



CANNOCK WOOD PARISH COUNCIL

You are hereby summoned to attend a virtual meeting by Zoom of the Parish Council to be held at 7.30pm on Thursday 6 August 2020.

If members of the public have a question/query or wish to give a report to the Parish Council. Please contact the Acting Clerk by email to parish.council@cannockwood.org with the details, at least 48 hours prior to the scheduled meeting.

To Join the Zoom Meeting

Meeting ID:

Password:

For the foreseeable future, it is proposed that this Parish Council uses “Zoom” to conduct remote meetings. Should a member of the public wish to observe the meeting it is requested that they contact the parish Acting Clerk by email at parish.council@cannockwood.org for further guidance.

Remote Meetings Protocol

IMPORTANT

Members of the Public should be aware that the Parish Council Meeting will be recorded.

In order to ensure that the meeting is conducted in an orderly and lawful manner, members of the public wishing to observe the Meeting **MUST WITHOUT FAIL OBSERVE THE FOLLOWING RULES.**

On Joining the Meeting:

1. MUTE your microphone (SWITCH OFF).
2. Enable video (if you have it).

During the Meeting.

1. DO NOT SWITCH ON YOUR MICROPHONE UNTIL REQUESTED TO DO SO BY THE CHAIRMAN.
2. DO NOT attempt to speak until the Chair asks you to speak
3. If you wish to speak be aware that you will be required to:
 1. Provide your name

2. Confirm whether you are a registered Elector of Cannock Wood Parish.
3. If you are not a registered elector as in 3 (2) above, you will need to state the basis on which you are raising the issue.
4. In order to comply with the General Data Protection Regulations embodied in the Data Protection Act 2018 ('the Act') members of the public when speaking **MUST NOT** provide information that either directly or indirectly identifies any individual.

Further Information

Members of the public should be aware that any issues raised at the remote meeting by them under Public Speaking will not be commented on or debated by the Parish Council during the remote meeting. The Chairman will indicate if the issue will be added to a future agenda.

AGENDA

- 1. Welcome and Apologies**
- 2. Declaration of members' Interests**
 - a. Register of Interests: Councillors are reminded of the need to update their Register of Members Interests Forms.
 - b. To declare any Personal and Prejudicial Interest in items on the agenda and their nature. (Councillors with a Prejudicial Interest must leave the room at the relevant items). Where a member indicates they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) Public Speaking below
- 3. Public Speaking**
 - a) At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members and members of the Council to comment on **any matter in the agenda**.
 - b) If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage
- 4. Minutes**

To approve the minutes from the meeting held on the 20 February 2020, as a true and correct record and **will be signed by the chair at a later date**
- 5. To consider virtual meetings through Zoom to deal with Parish Council decisions when required.**
- 6. Ratification of the Virtual Meetings Policy**
- 7. Ratification of the Amendments to the Standing Orders and Financial Regulations document by annex.**
- 8. To ratify decisions made under delegated powers and by email due to Covid - 19 restriction**
 - i) To renew the insurance with Came & Co for a period of 3 years to secure a reduction in premium.
- 9. To ratify cancelling the Annual Parish Meeting (Parish Assembly) for 2020 due to Covid-19 restrictions**
- 10. To ratify cancelling the Annual Parish Council Meeting and the Chair and Vice Chair remaining in position until May 2021. (if the Chair and Vice Chair are in agreement). Appendix the change in Standing Orders to suspend Items 5b, 5c and 5e.**
- 11. To appendix the change in Standing Orders to item 17e to change the date the Annual Governance Accountability Return (AGAR) needs to be considered by the Council from 30 June to 31st August 2020.**

