

Carsington & Hopton Parish Council

Minutes of the Annual Meeting of the Parish Council followed by the Ordinary Meeting held at St Margaret's Church on Monday 24 June 2024 at 7.20pm

Present: Cllr N. Edmiston, Cllr R. Miles (Chair), and Cllr M. Wilson
In Attendance: Kath Gruber (Parish Clerk)
Frank Horsley (new Parish Clerk)
4 members of the public
Apologies: Cllr H.L. Corbett

AM/06/24/01 Election of Chair of Parish Council

Councillor Miles was proposed as Chair of the Council. **Resolved:** that Councillor Miles be elected Chair of the Parish Council for 2024/25. As Chair, she signed the Declaration of Acceptance of Office.

AM/06/24/02 Election of Vice Chair of Parish Council

Councillor Edmiston was proposed as Vice Chair of the Council. **Resolved:** that Councillor Edmiston be elected Vice Chair of the Parish Council for 2024/25. As Vice Chair, he signed the Declaration of Acceptance of Office.

AM/06/24/03 Apologies for Absence

Apologies were received and accepted from Councillor H.L. Corbett (holiday)

AM/06/24/04 Variation of Order of Business

The Council **Resolved:** to take item 14 after item 12 and item 19 after 14.

AM/06/24/05 Exclusion of the press and public

None.

AM/06/24/06 Declaration of Members Interest

None

AM/06/24/07 Appointment of Parish Clerk/RFO

Resolved: Frank Horsley be appointed as Parish Clerk /RF Oon salary point 7, within the SCP 7-12 range, starting 24 June 2024.

AM/06/24/08 Financial Regulations

Resolved: to adopt the new financial regulations. Frank Horsley, as new RFO, confirmed he had read and agreed with the financial regulations.

AM/06/24/09 Council and Officer Subscriptions

The Council reviewed the list and **Resolved:**

- a) to accept subscriptions to Scribe, Dalc and Adobe carried into 2024/25.
- b) to review the adobe subscription once new Clerk/RFO had considered all the options for editing PDF files.

AM/06/24/10 Inventory of Assets

The Council reviewed and **Resolved:**

- a) to accept the asset, register of land, assets, and buildings, and
- b) to request the insurance broker, visit the Parish and review the insurance cover values against the inventory.

AM/06/24/11 Council Policies

The Council reviewed policies and **Resolved:** to approve the listed policies and publish on

Council website:

- a) Standing Orders – no change
- b) Complaints Policy – no change
- c) Freedom of Information – Council Publication Scheme
- d) Equal Opportunities Policy – no change
- e) Risk Management Policy – addition of an electronic handover document to ensure council procedures run efficiently
- f) Discipline and Grievance Policy – no change
- g) Councillor/Officer Protocol – no change
- h) Councillor Code of Conduct – no change

AM/0624/12 Public Speaking

Resident 1 – Neighbourhood Plan

Put forward reasons and rationale for the Parish to develop a local neighbourhood plan.

Resident 2 - Planning Application

Expressed concerns about tone and content of messages on the village WhatsApp group in reference to their planning application.

AM/0624/14 Neighbourhood Plan

The Council discussed the development of the Local Plan underway by DDDC, due in 2026, and benefits of having a neighbourhood plan alongside this in addition to the time requirements of developing this. The Council **Resolved**:

- a) As a small Local Authority, it did not have the capacity or resources to develop a neighbourhood plan itself.
- b) To research requirements, process and resources needed to develop a neighbourhood plan.
- c) To discuss options for a collaborative village approach at a future meeting.

AM/0624/19 Planning Applications

The Council considered planning applications and **Resolved**:

- To make no objection on 24/00424/FUL
- To make no objection on 24/00400/FUL
- To make an objection on 24/0415/FUL on the grounds of it being obtrusive by design
- To note 20/01280/DCOND1, 20/01280/DCOND2 and 21/01077/ DCOND (issued for information only).

AM/0624/13 County & District Councillor Reports

A report from District Councillors was circulated

AM/0624/15 Minutes of the Parish Council Meetings

The Parish Council **Resolved**: that the minutes of the meeting held on 25 March 2024 are a correct record under the provisions for approval and were signed by the Chair.

AM/0624/16 Annual Governance and Reconciliation 2023/2024

- a) The Council noted the Systems of Internal Control report prepared by the Clerk and the report of the Internal Auditor prepared on 29 April 2024
- b) The Council considered the exemption statement on the 2023/2024 annual return, concluding that all matters had been met and **Resolved**: The Clerk and the Chair to sign the form.
- c) The Council considered the annual governance statement on the 2023/2024 annual return, concluding that all matters had been met and **Resolved**: The Clerk and the Chair to sign the form.

- d) The Council reviewed the accounting statement on the 2023/2024 annual return and **Resolved:** to indicate on the form that all statements had been met and Clerk and Chair to sign.
- e) The Council noted the dates of the exercise of public rights and **Resolved:** to publish on Council's website.

AM/0624/17 Village Plan Projects

- a) Bug Hotel – as the deadline for finalizing this had not been met the Council **Resolved:** to seek new contractor for this project (alongside noticeboard project AM/0624/17e))
- b) Telephone Box – options discussed and under review.

AM/0624/18 Village Matters

- a) Defibrillators:
 - Hopton – all in working order.
 - Carsington – all in working order.
- b) Council Action Plan – the Council reviewed and noted progress against resolutions.
- c) Village Green: **Resolved:** to request grounds maintenance contractor to lay membrane and bark to reduce weeds.
- d) Village Green Playground – inspection tracker to be updated following recent Rospa inspection.
- e) New noticeboards – **Resolved:** to seek contractor to undertake refurbishment and fitting (alongside bug hotel project AM/0624/16e))
- f) Snow Warden Scheme - **Resolved:** to check how much salt grit held.

