

QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on
Weds 17th July 2024 at 7pm

Present:

Chair: Andy Thorogood (AT)

Parish Councillors: Mrs Karen Kidd (KK), Geoff Tunnicliffe (GT), Chris Candy (CC), Dean Brockley, District Cllr C Beswick (part)

No members of the public present

Clerk – Mrs C Withington (CW)

PARISH COUNCIL MEETING

1.	To receive apologies – Gary Wentworth	
2.	To consider approving accuracy and signing the Full Council meeting minutes on 18th July 2023, 16th October 2023, 19th February 2024 and consider approving the suggested amendments RESOLVED to approve the amendments (18.07.23 attendance updated to include GT and 16.10.23 to include an obituary for former Parish Councillor Mr Kidd) as circulated as a true and accurate record, the Chair signed the minutes as above at the meeting. To approve and sign the minutes of the last meeting – 19th June 2024 RESOLVED to approve as a true and accurate record, the Chair signed the minutes at the meeting.	
3.	Declaration of Disclosable Pecuniary interest in any item on the agenda <i>(Note member should notify Monitoring officer within 28 days if not already. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships)</i> None declared.	
4.	Public Participation: None.	
5.	Accounts for the Year Ending March 2024 a. To approve the Bank reconciliation Statement up to end March 2024 – as attached RESOLVED to approve, following checks against the bank statements. b. To note the outcome of the Internal Auditor's report in relation to the Accounts year ending 31 March 2024 (and any actions arising from 31 March 2023) – as circulated RESOLVED to note the recommendations of the Internal Auditor which were fully considered and discussed at the meeting, and to ensure these recommendations are met. c. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 (to be circulated in advance) RESOLVED to approve and submit. d. To confirm and sign that the assertions in Section 1 Annual Governance Statement 2023/24 of the Annual Return are correct for year ending 2023/24 - (to be circulated in advance) – as circulated	Clerk

	RESOLVED to sign Section 1 following completion of the assertions. It was noted that in view of the internal audit, the assertions could not be met, but these will be addressed and met going forward. Section 1 was signed at the meeting. e. d. To approve and sign Section 2 Accounting Statements 2023/24 of the Annual Return (to be circulated in advance) – as circulated RESOLVED to approve and sign Section 2 at the meeting. f. e. To set the dates for the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 – suggested to be from Monday 24 June 2024 to Friday 26th July 2024 Weds 24th July to Thurs 5th September 2024 RESOLVED to approve.	
6.	To approve Standing orders and Financial regulations – as circulated <i>Other policies to be reviewed at next available meeting</i> RESOLVED to approve the Standing Orders and Financial Regulations.	Clerk
7.	To consider Playing Field access matters and path improvements A brief discussion took place regarding the quotes obtained so far and the amount required to carry out the work. It was noted that only one written quote had been obtained. The second was being firmed up, and CC was resolving this. A third was expected to be required. Financial regs required 3 quotes (net) over £5k. All contractors must have the PL cover in place and this needs to be confirmed before any appointment can be made. Discussion took place regarding the specification of works which would require a gap to be made in the stone wall, the path cleared, the ground levelled and an entrance next to the church. Other items required the ground etc to be made good along with the fence and a further pedestrian gate. Steps are not currently included. A safety barrier is also required. The works cost estimated ranged between £2.5k and £5k, but this needed confirming along with the VAT. The adjacent landowner to be asked if the contractor can offload materials via the field. It was agreed that funding needed to be sourced before any work undertaken or committed to. Cllr Beswick stated that he would contribute £250 from his Cllr fund and was thanked for his contribution. A grant will be applied for once quotes have been obtained which would also include the fencing. CC thanked for his input. RESOLVED to approve the lower quote in principle at this stage subject to funding and insurances. In the meantime delegated authority was given to the Clerk and Chair to source funding and apply due to the restricted deadlines. The outcome will be brought back to the next available meeting.	CC Chair Clerk
8.	To renew Insurance with Zurich and approve the increase in cover £168– as circulated. To include fidelity cover of £28 for £25k To approve the list of Assets for the insurance as follows: 3 Notice boards: Village Hall, Flash Bar Stores, Gradbach – replacement cost £1000 each	

	<i>Defibrillator Unit and cabinet – replacement cost £3.5k</i> <i>To write off the laptop/printer</i> <i>Land – Playing field to be included for PL cover – no equipment</i> It was noted that the premium has increased to £189 due to inclusion of assets. RESOLVED to approve the quote and payment of £189.	Clerk
9.	Finance: To authorise payments as follows by cheque: Clerks Salary inc homeworking and mileage – to be included next meeting HMRC as above – next meeting Chq 633 – Black Rose Internal Audit fee £105 Chq 634 - Zurich insurance renewal of £189 Chq 635 – Hall hire To agree any other payments as notified at the meeting – None presented. RESOLVED to approve the above payments. To note the bank mandate update as agreed at the last meeting – Noted and approved.	Clerk
10.	Next meeting (Oct, Jan, April) To agree the date of the next meeting – proposed Weds 16th October and also future items RESOLVED to hold the next meeting on Weds 23 rd October 2024 at 7pm Flash Village Hall. Next agenda items: Co option Footpath appeal (FP 18) All to report potholes and photos of the issue to Staffs County Council. Signing up to the Lengthsman scheme Signing up to the Defib scheme Website Approval and signing of the playing fields lease and update on grant/work	

Approved Payments

Chq 633 – Black Rose Internal Audit fee £105

Chq 634 - Zurich insurance renewal of £189

Chq 635 – Quarnford Memorial Hall Hire £15

Quarnford Parish Council**Bank reconciliation statement – up to end March 2024****Balance at 31st March 2024**

Current account 2900.73

Business reserves 799.51

3700.24**Bank reconciliation Statement****Balance at 31st March 2023 Opening**

Current account 10534.57

Business reserves 788.90

Total in bank **11323.47**

11323.47

Less payments 9913.84

Plus receipts 2290.61

Total balance **3700.24**