

BRINDLEY HEATH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 22 MAY 2023 AT THE WHITE HOUSE, MARQUIS DRIVE, BRINDLEY HEATH

PRESENT: Parish Councillors: P. Adams (Chairman)
R. Turville
D. Cotton
Mrs M. A. Turville
M. Sutherland
A. Pearson

IN ATTENDANCE: Mrs T. Williams (Clerk)

1. ELECTION OF CHAIRMAN

The Chairman invited nominations for Chairman 2023-24.

It was proposed by Councillor Pearson and seconded by Councillor Cotton that Cllor Paul Adams be appointed as Chairman for the ensuing year. There were no further nominations, and all Councillors agreed.

Resolved: To appoint Councillor Paul Adams as Chairman to Brindley Heath Parish Council for the municipal year 2023-24.

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Adams signed the Declaration of Acceptance of Office and received the Badge of Office.

3. ELECTION OF VICE CHAIRMAN

It was proposed by Councillor A. Pearson and seconded by Councillor Mrs Turville that Councillor Ron Turville be appointed to the position of Vice Chairman.

Resolved: To appoint Councillor Ron Turville as Vice Chairman to Brindley Heath Parish Council for the municipal year 2023-24.

Councillor Turville signed the Declaration of Acceptance of Office and received his Badge of Office.

4. RECORD THE PARISH COUNCIL'S APPRECIATION OF THE CHAIRMAN, VICE CHAIRMAN AND ALL WHO SERVED ON THE COUNCIL

The Chairman thanked all Councillors for the work they had done for the Parish Council.

5. APOLOGIES

Apologies were received from Councillor Mrs S. Pearson.

6. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Parish Clerk confirmed that signed Declarations of Acceptance of Office had been received from all seven Parish Councillors.

7. DECLARATION OF INTERESTS

a.

<u>Member</u>	<u>Interest</u>	<u>Type</u>
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No interests given

b. The Council noted that Disclosable Pecuniary Interests and Personal Interests forms were required by the Monitoring Officer at Cannock Chase Council for all Parish Councillors within 28 days of their appointment to office.

8. DISPENSATIONS

Resolved: To grant dispensations under the Council’s Code of Conduct for the period up to the Council’s Annual Meeting in May 2027 to:

a. All Parish Councillors who live within the Parish Council boundary in respect of the Council’s budget and precept process.

b. All Parish Councillors who are also Staffordshire County Councillors and Cannock Chase District Councillors, in respect of matters related to the business of those Councils.

9. PLANNING COMMITTEE TERMS OF REFERENCE

The Council considered the terms of reference for the Council’s Planning Committee which had been circulated with the agenda for the meeting.

Resolved: The terms of reference for the Council’s Planning Committee were agreed.

10. APPOINTMENT OF PLANNING COMMITTEE

The Council considered the membership of the Planning Committee and the Chairman and Vice Chairman for the year 2023-24.

Resolved: That all Members be appointed to the Planning Committee.

It was proposed by Councillor A. Pearson, seconded by Councillor Adams and agreed that Councillor D. Cotton be appointed as Chairman of the Planning Committee.

Resolved: That Councillor David Cotton be appointed as Chairman of the Planning Committee for the year 2023-24.

It was proposed, seconded and agreed that Councillor M. Sutherland be appointed as Vice Chairman of the Planning Committee for the year 2023-24

Resolved: That Councillor M. Sutherland be appointed as Vice Chairman of the Planning Committee for the year 2023-24.

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered the appointment of representatives to outside bodies:

Chairman’s Initials

2/2023-24

Resolved: To make the following appointments of Council representatives on outside bodies:

Slitting Mill Village Hall	M. Sutherland
Etching Hill Village Hall	D. Cotton
Chetwynd's Charity	P. Adams
Charity for the Recreation Ground for the Benefit of the Inhabitants of the Ancient Parish of Rugeley and Neighbourhood in the County of Stafford	P. Adams & D. Cotton
Charity for an Allotment for the Labouring Poor in the Ancient Parish of Rugeley in the County of Stafford	P. Adams & D. Cotton
Longdon Cotton Alms-houses (four-year term to 2024)	P. Adams (to 2024)
Cannock Chase Council's Standards Committee	R. Turville
Cannock Chase AONB Conference	A. Pearson & Mrs. M. A. Turville

12. MINUTES OF LAST MEETINGS

Resolved: That the minutes of the Meeting held on 28 March 2023 be approved as a correct record.

