

Walton on the Wolds Parish Council

MINUTES

Minutes of the Parish Council meeting held at 6:30pm on Tuesday 11th June 2024 at Walton on the Wolds Village Hall, Loughborough Road, Walton on the Wolds, LE12 8HT.

Present

Cllrs Glenn Archer, Christine Greenall, Julie Lewin and Terry Lewis.

Also in attendance

Emma Andrews – Clerk and RFO

J. Bokor – Borough Councillor

R. Shepherd - County Councillor (via Zoom)

Public participation

In her capacity as a member of the public and a representative of the Link newsletter team, Jenny Bokor outlined the perilous state of the Link's finances. She reminded the Council that their regular annual donation was long overdue, and asked for an increase in that donation from the usual £100.

2024/88 To receive and accept apologies for absence

All councillors present. Cllr Dixon had resigned from the Council before the meeting.

2024/89 To receive declarations of interest – Councillors to declare pecuniary and non-pecuniary interests relevant to agenda items. None.

2024/90 To receive and approve the minutes of the Annual Meeting of the Parish Council held on 7th May 2024

RESOLVED that the minutes of the meeting are signed by the Chair as a true and accurate record of that meeting.

2024/91 To receive a report from the Police None supplied

2024/92 To receive a report from the County Councillor

Cllr Richard Shepherd discussed the current LCC weed spraying strategy.

2024/93 To receive a report from the Borough Councillor

Cllr Jenny Bokor discussed the proposed solar farm for land off Nottingham Road and advised on potential S106 funding associated with this. Cllr Bokor also discussed weed spraying.

2024/94 To review and adopt the new Financial Regulations

The 2024 NALC Model Financial Regulations were reviewed in detail and adapted to meet the needs of Walton on the Wolds Parish Council.

RESOLVED to adopt the Financial Regulations with agreed amendments,

2024/95 To consider and approve documents relating to the Annual Governance and Accountability Return 2023-24:

- I. **To complete and sign the Annual Governance Statement 2023-24**
The Council **RESOLVED** to answer 'no' to all questions and the Statement was duly **signed** by the Chair and Clerk. The Statement on AGAR Form 2 had been completed and signed at the May meeting but, in the light of the internal auditor's narrative report, it was now necessary to complete AGAR Form 3.
- II. **To receive the Internal Auditor's Report 2023-24**
RECEIVED AND APPROVED
- III. **To receive and sign the Accounting Statement 2023-24**
RECEIVED AND APPROVED
- IV. **To receive and consider the bank reconciliation 2023-24**
RECEIVED AND APPROVED. The Clerk explained that there were a significant number of transactions where the accompanying information was inadequate to complete a full and accurate reconciliation.
- V. **To receive and consider the explanation of variances 2023-24**
RECEIVED AND APPROVED
- VI. **To receive and consider the breakdown of reserves held**
An instant access savings account has now been opened with Unity Trust Bank for use as a reserves account. The Clerk recommended that a large sum from the current account should be transferred to this account where it would earn some interest.
RESOLVED to transfer £7000 from the current account to the reserves account.
- VII. **To agree the dates for the Exercise of Public Rights**
The dates for the Exercise of Public Rights were set to commence on 12th June 2024 and end on the 23rd of July 2024.

2024/96 To consider recommendations and matters arising from the Internal Auditor's narrative report:

- I. **To purchase accounting software appropriate for a parish council**
RESOLVED to purchase a combined Scribe accounting and cemetery management software subscription. This would reduce the potential for human error, save time, and be saved to the cloud.
- II. **To amend and update the Risk Assessment**
Postponed until July 2024 due to time constraints and the need to adapt this according to decisions made at this meeting.
- III. **To take out membership of the ICCM**
RESOLVED that this was an unnecessary expense at the present time.
- IV. **To purchase Epitaph to record burial ground records**
RESOLVED that the purchase of the Scribe cemetery software package removed the need for this at the present time.
- V. **To request a Limited Assurance Review from the external auditor (Moore UK East Midlands)**

In light of the many issues identified by the internal auditor, and in the interests of transparency, it was **RESOLVED** to request a Limited Assurance Review from the LRALC's external auditor, Moore UK. This will incur a cost of £210. As such, the Council can not declare itself exempt from external audit for 2023-24.

VI. To review the hours of the Clerk

Although the contracted hours of the Clerk are just 3 per week, it is impossible to complete all necessary tasks in this time. The SLCC had been approached to carry out a job evaluation but the cost of this would be £442.50, which was considered prohibitive. The LRALC had been approached to see if they could do an evaluation but had not responded by the time of the meeting.