AM/0624/20 Financial Matters

- a) The Council approved the Scheme of Delegation as at Schedule 1
- b) The Council approved the accounts for payment as at Schedule 2
- c) The Council noted income received.
- d) March and April 2024 Bank Reconciliations reviewed and approved.
- e) Funding Opportunities – **Resolved:** working group meeting to be set up.
- f) Windfarm applications – none received.

AM/0624/21 Correspondence & Consultations (for information only)

- a) The Council noted the contents of Dalc circulars – April and May 2024.
- b) General and resident correspondence – reviewed and noted.
- c) Reports from representatives on outside bodies – updates received at Annual Parish Meeting preceding this one.

AM/0624/22 Next Council meetings

- a) Items for upcoming agendas –update from working group on funding; snow warden scheme (new coordinator), parish councillor vacancy.
- b) Next meeting – it was **Resolved:** that the Ordinary meetings of Parish Council will take place on Monday 22 July 2024 at 7pm

The meeting ended at 8.45pm.

Schedule 1 – Scheme of Delegation 2024/25

1. INTRODUCTION

1.1 Local Councils carry out functions and provide services within the context of what the relevant legislation permits them to do. With some particular exceptions, Local Councils may delegate these functions to committees, sub committees, officers, or other authorities.

1.2 The power to delegate functions by local councils is set out in the Local Government Act 1972, S.101.

1.3 The aim of this document is to clarify the manner in which Carsington and Hopton Parish Council has delegated its powers and the authority to spend and commit funds on behalf of the Council.

2. DELEGATION ARRANGEMENTS

2.1 Council

2.1.1 Certain functions cannot be delegated and are therefore reserved for the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

2.1.2 Functions that are reserved to a meeting of the full Council are: -

- Setting the precept and approval of the Council's budget,
- Approval of the Annual Accounts,
- Completion of the Annual Return and the Annual Governance Statement,
- Consideration of an Auditor's report made in the public interest,
- The making, amending, or revoking of Standing Orders, Financial Regulations, and this Scheme of Delegation,
- Adoption or revision of the Council's Code of Conduct,
- To appoint committees or sub-committees,
- To Appoint the Clerk of the Council (Proper Officer),
- To appoint the responsible Finance Officer (who may also be the Clerk),
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence,
- Determination and review of the Bank Mandate,
- Matters of principle or policy,
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish,
- The making, amending, or revoking of byelaws.
- Agreement to write-off bad debts
- Authorisation as to the terms and purpose of any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g., hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale, or disposal of interests in land or buildings,
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process.

2.2 Clerk

2.2.1 The Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post.

2.2.2 The delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation and in line with directions given by the Council from time to time.

2.2.3 The Clerk is specifically authorised to:

- Receive declarations of acceptance of office,
- Receive and publish Members' Registers of Interest,
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting,
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings,
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chair,
- Sign notices or other documents on behalf of the Council,
- Receive and retain plans, notices, and documents.

2.2.4 In addition, the Clerk is authorised to undertake the day to day administration of the Council, to include:

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate Chair, except those called by the Chair or members in accordance with Standing Order 6.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website,
- Making arrangements for the maintenance of the Council's IT facilities,
- Disposal of Council records according to legal restrictions and the agreed retention and disposal arrangements,
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- In the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk),
- Purchasing basic office equipment and supplies,
- Arranging emergency repairs to Council premises (subject to the council's standing orders and financial regulations),
- Taking appropriate action arising from other emergencies in consultation with the Chair/Vice Chair of Council or committee Chair as is appropriate to the circumstances,
 - Managing all employees of the council (excluding any variation to employment contracts) and taking disciplinary action, excluding termination of employment, under agreed procedures.
 - Making arrangements to pay salaries/wages and expenses to all employees of the Council, (subject to the Council's financial regulations).
 - Authorising routine recurring expenditure within the agreed budget,
 - Vire between cost centres, provided total expenditure will not exceed the Council's approved annual budget,
 - Authorising payment for items below £1,000 in accordance with the Financial Regulations,
 - Incurring emergency expenditure up to £1,000 whether or not there is budgetary provision in accordance with the provisions of the Financial Regulations.

2.3 Responsible Financial Officer (RFO)

2.3.1 The Responsible Financial Officer (RFO) of the Council is responsible for the Parish Council’s accounting procedures and financial records and is accountable for the proper and transparent administration of its finances, in line with the current Account and Audit Regulations and the Council’s adopted Financial Regulations.

2.3.2 The specific responsibilities and duties (and delegations) of the RFO are set out in the Council’s Financial Regulations.

2.4 Committees

2.4.1 The Council does not have any committees.

Schedule 2 – Payments

Description	Supplier	Net	Vat	Gross
Website	Wix.com	90.00	18.00	108.00
Postage	Post Office	5.40		5.40
Expenses	Employee	30.60		30.60
Office Supplies	HP Ink Services	16.24		16.24
Subscription Costs	Adobe	24.96		24.96
Salary	Employee	366.16		366.16
Insurance	Clear Councils Insur	624.81		624.81
WF Admin	Kath Gruber	80.00		80.00
Bank Charges	Unity Bank	18.00		18.00
	Total	1,256.17	18.00	1,274.17