Office as Chair to the Parish Council

Cllr Bernard took the Chair

05/24/18.0	<b>Election of Vice Chair for the 2024/25 Municipal Year</b> <i>Proposed: Cllr Haden; Seconded: Cllr Fitzgerald</i> <b>Agreed</b> that Cllr Thompson be elected Vice Chair for the 2024/25 Municipal Year
05/24/18.1	<b>Vice Chair – Signing of Declaration of Acceptance of Office</b> Cllr Thompson signed the Declaration of Acceptance of Office as Vice Chair to the Parish Council
05/24/19.0	<b>Apologies</b> <b>Agreed</b> to accept the apologies of Cllrs E and J Aston, Buttery and Wilson
05/24/20.0	<b>Approve the Minutes of the previous meeting – 3<sup>rd</sup> April 2024</b> <i>Proposed: Cllr Haden; Seconded: Cllr Fitzgerald</i> <b>Agreed</b> that the minutes of the meeting held on 3 <sup>rd</sup> April 2024 be signed as a true and correct record
05/24/21.0	<b>Declarations of Interest Personal and Pecuniary</b> Cllr Fitzgerald – Planning

Signed *J Bernard*

Date 12<sup>th</sup> June 2024

Clerk: **Mrs Sue Buxton** Hayes Green Community Centre, Heath Way, Heath Hayes  
Phone 07951 409707 Email: clerk@hhandw.org.uk

05/24/22.0	<p><b>Public Participation</b> There were no members of the public present</p>
05/24/23.0	<p><b>Chair’s Announcements and County Councillor’s update</b> The new Chair thanked the council for electing him There was no update from Staffordshire County Council</p>
05/24/24.0	<p><b>To agree Meeting Dates for 2024/25 Municipal year</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Thompson</i> <b>Agreed</b> that the meeting dates for the 2024/25 Municipal year would be as follows:-  <div style="text-align: center;"> <p>12<sup>th</sup> June 2024            10<sup>th</sup> July 2024            4<sup>th</sup> September 2024            16<sup>th</sup> October 2024            13<sup>th</sup> November 2024            11<sup>th</sup> December 2024            8<sup>th</sup> January 2025            5<sup>th</sup> February 2025            12<sup>th</sup> March 2025            2<sup>nd</sup> April 2025 – Annual Parish Assembly            14<sup>th</sup> May 2025 – Annual Council Meeting</p> </div> </p>
05/24/25.0	<p><b>To agree Committee Membership for the 2024/25 Municipal Year</b> <i>Proposed: Cllr Haden; Seconded: Fitzgerald</i> <b>Agreed</b> that the council committees memberships would be as follows:-</p> <p><b>Planning</b> Cllrs J Bernard, J Harper, P Hewitt, S Thompson</p> <p><b>Sustainability Issues &amp; Open Spaces</b> Cllrs E Aston, J Aston, A Fitzgerald, P Haden, P Hewitt, J Preece, S Thompson.</p> <p><b>Youth, Community, Events &amp; Christmas Lights</b> Cllrs E Aston, J Aston, J Preece, A Fitzgerald, P Haden, S Thompson, L Wilson.</p> <p><b>Audit &amp; Governance</b> Cllrs J Aston, J Bernard, A Fitzgerald, P Haden, P Hewitt, P Theodorou, P Jones</p> <p><b>Representatives</b> District Council Standards Sub-Committee - Cllr Hewitt</p> <p><b>To agree the representative to the District Council Standards Sub-Committee</b> <i>Proposed; Cllr Thompson; Seconded: Cllr Fitzgerald</i></p>
05/24/26.0	<p><b>To review and approve Council Policies</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Thompson</i> <b>Agreed</b> that the following policies be approved with the amendments below:-</p> <ul style="list-style-type: none"> <li>- Financial Regulations</li> <li>- Standing Oorders</li> <li>- Code of Conduct</li> <li>- Asset Register</li> </ul>

