

# TISSINGTON AND LEA HALL PARISH COUNCIL

## Minutes of the meeting held on 9<sup>th</sup> April 2018 at Tissington Village Hall

**Present:** Chairman: Chris Carr, Vice Chairman, Sir Richard FitzHerbert, Stuart Naylor, George Maxwell, John Etches  
Clerk: Joanne Poitevin

**Apologies:** None

Public attendance: Nigel Walker-Edwards, Melvyn King and Debbie King.

**2232 Declaration of member's interest:** Sir Richard declares his position as a DDDC councillor. Chris Carr declares his position on PDNP

**2233 Minutes of the meeting on:** 19<sup>th</sup> January 2018 were circulated and signed as correct. The minutes are to be sent to the parish magazine.

**2234 Raised points from last meet:**

1. Local Projects Fund: The ground work is now completed, and the new bench is due on 18<sup>th</sup> April.
2. Church Fete: The church fete is on 29<sup>th</sup> July 2018. All councillors agreed to cover the cost of the musical entertainment, and instructed the clerk to book the Osmaston Wind Band. The cost is £105. This has been arranged, and the cheque will be prepared for the next meeting, to pay the full amount on the day.
3. Open Gardens: 22<sup>nd</sup> July 2018.

**2235 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

**2236 Audit Return: 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018**

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 2017/18 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.

Balance brought forward 1 <sup>st</sup> April 2017	£4031
Income during the year	£3905
Sub-Total	£7936
Less Expenditure	£2969
Closing bank balance on 31 <sup>st</sup> March 2018	£4967

Less non presented cheques	none
Closing balance in cheque book on 31 <sup>st</sup> March 2018	£4967

Audit	2016/17	2017/18
Total Balances at year start	3830	4031
Add Precept amount	2500	2500
Add all other incoming	1051	1405
minus staff cost	1681	1744
minus all other expenses	1669	1225
Balances for year end	4031	£4967

## 2237 Finance Report:

- The table below defines finances for 2 Months, February and March 2018 presented to the councillors

Date	Chq No	Item description	In	Out	Balance
1 <sup>st</sup> February 2018		Opening Balance			<b>£5378.06</b>
	431	J Poitevin Clerks Wages		£410.98	£4967.08
		Closing Balance			<b>£4967.08</b>

- The clerk provided a recent bank statement and copy of the cheque book which showed all finances were in good order
  - Cheques Presented for Signature:**
    - Clerks wages, Feb/March: Chq no: 432 £280.22
    - Local Project Fund: Tissington Estate: Chq no: 433 £900
    - Peak Parishes Forum Sub: Chq no: 434 £6.00
    - DALC subscription: Chq no 435 £65.11

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

## 2. Precept 2018/19:

- The councillors considered the current financial situation and agreed to a potential precept of £2500, which is the same as last year. Once the paper work is received the clerk with expedite the procedure. This is usually received in December, and must be submitted by January. The clerk submitted the form on 16<sup>th</sup> January 2018.

## 3. 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.

**2238 Planning:** No new planning application were received in the last two months.

## 2239 Tissington Parish Business

- Defibrillator:** Mr & Mrs King are setting up a VET scheme for the defibrillator, which means volunteers from the village are contacted in the case of an emergency. The scheme is being supported by Tissington Well dressing funds.
- Passing Places Bent Lane:** This proposal has been refused.
- Tissington Gates A515 Junction:** Due to local pressure there has been agreement to extend the double white lines from the hill above Tissington Gate down to the cross road and beyond. This should alert drivers that it is an inappropriate place to overtake and increase speed.

**2240 TMP (Tissington Traffic Management Plan) Update:** No further update.

**2241 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:**

- a. **Open Gardens:** Could any villagers considering partaking in the Open Garden event please contact Mr & Mrs Russ, at Darfields Cottage.
- b. **Litter Pick:** The litter pick on the 24<sup>th</sup> March was well attended with many bags of rubbish being collected. The Parish council would like to thank all the helpers for their hard work. Another litter pick has been proposed on the 4<sup>th</sup> June at 6pm.
- c. **Grit Bins:** As the village grit bins are in poor condition, Sir Richard proposed that the Parish Council could fund the replacement of all three bins. Councillors approved the purchase of 3 grit bins to replace the current stock. Clerk to arrange.
- d. **Well Dressing:** Sir Richard also raised the issues of street cleaning in preparation for Well Dressing. Clerk to request.

**Date of next meetings:** Village Hall, 7.30pm General meeting: Monday 18<sup>th</sup> June  
Monday 30<sup>th</sup> July

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