

MINUTES OF THE PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON
THE 20TH MAY 2021 AT PATTINGHAM VILLAGE HALL

Present: Councillors: R Lines (Chairman), L Billingham (Vice-Chairman), D Billson, Mrs A Davies, A Freeman, N Hill, N Land, T Mason, J Tomlinson, M Finch, Jak Abrahams (County Councillor)

34/21. Election of Chairman of the Parish Council for the Council Year 2021/22.
(the new Chairman to make his/her declaration of Acceptance of Office).

There was only one nomination for Chairman for 2021/22, Councillor R Lines. He was duly elected to the position and signed his declaration of acceptance of office.

35/21. Appointment of Vice-Chairman of the Parish Council for the Council Year 2021/22.
(the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There were 2 nominations for Vice Chairman Councillor J Tomlinson and Councillor D Billson both nominations were proposed and seconded, there were 3 votes for Councillor J Tomlinson and 6 votes for Councillor D Billson (with 1 abstention), therefore Councillor D Billson was elected as Vice Chairman of the Council for 2021/22. He was duly elected to the position and signed his declaration of acceptance of office.

36/21. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

Thanks were expressed to Councillor L Billingham for his contribution as Vice Chairman.

37/21. Apologies for Absence.

An apology of absence was received from Councillor Mrs C Clarke .

38/21. Declarations of Councillors' Interest.

Councillors L Billingham, Mrs A Davies and T Mason declared an interest in relation to the Pattringham over 65's grant.

39/21. Public Forum - Democratic fifteen minute period / public question time.

Standing orders were suspended.

Mrs Amanda Zaadesta addressed the Council with her concerns over dog fouling along the bridlepath to Wildecote. Members thanked her for attending the meeting and it was an agenda item later in the meeting.

Standing orders were re-instated.

40/21. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 1st March 2021.

The minutes of the above meetings were agreed as an accurate and true record of the meeting.

41/21. County / District Councillors to address the Council on any matters relevant to the Parish
Councillor T Mason reported that meetings at Codsall had resumed and the Covid rates for South Staffordshire were very low.

Members thanked the former County Councillor Keith James for his support to the parish over a number of years.

County Councillor J Abrahams introduced himself to the Council and asked for any areas of concern to be forwarded to him.

The points relating to County matters that are outstanding are:-

- Primary gritting route – request to add Wolverhampton Road.
- School bus places – concern over loss of 6th form being able to use bus due to change in regulations, and boundary issues relating to free school transport on the 3 mile rule from the school.
- Speeding in the village in Pattingham and Burnhill Green, village markers are being looked at for marking the speed reduction at Burnhill Green.
- Clive Road, near junction with High Street – road sinking, and severe flash flooding.

42/21. Review standing orders, Financial Risk Assessment and Financial regulations.

These documents having been circulated previously to all members were agreed and noted.

43/21. Review of inventory of land and assets including buildings and office equipment.

These documents having been circulated previously to all members were agreed and noted.

44/21. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council is insured with Zurich Municipal, and the policy is renewed in May each year.

45/21. Reviewing the Council's complaints procedure and Health and Safety policy.

These documents having been circulated previously to all members were agreed and noted.

46/21. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000, GDPR and the Data Protection Act 1998.

These documents having been circulated previously to all members were agreed and noted.

47/21. Reviewing the Council's policy for dealing with the press/media

These documents having been circulated previously to all members were agreed and noted.

48/21. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2022 (Schedule attached).

The meeting schedule detailed below was accepted.

	Parish Council Meetings
MAY 2021	20 AGM
JUNE 2021	17
JULY 2021	26 Full and APM
AUGUST 2021	
SEPT 2021	6
OCT 2021	11 (Burnhill Green)
NOV 2021	15
DEC 2021	6
JAN 2022	17
FEB 2022	
MARCH 2022	7 (Burnhill Green)
APRIL 2022	25 APM
MAY 2022	9 AGM

49/21. Confirm authorisation of signatories for Cheques.

The cheque signatories are the Clerk, Councillors R Lines, T Mason and Mrs A Davies, these were noted.

50/21. Appointments on outside bodies

The appointments detailed below were agreed:-

Pattingham Village Hall – Councillors L Billingham, Mrs A Davies, R Lines, D Billson

Over 65's Lunch Club – Councillors Mrs A Davies, L Billingham and T Mason

Police Forum – Councillor J Tomlinson and M Finch

The Education Foundation – Councillors Mrs A Davies and N Hill

51/21. Quotation for the Village Map

The quotation for the printing and production of the Pattingham Map (similar to Pertons) is as follows:-

New post and panel sign, mounted onto 2 x new 76mm posts	£479.77+VAT
Installation	£395.00+VAT
To create the map artwork with a key denoting POI to a given size and supply poster artwork	£665.00 + vat £1539.77 + VAT

It was proposed by Councillor T Mason and seconded by Councillor L Billingham, this expenditure was agreed subject to a suitable proof being agreed by all members and points of interest that we would like on the map.