Signed J Bernard

Date 12<sup>th</sup> June 2024

	<ul style="list-style-type: none"> <li>- Financial Risk Assessment</li> <li>- Health and Safety Policy</li> <li>- Lone Working Policy</li> <li>- Privacy Notice for Staff, Councillors and Role Holders</li> <li>- General Privacy Notice for the Public</li> <li>- Data Breach Policy – <b>the clerk's name needs to be updated</b></li> <li>- Co-option policy – amended</li> <li>- Equal Opportunity Policy</li> <li>- Safeguarding Children and Adults Policy Statement</li> <li>- Disciplinary Procedures – <b>the title needs to be updated?????</b></li> </ul>
05/24/27.0	<b>Clerk's Report</b> The framed portrait of the King has been received
05/24/28.0	<b>Police Report</b> None
05/24/29.0	<b>Finance – Receipts and Payments</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Thompson</i> <b>Agreed</b> that the following payments authorised by the Audit and Governance Committee be noted:-

<b>Date</b>	<b>Detail</b>	<b>Total</b>
22/5/24	Administration costs	2,355.12
22/5/24	Handyman costs	1016.06

05/24/29.1	<b>Finance – Bank Reconciliation</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Thompson</i> <b>Agreed</b> that the end bank reconciliation be noted
05/24/29.2	<b>Finance – VAT</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Thompson</i> <b>Agreed</b> to note the VAT reclaimed for Jan – Mar 2024
05/24/30.0	<b>Annual Governance Statement and Return – Internal Auditor's Report 2023/24</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Thompson</i> <b>Agreed</b> that the content of the Internal Auditor's Report for 2023/2024 be noted <b>Agreed</b> that the council should consider the Publication Scheme at the next meeting
05/24/30.1	<b>Annual Governance Statement and Return – Annual Governance Statement Section 1</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Fitzgerald</i> <b>Agreed</b> to approve the Annual Governance Statement Section 1
05/24/30.2	<b>Annual Governance Statement and Return – Annual Return Section 2</b> <i>Proposed: Cllr Hewitt; Seconded: Cllr Fitzgerald</i> <b>Agreed</b> to approve the Annual Return Section 2
05/2024/30.3	<b>Annual Governance Statement and Return – Notice of appointment of exercise of public rights to inspect accounts</b> Noted

Signed J Bernard

Date 12<sup>th</sup> June 2024

05/2024/30.4	<b>Annual Governance Statement and Return – Bank reconciliation</b> <i>Proposed: Cllr Preece; Seconded: Cllr Jones</i> <b>Agreed</b> to approve the year end bank reconciliaion
05/2024/30.5	<b>Annual Governance Statement and Return – Significant Variances</b> <i>Proposed: Cllr Preece; Seconded: Cllr Bernard</i> <b>Agreed</b> that the Annual Governance Statement and Return – Significant Variances be agreed
05/24/30.6	<b>Appointment of Internal Auditor</b> <i>Proposed: Cllr Hewit; Seconded: Cllr Fitzgerald</i> <b>Agreed</b> that Kim Squires be appointed internal auditor to the parish council for the financial year 2024/25
05/24/31.0	<b>Planning Committee</b> Cllr Hewitt gave a verbal report of planning applications in process and decided
05/24/32.0	<b>Events Committee Meeting</b> <i>Proposed: Cllr Thompson; Seconded: Cllr Haden</i> <b>Agreed</b> to note the minutes of the Events Committee meeting held on 17 <sup>th</sup> April 2024
05/24/33.0	<b>Local Plan Update</b> Cllr Hewitt reported that this item appears on all agendas. There is nothing to report to this meeting and it will be going to the Planning Inspector, possibly via CCDC Cabinet Committee
05/24/34.0	<b>Items for Future Meetings</b> None
05/24/35.0	<b>Date of Next Meeting</b> <b>Agreed</b> that the next meeting be held on Wednesday 12 <sup>th</sup> June 2024 at 6.30pm Cllr Preece gave his apologies

There being no other business the chair declared the meeting closed at 7.06pm

Signed J Bernard

Date 12<sup>th</sup> June 2024

Clerk: **Mrs Sue Buxton** Hayes Green Community Centre, Heath Way, Heath Hayes  
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