

# TISSINGTON AND LEA HALL PARISH COUNCIL

## Minutes of the meeting held on 8<sup>th</sup> April 2019 at Tissington Village Hall

**Present:** Chairman: Chris Carr, Vice Chairman Sir Richard FitzHerbert, Stuart Naylor, John Etches

Clerk: Joanne Poitevin

**Apologies:** George Maxwell

Public attendance: Nigel Walker-Edwards

**2286 Declaration of member's interest:** Sir Richard declares his position as a DDDC councillor. Cllr Chris Carr declares his position on PDNP

**2287 Minutes of the meeting on:** 4<sup>th</sup> February 2019 were circulated and signed as correct. The minutes are to be sent to the parish magazine. Clerk to action.

**2288 Points Raised:**

1. Councillors Nomination Process: Cllr Carr registered the problems encountered with the new councillor nomination process held at Ashbourne. This was mainly due to the computer connections not working which meant phone calls had to be made to check details such as electoral numbers. Many appointments were very late. Clerk to report back to Paul Watson the returning officer.
2. The clerk also reported to the councillors that the Audit process seems always to be very late since it was tendered out for contract.

**2289 Audit Process & Procedure Annual**

- 1. Annual Governance Statement:** The Councillors reviewed section 1 – 8 of the Annual Governance Statement.
  1. That there is effective financial management during the financial year, and preparation of the accounting statement.
  2. That there is a system of internal control to prevent and detect fraud and corruption.
  3. That laws, regulation and proper practices are applied.
  4. That elector's rights are exercised.
  5. That a risk assessment has been conducted.
  6. That throughout the year an effective system of internal audit has been maintained.
  7. That we appropriate action on all matters raised in any reports.
  8. We considered any litigation, liabilities, or commitments, events or transactions would have an impact on this authority.
  9. Therefore all councillors Approved the Annual Governance Statement.
- 2. Adoption of Standing Orders:** Reviewed and Approved
- 3. Financial Regulations:** Reviewed and Approved
- 4. Equal Opportunity Policy:** Reviewed and Approved
- 5. Tissington and Lea Hall Parish Council Insurance Review:** Approved
- 6. Parish Clerk Employment Contract:** Reviewed and Approved

**2290 Audit Return: 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019**

- 1. Smaller Authorities Exemption Form:** The clerk presented the form that any authorities with less annual gross income and expenditure of less than 25K can now be exempt from a limited assurance review or to submit an Annual Governance and Accountability Return to the External Auditor. This form was Approved and signed by the Chairman Chris Carr and the Clerk Joanne Poitevin. This form needs to be submitted to Littlejohn LLP with contact details of both the chairman and the clerk, as soon as possible after the certification.
- 2. Accounting Statement Approval:** The clerk presented the Accounting Statements for 2018/19 for approval.
  - (a) All councillors considered the accounting statement. See summary below:
  - (b) All councillors approved the accounting statement. The accounting statement was signed by the chairman Chris Carr and the clerk Joanne Poitevin.
- 3. The councillors agreed that Janice Jackson be asked to review the accounts for approval of the Internal Audit.**

### Clerks End of Year Financial Report 2018/19

Audit	2017/18	2018/19
Total Balances at year start	4031	4967
Add Precept amount	2500	2500
Add all other incoming	1405	585
minus staff cost	1744	1719
minus all other expenses	1225	2326
Balances for year end	£4967	4007

Balance brought forward 1 <sup>st</sup> April 2017	£4967
Income during the year	£3085
Sub-Total	£8052
Less Expenditure	£4045
Closing bank balance on 31 <sup>st</sup> March 2018	<b>£4007</b>
Less non presented cheques	none
Closing balance in cheque book on 31 <sup>st</sup> March 2018	<b>£4007</b>

## 2291 Finance Report:

- The table below defines finances for 2 Months, February and March 2019 presented to the councillors

Date	Chq No	Item description	In	Out	Balance
1 <sup>st</sup> February 2019		Opening Balance			<b>£4320.62</b>
4 <sup>th</sup> February	446	J Poitevin Clerks Wages			£313.21
31 <sup>st</sup> March 2018		Closing Balance			<b>£4007.41</b>

- The clerk provided a recent bank statement and copy of the cheque book which showed all finances were in good order

### 1. Cheques Presented for Signature:

- Financial report 1<sup>st</sup> Feb – 31<sup>st</sup> March 2019 - Approved
- Clerks wages for February/March : Cheque no 447: £280.22
- DALC subscription: Cheque no 448: £66.35
- PPPF subscription: Cheque no 449: £6.00

All Cheques presented to the councillors with the financial report were approved.

### 1. Accounts Business:

- John Etches name needs to be added to the cheque book signature portfolio of the Parish Council. However, this can only be executed online; the clerk does not have access to online banking for the parish account, so Sir Richard will assist with this.

## 2292 Planning: All Planning Permissions were approved by the councillors.

- NP/DDD/0219/0101: Gag Barn, Gag Lane, Newton Grange. Change of use.
- NP/DDD/0118/0040: High Flatts Barn, variation on condition.
- NP/DDD/0219/0114: Townhead Farm, Retrospective planning.

## 2293 Tissington Parish Business

- Grit Bins:** The Parish council has purchased three new green grit bins. This will be installed into the same location as the current grit bins during the autumn. Sir Richard confirmed that this will be arranged in the near future.
- Benches:** Cllr FitzHerbert reported that two of the village benches are in a poor state of repair. Cllr's requested the clerk to contact Robin Penfold to repair them. Ongoing
- Footpath Signs:** There are two footpath signs currently broken, one on the junction of Peters Barn, and one on the Avenue. The clerk will report this to Peak Park Sally Wheal, who will forward to County if it is not within their remit. Clerk to follow up. Cllr C Carr reported to the clerk he has raised this with Peak Park.
- Sharplow Farm:** There is also a footpath gate damaged on Sharplow Farm. All these issues will be reported at the same time.
- Church Fete:** The date for the church Fete is 28<sup>th</sup> July, Osmaston Wind Band have been booked. The fee for the day will be at the concessional fee of £50, due to last year's cancelled event.
- Man Hole Covers:** The man hole covers by Overfield's Farm are noisy and move with traffic. Clerk asked to report.
- Flatts Lane:** There is flooding and mud on Flatts Lane. Clerk asked to report.

8. **Church Corner:** There is again seepage from the road at the corner of Church House, Severn Trent had been and dug a hole and then filled it in. Cllrs seem to think this is ground water overflow, rather than a leak.

**2294 Village Website & Face book Page:**

**Website update:** The website gets approximately 10 hits per day, with 8 unique visitors.

**Website address:** tissingtonandleahallparishcouncil.weebly.com (all lower case, all one word) Google search.

**Face Book Page: Search: Tissingtonandleahallparishcouncil** 22 Followers. Check for updates of local council events and information. The clerk reported that all sites and the village notice board are up to date.

**Discussion Points:**

**Elections:**

1. **Notice Board:** The clerk confirmed that the notice board had been kept up to date throughout the whole election process, and legally complete.
2. Cllr Carr declared he will stand again for a Peak Park nominee, once elections are over.

**Date of next meetings:** Village Hall, 7.30pm General meeting: 10<sup>th</sup> June, 5<sup>th</sup> August, and 7<sup>th</sup> October 2019

Signed ..... Date .....Chris Carr **Chairman**