52/21. To receive an update from the Village Hall re taking over the CCTV at the village hall

The Village Hall Committee have agreed to accept the CCTV system and the Clerk is on the process of changing the telephone line into their name. This was noted.

Action: Clerk to continue to progress

53/21. To discuss having a dog Waste Bin located at Wildicote Bridle Path

It was agreed to support the request to have a dog waste bin at either end of the bridle path. The Clerk to contact Street Scene at Souths Staffordshire District Council. County Councillor J Abrahams to also look into the matter on behalf of the Parish Council.

Action: Clerk to contact SSDC / County Councillor to look into

54/21. Update on Land off Windsor Road.

The Chairman submitted the request to SSDC to buy the land, but after a protracted time period and chasing, he was informed the request was rejected by the SSDC Cabinet. The chairman requested details about the decision but was told it was dealt with as a verbal item under any other business and no formal record was made. A similar process was followed for the withdrawal of planning application. The lack of transparency and formal record of decision making at SSDC is

alarming. The Clerk has since submitted another 'Application to Purchase Land' form request to SSDC. Copy to be issued to Councillor T Mason.

Action: Chairman / Clerk to progress

In addition, the Chairman reported that he had contacted Savills (the agent for the land at Burnhill Green), and he sent in the formal request to buy this land, as advised by the agent. Despite repeated requests for an update - no further response has been received.

Action: Chairman to continue to progress.

55/21. To discuss and agree grant application form from Pattingham and Patshull's over 65's

A grant request for £2500 has been received for the above organisation.

It was proposed by Councillor J Tomlinson and seconded by Councillor A Freeman, to give the grant for £2500. On a vote this was agreed.

56/21. To receive an update on the Christmas Tree at Burnhill Green.

Councillor L Billingham reported that he had found a substantial fir tree for the Christmas light display. The tree found is 3m and a cost of £1000. This was proposed by Councillor J Tomlinson and seconded by Councillor T Mason and on a vote was carried.

57/21. Report from the Clerk.

Request to use the netball court by the Pattingham Belles, Chairman contacted by the Clerk and he advised that as long as they displayed signs advising tennis users in advance of their sessions they could use the courts.

Local Plan review information circulated to members on 21st April

Zip wire new seat has been ordered following it being damaged £376.70 +postage

Scyvvs Information sent on 26th March

60th Wedding Anniversary for Valarie and Mike Edwards – Flowers sent by the Chairman

Noticeboard at Burnhill Green Relocation

Lets Beat Loneliness together information 26th March

Locality Forum Meeting notes and presentation

Resignation of Lengthsman

Update on Quarry Traffic

Litter pickers – clerk to purchase 10 litter picking kits for Burnhill Green.

58/21. Accounts for Payment.

The accounts as set out below were agreed and accepted.

723467	Ditton Services	Grass cutting	£ 472.50
723468	Neat N Tidy	Lengthmens work	£ 252.00
723469	Xmas Lights Comp winner		£ 50.00
723470	SPCA	Annual subs	£ 415.00
723471	Ebay	Spares for leaf blower	£ 14.98
723472	Ditton Services	Grass cutting	£ 472.50
723473	Administration	April	£ 661.22
723474	Zurich Municipal	Insurance	£ 1,253.36
723475	Inland Revenue	April	£ 183.40
723476	Playdale	Replacement cradle seats	£ 175.22
723477	Neat N Tidy	Lengthmens work	£ 360.00
723478	TFM	Sthil Bag	£ 65.31
723479	A Horton	Gardening	£ 150.00
723480	Inland Revenue	May	£ 167.25
723481	Administration	May	£ 661.22
723482	Ditton Services	Grass cutting	£ 472.50
723483	Rutelle	Internal Audit	£ 275.00
723484	SSDC	Repay loan	£ 7,500.00
		Total	£ 13,601.46

59/21. To receive the year end accounts including Internal Auditors Report.

It was proposed by Councillor L Billingham and seconded by Councillor D Billson to accept the accounts as set out as appendix 1 to these minutes.

60/21. To receive an updated report from the PCSO on crime statistics in Pattingham

The crime statistics were circulated with the agenda papers were noted.