RESOLVED that the Clerk would keep a record of all hours worked and be paid overtime for any hours above 3 per week.

VII. To review arrangements for managing Constable's Land (Charity 503286)

The Clerk advised that Constable's Land is a registered charity and should have its own bank account and be managed in accordance with the aims and constitution of the charitable trust. Accounts for 2022-23, long overdue, have now been submitted. Further advice will be sought from the Charity Commission on best practice and the way forward.

VIII. To carry out an interim audit in September 2024

RESOLVED to ask the 2023-24 internal auditor to carry out an interim audit in September. This will cost £250.

IX. To appoint an internal auditor for 2024-25

RESOLVED to appoint the 2023-24 internal auditor to carry out the 2024-25 internal audit.

X. To review and update burial ground fees

The Council reviewed burial fees and compared them to fees at nearby burial grounds (Wymeswold, Barrow upon Soar, Sileby). Resolved to increase burial fees in with immediate effect for all new applications (Appendix A).

XI. To produce and revised budget/projected spend for 2024-25

Deferred until July 2024.

2024/97 To report on planning applications received:

A. P/24/0334/2 – 8 The Green – Reduce cotoneaster shrubs by no more than 3m.

RESOLVED not to comment.

2024/98 To update on any recent burial ground applications and consider any outstanding burial ground issues

- I. Three interments of ashes are scheduled for June 2024.
- II. There are three outstanding burial ground applications in progress.
- III. No new burial ground applications had been received in the past month.
- IV. The Clerk attended the LRALC's training course on Cemetery and Churchyard Management.

2024/99 To discuss and approve financial matters

- I. To receive and approve the monthly bank statements
Received and approved. The total sum in the current account is £13153.
- II. To receive and approve the monthly bank reconciliation
Received and approved
- III. To receive and approve the Schedule of Payments (Appendix B)
Received and approved

2024/100 To review and adopt the Walton on the Wolds Parish Council Training and Development Policy 2024

REVIEWED AND ADOPTED

2024/101 To note any correspondence:

- I. The Clerk had received several emails and messages about the smell and flies coming from the chicken waste heap, and concerns about pollution of nearby water streams. This had been raised with Severn Trent Water and Charnwood Borough Council. It is understood that the waste has since been spread on surrounding fields and hoped that the problem has been resolved.

2024/102 To discuss next steps with the councillor vacancy.

Notice of a Vacancy has been posted. If Charnwood Borough Council has not received a request for an election from 10 or more electors by the 21st of June 2024 the Council can then move to advertise the vacancy and seek to co-opt a new councillor.

2024103 To confirm the date and time of the next meeting

Monday 1st July at 6:30pm

2024/104 Close of meeting 7:45pm

Signed by the Chair of the Parish Council: *Christine Greenall*

Date: 1st July 2024

APPENDIX A

BURIAL GROUND INFORMATION AND CHARGES

Charges*

Exclusive Right of Burial for a grave (100 years)	£400
Exclusive Right of Burial for ashes (100 years)	£150
Burial	£250
Interment of ashes	£150
Erection of a Memorial	£75
Additional inscription on existing memorial	£50

*These fees apply to parishioners only. Those who die in a retirement or care home, in hospital, or at a family home outside parish, but who were resident in the parish immediately prior to this, will be considered to be parishioners for the purposes of these charges.

Please note:

- 1. Charges for previous parishioners will be doubled.**
- 2. Charges for those who have never been parishioners are set at 4 times the rate for parishioners.**
- 3. These figures do not include the cost of digging the grave, which is charged directly by the chosen funeral director.**

APPENDIX B

WALTON ON THE WOLDS PARISH COUNCIL

www.waltononthewoldspc.gov.uk

Schedule of Payments June 2024

Approved at the Parish Council Meeting held on 11th June 2024

Minute ref: 2024/99

Payment number	Payee	Description	Payment method	VAT	Total Amount
11	E. Andrews	Salary 01/05/2024 – 31/05/2024 12 hours + 15 hours overtime	Online payment	n/a	£370.71
12	Chris Greenall	Printing	Online	n/a	£3.50
13	LRALC	Cemetery Management course fee	Online	n/a	£40.00
14	Jo O'Donoghue	Internal audit report	Online payment	n/a	£250
	TOTAL			0	£664.21