

# Cannock Wood Parish Council



Minutes of the Virtual Council Meeting held on Thursday  
6 August 2020 commencing at 7.30pm

**Present:** Councillors P. Ansell (Chair), K Salter (Vice Chair) I. Bamford, F. Frison, A. Green, S Janes and R. Poynton

**In Attendance:** County Cllrs P. Hewitt and B. Jones, District Cllr A. Muckley, S. Morris Internal Auditor and W. Hollinshead Acting Clerk.

**The Chair welcomed everyone to the meeting and explained how the meeting would operate.**

**1. Minute Number 01/2020 Apologies.**

There were no apologies.

**2. Minute number 02/2020 Declaration of Members Interests**

None.

**3. Minute number 03/2020 Public Speaking**

**Minute Number 03/2020/A Internal Auditor.**

Before Mrs Morris delivered her report, the Chair read a prepared statement explaining that some financial irregularities had been picked up when the Acting Clerk had taken over the financial reporting. The CWPC has taken all reasonable steps since the anomalies had been discovered.

Mrs Morris advised the meeting that she had completed her audit of the records and accounts of CWPC for the year ending 31 March 2020. She has prepared a written report for the Council which follows the questions on the Annual Governance and Accountability Return 2019/20. Although there were some concerns at the start of the year she was satisfied that systems and procedures had been put in place by the end of the year to safeguard the Council's finances. She highlighted parts of her report and explained where she had to answer questions in the negative. She recommended a quarterly review of expenditure against the budget and that the financial regulations should be updated.

**Minute Number 03/2020/B County Council Representatives Report.**

Cllr Hewitt advised that yellow lines were to be installed opposite the school funded by the Local Fund. The zig-zag lines outside the school do not appear to have been installed under a traffic order which is needed to enforce them. A traffic order is being sought to make them legal and enforceable. The bent sign has been reported but no date yet for it to be rectified. Cllrs are aware of anti-social behaviour in the Parish initially in the Village Hall car park but after this was closed it was displaced to Castle Ring. The Chief inspector for the area has been spoken to and there have been an increase in the number of patrols. There have also been problems with the Pub car park. The Police curtailed a rave planned in the area. The Castle Ring car park gate is being closed by residents and the problem has eased. The issues with flooding have hopefully been resolved. The drains and gulleys are on the rota to be cleaned but no date can be given for this.

**Minute Number 03/2020/C District Councillors Report.**

District Councillor Muckley advised that the deadline for the High Meadows garages has been moved and only one side is now being demolished which the residents are happy with. Cllr Muckley thanked the volunteers who had helped the vulnerable of Cannock Wood through the Chase Coronavirus Support Network. She had enjoyed working with

both the volunteers and the vulnerable and praised the excellent community spirit in Cannock Wood.

**4. Minute Number 04/2020 To confirm and agree as a true record of the minutes of the previous Parish Council meeting held On 20 February 2020**

Cllr Frison pointed out an error at Item 13 as the heading was incorrect and should read "Policies"

***Resolved: That the minutes of the meeting held on 20 February 2020 as amended were accepted as a true and accurate record***

**5. Minute Number 05/2020 To consider Virtual meetings through Zoom to deal with Parish Council decisions when required.**

*Resolved: That the Parish Council will conduct virtual meetings by Zoom in future.*

**6. Minute Number 06/2020 Ratification of the Virtual meetings Policy.**

***Resolved: to adopt the draft virtual meetings policy.***

**7. Minute Number 07/2020 Ratification of the Amendments to the Standing orders and Financial Regulations document by annex.**

***Resolved: To approve the draft amendments to the Standing orders and Financial Regulations.***

**8. Minute Number 08/2020 To ratify decisions made under delegated powers and by email due to Covid-19 restrictions**

i) To renew the Insurance with Came& Co for a period of 3 years securing a discount on the premium

ii) To renew the existing website management for a period of 1 year

***Resolved: to ratify the above decisions.***

**9. Minute Number 09/2020 To ratify cancelling the Annual Parish Meeting (Parish Assembly) for 2020 due to Covid-19 restrictions**

***Resolved: To ratify the decision to cancel the Annual Parish Meeting***

**10. Minute Number 10/2020 To ratify cancelling the Annual Parish Meeting and the Chair and Vice-Chair remaining in post. Appendix the change in standing orders to suspend items 5b 5c and 5e.**

The Chair and Vice-chair agreed to remain in post going forward.

***Resolved: to ratify the decision to cancel the Annual Parish Meeting and the Chair and Vice Chair remain in post.***

**11. Minute Number 11/2020 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 council from 30 June to 31 August 2020**

***Resolved: To change the Standing Orders to change the date for the AGAR to be considered to 31 August 2020.***

**12. Minute Number 12/2020 Planning Applications decided and for consideration**

<b>Application No.</b>	<b>Location/address</b>	<b>Details of Application</b>	<b>CWCP comment</b>	<b>Status</b>
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
REF04559	Slang Lane	Removal of hedgerow		Pending

**Resolved: To make no comment in respect of pending applications CH/20/267 and CH/20/199.**

**Resolved: To make further enquiry in respect of application REF04559 as the land between the hedge subject to this application and the road was to be used for a road widening scheme.**

### 13. Finance

#### Minute number 13/2020 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

Section 1 - The Annual Governance Statement sets out Cannock Woods Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement. Therefore, Cannock Wood Parish Council Members are asked to confirm that the Annual Governance Statement for 2019/2020, fairly reflects the corporate governance arrangements in place for Cannock Wood Parish Council in relation to this matter.