The draft minutes of the Planning Committee meeting held on 28 March 2023 were noted.

13. UPDATES FROM PREVIOUS MINUTES

The Clerk advised the Council that Cannock Chase Council's Smoke Control consultation had involved bringing together a number of existing Orders dating from 1988 to 1996. This appeared to be more of an administrative exercise rather than a consultation on its content detail. Councillors concerns about the use of appropriate smokeless fuel would be sent to Cannock Chase Council independently of the consultation (as the consultation closed shortly after the parish meeting).

14. CHAIRMAN'S REPORT/ANNOUNCEMENTS

The Chairman and the Vice Chairman had no reports.

15. CORRESPONDENCE

a. Items of Post

Thank You Card from King Charles III

The Chairman shared the words of King Charles, from a thank you card received in response to a condolence letter sent to him by the Parish Council after the loss of his mother, Her Late Majesty Queen Elizabeth II.

Environmental, eco and climate groups operating in Cannock Chase District

The Council noted an email from the Consultation & Engagement Officer at Cannock Chase Council (dated 12 May 2023) who was asking for information on local environmental/eco/climate groups operating in the district.

The Council did not have information to offer.

b. Consultations

Cannock Chase District Council Electoral Review

The Council noted the Boundary Commission for England’s Summary of Recommendations on the Electoral Review of Cannock Chase, following consideration of the submissions received.

The final recommendations propose that Cannock Chase should have 36 Councillors (a decrease of five), 12 wards (a decrease of three) and boundary changes to all wards except Norton Canes.

The 36 councillors should represent 12 three councillor wards across the district which subject to parliamentary approval, would be implemented at the local elections in May 2024.

16. DEFIBRILLATOR

The Parish Council considered the replacement of the defibrillator cabinet on the White House car park which was rusting as a result of its metal construction and the fact that a hanging basket was positioned above it.

The Council noted an email from AEDdonate dated 20 April 2023 and the cost quoted for its replacement.

The batteries and pads (the consumables) had recently been replaced by AEDdonate and had an expiration date of 21 June 2025.

Councillor Cotton advised the Council that he had asked the advice of Rugeley Community First Responders who were willing to take ownership of the equipment together with full responsibility for the future maintenance of the equipment including continued regular inspections.

He said the Community First Responders would be having a meeting in the next few weeks and would put the matter to their group and notify Councillor Cotton and the Clerk of the outcome.

Councillor Cotton confirmed that the defibrillator in Stafford Brook Road was the property of the Rugeley Community First Responders and was not the maintenance responsibility of the Parish Council.

Resolved: That the Council agree to pass ownership of the defibrillator and cabinet sited at the White House, Marquis Drive, to the Rugeley Community First Responders who should take full responsibility for its future maintenance, at the earliest opportunity.

Resolved: That the Council continues to pay One Another Ministries on an annual basis for the electricity supply to the defibrillator.

17. PARISH ISSUES

a. Chase Side

No reports were given.

b. Brindley Village

No reports were given.

c. AONB & Cannock Chase Forest

Ironman Staffordshire – The Councillors discussed their observations on the road surface repairs that seemed to have taken place in readiness for the competition on Sunday 9 June 2023.

18. HEDNESFORD RACEWAY

The Parish Council discussed the noise emanating from Hednesford Raceway when the wind was blowing in the direction of Brindley Heath and queried how many events could be held at the venue each year.

The clauses in the code of practice dating back to 2012 (when Councillors attended a meeting) were shared and information on events held at the raceway were detailed on the website.

19. INVITATION TO MEETINGS/EVENTS

The Council noted that there were no upcoming (external) meeting invitations.

20. REPORTS ON MEETINGS ATTENDED

The Chairman updated the Council on the Charity for the Recreation Ground which Cannock Chase Council had agreed to lease in part to 2030. The charity has to find a way of cutting the grass which is going to be expensive.

The Chairman reported that the whole of Etching Hill needed to be cut back but Staffordshire Wildlife Trust (the new manager) had agreed only to taking out the bracken in the autumn.