61/21. To discuss use the playing field for an event

A company emailed the Council asking to run a free event on the Playing fields for a music concert / event under the Parish Council's insurance and to be held on the lower field (football pitch).

It was agreed to contact the company and state that this not something that we would allow on the football field.

Action: Clerk to write

62/21. To discuss the Speed Indication Sign

Councillor J Tomlinson requested that the speed sign is turned around to see the speed of vehicles leaving Pattingham. Then to look at moving around the village.

The Chairman responded that this had been discussed previously in the January meeting and a decision made to leave it where it is. The sign is in an optimum location on Wolverhampton Road and slows incoming traffic into the village.

The chairman suggested we enquire about the 'shared' SID purchased by SSDC for Locality 4 to be located on Clive Road. Previous communication with Helen Marshall to be passed to District Councillor T Mason to follow up.

The Clerk to ask if the PCSO can visit the Parish at the times when traffic is deemed to be speeding.

Action: Cllr T Mason to request sign and Clerk to contact the PCSO.

63/21. To discuss the reopening grant for the High Street

There is a grant of £5000 for High Street re-opening from the District Council. It was agreed to delegate the proposal to Councillor T Mason to put forward a bid for the funds for benches, planting etc in the Parish. This was agreed.

Action: Councillor T Mason to apply for grant on behalf of Parish.

64/21. Items for future Meetings

To be with Clerk by 9th June.

65/21. Date of Next Meeting –

17th June 2021

Financial Summary - Cashbook

Summary between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

Ordinary Accounts

Santander	£9,000.86
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Short Term Investment Accounts

Redwood Bank	£30,000.00
Santander Deposit account	£26,594.12
Total	£65,594.98

RECEIPTS	Net	Vat	Gross
Council	£58,208.86	£0.00	£58,208.86
Total Receipts	£58,208.86	£0.00	£58,208.86

PAYMENTS	Net	Vat	Gross
Council	£44,622.13	£3,567.40	£48,189.53
Total Payments	£44,622.13	£3,567.40	£48,189.53

Closing Balances

Ordinary Accounts

Santander	£18,952.79
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Short Term Investment Accounts

Redwood Bank	£55,045.55
Santander Deposit account	£1,615.97
Total	£75,614.31

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

		2020/2021	Actual Net	Balance
INCOME				
100	Donations	£0.00	£400.00	£400.00
101	Precept	£48,790.00	£48,790.00	£0.00
103	Football Income	£1,300.00	£1,400.00	£100.00
110	Interest on Santander deposit acc	£60.00	£21.85	-£38.15
111	Redwood Bank Interest	£0.00	£45.55	£45.55
	Total Income	£50,150.00	£50,657.40	£507.40
EXPENDITURE				
1	Administration	£1,000.00	£2,764.75	-£1,764.75
2	Audit Costs	£550.00	£550.00	£0.00
5	Best Kept Village Competition	£500.00	£264.85	£235.15
8	CCTV	£750.00	£466.40	£283.60
9	Chairmans Allowance	£250.00	£250.00	£0.00
10	Play Park Loan	£1,500.00	£7,500.00	-£6,000.00
12	Christmas Lights	£5,000.00	£4,150.98	£849.02
14	Clerks Salary	£9,250.00	£8,193.12	£1,056.88
15	Defibrillator	£100.00	£0.00	£100.00
16	Elections	£1,000.00	£0.00	£1,000.00
17	Footpath Maintenance	£2,000.00	£0.00	£2,000.00
18	Gardening	£1,750.00	£1,595.00	£155.00
19	Insurance	£0.00	£1,226.18	-£1,226.18
25	Playing Flds Maintenance	£8,000.00	£10,814.66	-£2,814.66
28	Grants / Other exp	£9,750.00	£522.02	£9,227.98
29	Subscriptions	£500.00	£415.00	£85.00
30	Training	£500.00	£0.00	£500.00
34	Storage at Vill Hall	£150.00	£120.00	£30.00
36	Football Exp	£700.00	£685.18	£14.82
37	Village imp / litter	£5,600.00	£3,215.41	£2,384.59
	Total Expenditure	£48,850.00	£42,733.55	£6,116.45
	Total Income	£50,150.00	£50,657.40	£507.40
	Total Net Balance	£1,300.00	£7,923.85	

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

PATTINGHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒ has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Annual Internal Audit Report 2020/21

PATTINGHAM PARISH COUNCIL

pattinghamparishcouncil.com ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/04/2021

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

MRS RUTH OF PIZZAR AUDITOR

Signature of person who carried out the internal audit

Trullo

REQUIRED

Date

19/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).