Cannock Wood Parish Council Members are asked to confirm that, to the best of their knowledge, the Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2019/2020 are correct.

The Clerk asked Cannock Wood Parish Council to either agree yes or no with regards to the following statements

- **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.

**Resolved: Cannock Wood Parish Council agreed no that they had not put in place arrangements for effective financial management during the entire year, and for the preparation of 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.

**Resolved: Cannock Wood Parish Council agreed no that they had not maintained an adequate system of Internal Control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. They also agreed that they had not had proper arrangements in place and nor accepted responsibility for safeguarding public money and resources in their charge.**

- **Box 3** – Has Cannock Wood 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.

**Resolved: Cannock Wood Parish Council agreed yes that they had taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations or proper practices that could have had a significant financial effect on the ability of Cannock Wood Parish Council to conduct its business, or on its finances. Cannock Wood Parish Council agreed that they had only done what they had the legal power to do and had complied with proper practices.**

- **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.

**Resolved: Cannock Wood Parish Council agreed no that they had not provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations and they had not given everyone the opportunity to inspect and ask questions about the Cannock Wood Parish Council 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.

**Resolved: Cannock Wood Parish Council agreed yes that they had carried out an assessment of the risks facing them and had taken appropriate steps to manage those risks, this included including internal controls and/or external insurance cover where required. Cannock Wood Parish Council agreed that they had considered the financial and other risks it may have faced and have dealt with them properly if/where required to do so. Abstention by Cllr Salter**

- **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.

**Resolved: Cannock Wood Parish Council agreed yes that they had in place throughout the year, an adequate and effective system of internal audit of the accounting records and control systems. Cannock Wood Parish Council agreed that they had arranged for an internal competent auditor, independent of its financial controls and procedures, to give an objective view on whether Cannock Wood Parish Council's internal controls met the needs of the 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.

**Resolved: Cannock Wood Parish Council agreed yes that they had took appropriate actions if/where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention.**

- **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.

**Resolved: Cannock Wood Parish Council agreed yes that they had considered where relevant any litigation, liabilities or commitments, events or transactions occurring either during or after year end, which may have had a financial impact and where appropriate had included them in the accounting statement. Cannock Wood Parish Council agreed that they had disclosed everything that they should have in relation to their business activity during the year and anything taking place after the year end where 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.

**Resolved: Cannock Wood Parish Council were not responsible for the management or control of any registered Charity Organisations during 2019/2020.**

**a. Section 2 – Annual Return – Accounting Statement 2019/2020**

**iv. Consider the Accounting Statement by the members as a whole**

**v. Approve the Accounting Statement by resolution and**

**Ensure the Accounting statements are signed and dated by the Chair and Clerk**

**Resolved: The Accounting Statement was approved and was to be signed by the Chair and Clerk as soon as reasonably possible**

To consider approving the report of the Internal auditor 2019/2020 and page 3 the Internal Audit report of the AGAR signed by the Internal Auditor

**Resolved: Cannock Wood Parish Council approved and accepted the Internal Auditors Report.**

- i. **Ratify the decision to seek a Limited Assurance Review with a fee of £200**

**Resolved: Not to ratify the decision to seek a Limited Assurance review due to the thoroughness of the independent Internal Audit. Abstentions Cllrs Green and Salter.**

**b) Accounts 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	
6.8.2020	001144	Black Rose	Internal Auditor	£118.38	

**Resolved: To approve the above payments**

**c) Income received**

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

**Resolved: To approve the above income**

**14. Minute Number 14/2020 Items for discussion/future agenda items**

Parking outside of the school, Highways and maintenance, new clerk, Neighbourhood Plan, claims against the Bank and Insurance claim, Christmas tree, any Grant Applications, Review of Financial Regulations..

**15. Minute Number 15/2020 To Ratify Letter to Yorkshire Bank.**

**Resolved: to ratify the letter dated 4.8.2020 sent to the Yorkshire Bank.**

**16. Minute Number 16/2020 Acting Clerk**

The acting Clerk having advised that she can no longer continue in the role of acting clerk steps were agreed to find a new permanent clerk.

**Resolved: To advertise the vacancy and seek applications by 21.8.2020 with a view to holding interviews in the first week in September. Cllr Salter will co-ordinate the applications and Cllr Ansell will place an advertisement in the SPCA Bulletin.**

**17. Minute Number 17/2020 Date of next meeting**

The next meeting will be held by Zoom on 10 September 2020 at 7.30pm.

**There being no other business the meeting closed at 9.55 pm**