



## Croxden Parish Council Minutes.

Minutes of the **ANNUAL** meeting held on Wednesday 13<sup>th</sup> May 2020, held via Zoom (<https://zoom.us/join>) due to the Coronavirus. in compliance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. <http://www.legislation.gov.uk/uksi/2020/392/part/2/made> Councillors voted, by email, to hold both the Croxden Annual Council meeting and the Croxden Parish Meeting on line.

The Meeting will commence at 7 pm. **Zoom Meeting ID – 884 6213 7482 – residents who have no access to internet please call 0131 460 1196 or 0203 051 2874 and enter meeting ID.**

**Present: Cllr Bean, Cllr Brandrick, Cllr Hall, Cllr Hemingway and the clerk.**

- A 20.05.001 Welcome
- A 20.05.002 ELECTION OF CHAIRMAN – Cllr Bean was elected as Chair and signed the Declaration of Acceptance of Office form.
- A 20.05.003 APOLOGIES – None.
- A 20.05.004 East Staffordshire Borough Council - REGISTER OF INTERESTS FORM, Councillors can return these to Clerk, without a wet signature this year.
- A 20.05.005 CHAIRMAN REPORT – Cllr Bean
- Firstly having stepped into the breach last month I wanted to express my thanks to Marion for the fantastic work and insight she has provided while being chair of the parish council. Her retirement does leave a vacancy on the parish council.
- We are all living through unprecedented times, but I think the local community support networks have never been more important with the parish council playing a part in that.
- Clearly some of the plans outlined at the last meeting have change, not least this meeting on zoom.
- But in brief:
- We have tried to act as a link to information for residents through posting relevant information on Corona on the noticeboards and website. A special thank you to David Sargarent, for his tireless work to ensure that our website is up to date with all Coronavirus information.
- VE day was broadly an on-line event with the event at Croxden cancelled
- Footpath works have been completed in line with plans agreed at the start of the year
- We continue to push for better speed controls on local roads – it has been one of the positives of COVID to see the increase of cycle and walking in the area which shows the value on continuing this effort.
- We have also now secured the funding for the memorial bench project which is a fantastic achievement for a small parish such as Croxden.



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Looking forward to what will undoubtedly be an eventful year to come.

A 20.05.006 ELECTION OF OFFICERS:

Vice Chairman -John Hall  
Footpaths -John Hall  
Highways – Nick Brandrick  
Defibrillator checks – John Hall  
Planning – Paul Bean  
Website – Jackie Hemingway  
Noticeboards – Greatgate, Croxden, Beamhurst – Jackie Hemingway  
Internal Audit trailer- Paul Bean

A 20.05.007 PARISH COUNCIL POLICY RATIFICATION –

all policies sent to Councillors for review before meeting.  
All Policies are RATIFIED and will be sent to webmaster for Council website.  
Business Risk Table  
Financial Regulations - UPDATED  
Publications Scheme  
Standing Orders  
Code of Conduct  
Media Policy  
Freedom of Information  
Complaints Procedure  
Health and Safety Policy  
Discipline Policy – NEW  
Grievance Policy NEW  
Asset-Register  
Contact with Council Policy  
Annual Leave Policy – NEW

**General Power of Competence** - To confirm that the Parish Council can continue to exercise the General Power of Competence. (Localism Act 2011, ss1-8, Local Government Act 1972 s137) To confirm that the Parish Council is eligible to use the General Power of Competence The Clerk reminded members that the General Power of Competence gives authorities the power to take the reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'. Under the provision a local authority has power to do anything that individuals generally have full legal capacity to do. To remain eligible, the Parish Council has confirmed that: the Clerk is qualified in the Certificate in Local Council Administration. (CiLCA 14.03.2018) There are some restrictions: to abide by statutory duties such as considering the likely effect of crime and disorder and conserving biodiversity, and to abide by legislation, such as employment law, health & safety, equality and data protection.



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The Data Retention and Data Privacy statement will be review by July Meeting.

A 20.05.008 FINANCIAL REPORT AND AUDIT (AGAR)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 -come into force on 30th April 2020.

<http://www.legislation.gov.uk/uksi/2020/404/contents/made>

The publication date for final, audited, accounts for local councils canl move from 30th September to not later than 30th November 2020

Clerk advised to approve in May and have accounts files on public inspection as normal.

Certificate of Exception – AGAR 2019/2020 was signed by RFO and Chair

Council Contact details completed with Chair and Clerk details.

Annual Governance signed by Chair and Clerk

Accounting Statement Signed by RFO and Chair

Explanation of significant variance in accounting statements prepared by RFO

Asset Register prepared and signed by Chair and RFO

Public Notice – exercise of public rights – dates accounts can be viewed from 03.06.2020-14.07.2020

<b>Reconciliation at 18.04.2020</b>			
<b>Receipts and payments</b>			<b>Bank accounts</b>
a. Opening balance 1st April 2019	3,986.16		
		Lloyds	2,974.59
b. Total receipts	4,617.71	Business Reserve 975	1,248.22
c. Total payments	4,109.91	Village Green 985	351.15
d. Surplus/(Deficit) in the year (b-c)	507.80		4,573.96
		Add: unrepresented income	0.00
		Less: unrepresented cheques	80.00
e. Closing balance 31.03.2020(a+d)	4,493.96		4,493.96

A 20.05.009 DATES SET FOR PARISH MEETINGS FOR 2020/2021

8<sup>th</sup> July 2020, 9<sup>th</sup> September 2020, 11<sup>th</sup> November 2020, 13<sup>th</sup> January 2021, 10<sup>th</sup> March 2021, 12<sup>th</sup> May 2021

DATE OF NEXT MEETING:

The Next ANNUAL Council meeting will be held on 12<sup>th</sup> May 2021 at 7.pm. The meeting was formally closed at 7.16PM

Signed.....