12. Planning Applications for consideration and ratification

Application No.	Location/address	Details of Application	CWCP comment	Status
CH/20/120	38 Park Gate Road	Garage Conversion to store and garden room		Decided approved
CH/20/183	76 Hayfield Hill	Two storey rear extension		Decided approved
CH/20/199	Bellscale How, Chapel Lane	New pitched roof over dwelling with reduced ridge height		Pending
CH/20/201	Heathlands Buds Road	Minor alterations to include replacing pitched roof over kitchen with flat roof		Decided Approved
CH/20/214	27 Hayfield Hill	Two storey extension single storey extension to rear		Decided approved
CH/20/230	72 Hayfield Hill	Loft conversion incorporating hip to gable roof extension and flat roof		Decided refused
CH/20/267	Fern Royd, Buds Road	Single storey extension to front elevation/porch		Pending

13. Finance

a) Year End Accounts to 31.03.2020

a. Section 1 – Annual Return - Annual Governance Statement 2019/2020 for approval

- i) Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members as a whole.
 - ii) Consider the system of Internal Audit that has been in place between 01.04.2019 and 31.03.2020 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.
 - iii) Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement
- **Box 1** – Has Cannock Wood Parish Council put in place by way of approved Financial Regulations and an Internal Control Policy, arrangements for effective financial management during the year and have you prepared the accounting statement in accordance with the Accounts and Audit Regulations.
 - **Box 2** – Has Cannock Wood Parish Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has Cannock Wood Parish Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
 - **Box 3** – Has Cannock Wood Parish Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws,

regulations or proper practices that could have a significant financial effect on the ability of Cannock Wood Parish Council to conduct its business, or on its finances. Has Cannock Wood Parish Council only done what it has the legal power to do and has Cannock Wood Parish Council complied with proper practices in doing so.

- **Box 4** – Has Cannock Wood Parish Council provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. Did Cannock Wood Parish Council give all persons interested, the opportunity to inspect and ask questions about Cannock Wood Parish Council’s accounts.
- **Box 5** – Has Cannock Wood Parish Council carried out an assessment of the risks facing them and took appropriate steps to manage those risks, including the introduction of internal controls and external insurance cover where required. Has Cannock Wood Parish Council considered the financial and other risks it faces and have they dealt with them properly.
- **Box 6** – Has Cannock Wood Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has Cannock Wood Parish Council arranged for an internal competent auditor, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of Cannock Wood Parish Council.
- **Box 7** – Has Cannock Wood Parish Council took appropriate actions where required on all matters raised in reports from the internal and external audit and responded to any matters brought to its attention by the internal and external audit where applicable.
- **Box 8** – Has Cannock Wood Parish Council considered any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, which may have had a financial impact on Cannock Wood Parish Council, and, where appropriate have included them in the accounting statement. Has Cannock Wood Parish Council disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
- **Box 9** – Has Cannock Wood Parish Council discharged their accountability responsibilities for the funds or assets including financial reporting and if required, independent examination or audit for any trust funds including charitable, in their capacity as a sole managing Trustee.

b. Section 2 – Annual Return – Accounting Statement 2019/2020

i) Consider the Accounting Statement by the members as a whole

ii) Approve the Accounting Statement by resolution and

Ensure the Accounting statements are signed and dated by the Chairman

iii) Ratify the decision to seek a Limited Assurance Review with a fee of £200

b) Accounts paid and to be paid.

Date	Cheque Number	Payee	Purpose	Amount	Power
6.8.2020	001141	Came& Co	Insurance premium	£434.90	
6.8.2020	001142	K Salter	Reimburse for website	£154.12	
6.8.2020	001143	SPCA	subscription	£286.00	

c) To approve the income received.

Date	Payer	Purpose	Amount
April 2020	Cannock Chase DC	Precept	5700.00
4 July 2020	Yorkshire Bank	Interest	2.14

14. Items for Discussion/Future Agenda items

15. To Ratify sending the letter dated to Yorkshire Bank

**16. Date of the next Zoom Parish Council Meeting to be confirmed as
September 2020.**

I hope you will be able to attend the meeting

Patricia Ansell Chairman
Cannock Wood Parish Council