A metal scooter post was due to be installed on the Hill to limit access.

21. COUNCILLOR REPORTS

No Councillor reports were given.

22. FINANCIAL MATTERS

a) Financial Position of the Council

The Council considered the end of year accounts for the financial year 2022-23 which had been circulated with the agenda for the meeting. The accounts comprised the cash book, bank reconciliation, budget and spend statement, variance report and analysis of budget heads.

The Council noted the financial position of the Council on 17 May 2023 and expressed the view that it should now focus on formulating ideas for local projects so that the healthy bank balance could be put to good use for the benefit of the community.

b) Annual Governance and Accountability Return 2022-23

i) To receive and note the Annual Internal Audit Report for 2022-23

The Council noted the Internal Audit Report for 2022-23 which had been circulated with the agenda for the meeting. No issues of concern had been raised as internal control objectives had been achieved to meet the standards required for a smaller authority.

Resolved: That the report of the Internal Auditor for the year 2022-23 be noted.

ii) Annual Governance Statement 2022-23 (Section 1)

The Council considered the Annual Governance Statement for 2022-23.

Resolved: That the Annual Governance Statement for the financial year 2022-23 be approved.

iii) Accounting Statements 2022-23 (Section 2)

The Council considered the Accounting Statements for the year 2022-23

Resolved: That the Accounting Statements 2022-23 be approved.

iv) Certificate of Exemption

The Council noted that there was no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor provided it had certified itself as exempt at a meeting of the Council after 31 March 2023 and a Certificate of Exemption submitted to the external auditor.

The Certificate of Exemption is completed by smaller authorities (where the higher of gross income or gross expenditure does not exceed £25,000 in the year of account ended 31 March 2023) who wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Resolved: That the Chairman signs the Certificate of Exemption to confirm that the Council wishes to be exempt from a limited assurance review.

c) Appointment of a Responsible Finance Officer for the year 2023-24

Resolved: The Parish Clerk was confirmed as the Responsible Finance Officer for the year 2023-24.

d) Appointment of Internal Auditor for the year 2023-24

Resolved: Councillor Mrs Turville take on the internal audit checks, in addition to the internal audit which should be undertaken by a suitably qualified person at the end of the year 2023-24.

e) Financial Regulations and Standing Orders for 2023-24

The Parish Council undertook to review the Council's Standing Orders and Financial Regulations which had been circulated with the agenda for the meeting.

Resolved:

- To adopt the National Association of Local Councils model Financial Regulations (dated 2019).
- To adopt the mandatory statutory requirements of the National Association of Local Councils model Standing Orders (updated April 2022).

f) Financial Risk Assessment and Management Plan

Resolved: To accept the Financial Risk Assessment and Management Plan 2023-24.

g) To authorise cheques for payment

Resolved: To approve following cheque payments:

100217	The White House	£30.00	Use of meeting room for Parish meeting on 22 May 2023
100218	AEDdonate	£179.99	Consumables for defibrillator (White House)
100219	Zurich Municipal	£214.00	Insurance cover from 6 July 2023 to 5 July 2024
100220	Internal Audit	£50.00	Donation to charity in lieu of payment to Rob Mincher, Accountant.

Renewal of the Council’s insurance Cover

The Clerk was authorised to consider in consultation with the Chairman the Council’s insurance renewal from Zurich Municipal for the period 6 July 2023 to 5 July 2024.

Resolved: To authorise payment of the cheques listed.

h) Parish Notice Board

This item is ongoing.

23. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA
None

24. SCHEDULE OF MEETING DATES AND DATE OF NEXT MEETING
Resolved: That Parish meetings would take place on: 25 July 2023, 26 September 2023 and 28 November 2023.

25. EXCLUSION OF THE PRESS AND PUBLIC
To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

26. CONFIDENTIAL MINUTES
Resolved: To approve the confidential minutes of the Meeting held on 28 March 2023: Minute Number 1-48/2022-23, 2-48/2022-23, 19-48/2022-23 and 20-48/2022-23 (staffing).

27. STAFFING ITEM
The Council discussed the advertisement of the parish clerk role.

The Chairman thanked everyone present for their attendance.

Signed.....

Chairman’s Initials

Chairman, Mr. P. Adams

Date.....

Chairman's Initials

8/2023-24