

Annual Internal Audit Report 2023/24

Shenstone Parish Council

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During the financial year ended 31 March 2024, 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 2023/24 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.	NO PETTY CASH KEPT ✓		
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 of 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

05/10/2023

12/02/2024

10/04/2024

Name of person who carried out the internal audit

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit



Date

11/06/2024

*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).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

SHENSTONE 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 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
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:

18/06/2024

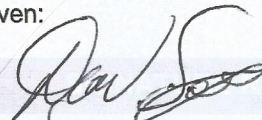
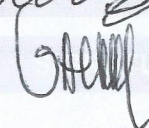
and recorded as minute reference:

41 a

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

Chair

Clerk

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Section 2 – Accounting Statements 2023/24 for

SHENSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	restated 231,061	205,617	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	182,000	182,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	restated 59,782	32,743	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	45,535	61,451	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	restated 221,640	209,126	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	restated 205,617	149,783	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	200,610	152,136	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	138,056	151,109	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

SIGNED REQUIRED
SHEN

18/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2024

as recorded in minute reference:

41a

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNED REQUIRED
Ray

Attachment 1.2

Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: SHENSTONE PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2022/23 £	2023/24 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 Precept	182,000	182,000	£ 0.00 -	—
Box 3 Other income	restated 59,782	32,743	£ 0.00 - 27,039	2022/23 includes £32,000 grant funding for alternative energy feasibility study. No such grant in 2023/24 so other income reduced accordingly.
Box 4 Staff costs	45,535	61,451	£ 0.00 + 15,916	£7,166 Clerk pay rise & back pay. £8750 increased use of Lengthsmen & increase in hourly rates.
Box 5 Loan interest/ capital	0	0	£ 0.00 -	—
Box 6 Other payments	restated 221,690	209,126	£ 0.00 - 12,564	2022/23 included extensive cemetery restoration work to this full amount. No work required in 2023/24.

Box 7 Balances carried forward	restated 205,617	149,783	£ 0.00 - 55,834	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box. See APPENDIX A.
Box 9 Fixed assets & long-term assets	138,056	141,920	+ £3,684	Explain <u>all</u> movements in this category and not just those above 15% SEE APPENDIX B.
Box 10 Total borrowing	0	0	£ 0.00 -	-

This council, in accordance with Mazars instructions, has changed its accounting principles from receipts and payments to income and expenditure. In order to show like for like comparisons, boxes 3, 4 & 6 have been restated on this basis.

BOX 7 Appendix A

All ring fenced funds:

£25,000 Traffic calming

£25,000 Professional Fees

£5,834.00 Neighbourhood planning £55,834.00.

Please note at Full Council meeting 11th June ring earmarked funds were redesignated to £111,387.00 (Nat West Liquidity Account).

£11,040 Stonnall Neighbourhood Plan

£10,000 St Johns Cemetery restoration fund.

£90,000 for projects including traffic calming measures to be identified from the ongoing Neighbourhood plan consultations for all three wards.

AGAR BOX 9 VARIANCE APPENDIX B

Asset Register up to March 2024

2023/4

06/04/2023	Defibrilator pads	£270.00
06/04/2023	Litter rings	£17.98
19/06/2023	Horse safety signs	£101.08
17/07/2023	Post	£265.00
17/07/2023	dog signs	£20.95
22/08/2023	Garden strimmer	£189.99
06/09/2023	Defibrilator pads	£279.99
02/11/2023	4 x planters	£414.87
08/11/2023	Dogs on lead signs	£624.00
22/02/2024	Defibrilator	£750.00
21/03/2024	Defibrilator	£750.00

£3,683.86

Shenstone Parish Council
Reconciliation between Box 7 and Box 8

31/03/2024

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		149,783.02
Debtors		
Prepayments		
Stocks and Stores		
VAT Recoverable	295.51	
TOTAL DEDUCTIONS		295.51
Creditors	2,648.75	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		2,648.75
Box 8 - Total cash and short term investments		152,136.26

Shenstone Parish Council
BALANCE SHEET
31/03/2024

(Last) Year Ended 31 Mar 2023		(Current) Year Ended 31 Mar 2024
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
5,007.36	VAT Recoverable	295.51
	Temporary lendings (investments)	
200,609.97	Cash in hand	152,136.26
205,617.33	TOTAL ASSETS	152,431.77
	CURRENT LIABILITIES	
	Creditors	
		2,648.75
<u>205,617.33</u>	NET ASSETS	<u>149,783.02</u>
	Represented by:	
109,829.09	General fund Balance	53,994.78
	Reserves:	
	Capital	
95,788.24	Earmarked	95,788.24
	Adjustments	
<u>205,617.33</u>		<u>149,783.02</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed

GAEM
Responsible Financial Officer

Date

12-6-24

Attachment 3.1

Local council name: SHENSTONE PARISH COUNCIL

Notice of appointment of date for the exercise of public rights Accounts for the year ended 31st March 2024

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>19th June 2024</u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>SHIRLEY O'MARA, R.F.O. 01543 481 947</u> <u>admin@shenstone-staffs.gov.uk</u></p> <p>commencing on (c) <u>20th June 2024</u></p> <p>and ending on (d) <u>31st July 2024</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p style="margin-left: 20px;">Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) <u>SHIRLEY O'MARA, R.F.O.</u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2024.</p> <p>(e) Insert name and position of person placing the notice</p>
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Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

SHENSTONE PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMMYY

Shenstone Parish Council
Income & Expenditure Account
01/04/2023 to 31/03/2024

(Last) Year Ended
31 Mar 2023

(Current) Year Ended
31 Mar 2024

Income

Administration	201,353.25
Burial Grounds	6,112.00
Grants	7,988.00
	<u>£215,453.25</u>

Expense

Administration	230,640.80
Burial Grounds	4,148.24
Grants	36,498.52
	<u>£271,287.56</u>

General Fund

Balance at 01 Apr 2023	109,829.09
ADD Total Income	215,453.25
	<u>325,282.34</u>
DEDUCT Total Expenditure	271,287.56
	<u>53,994.78</u>
DEDUCT Reserves Balance	
Balance at 31 Mar 2024	<u>£53,994.78</u>

-109,829.09

£109,829.09

Reserves:

Earmarked Reserve Balance £95788.24

Shenstone Parish Council
Year End Working Document
Year ending 31/03/2024

Last Year		A	B	C	A - B + C
<u>InclExp</u>	<u>Income</u>	<u>Receipts</u>	<u>Last Years</u>	<u>This Years</u>	<u>Income</u>
			Adjustments		
	Administration	201,353.25			201,353.25
	Burial Grounds	6,112.00			6,112.00
	Grants	7,988.00			7,988.00
		<u>215,453.25</u>			<u>215,453.25</u>
Last Year		<u>Payments</u>	<u>Last Years</u>	<u>This Years</u>	<u>Expense</u>
<u>InclExp</u>	<u>Expense</u>		Adjustments		
	Administration	228,157.05		2,483.75	230,640.80
	Burial Grounds	3,983.24		165.00	4,148.24
	Grants	36,498.52			36,498.52
		<u>268,638.81</u>		<u>2,648.75</u>	<u>271,287.56</u>

Shenstone Parish Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2024

Creditors - Increase Expenditure

	<u>Code</u>	
BT	Landscaping	240.00
SSE	Utilities	165.70
Tonks Tree	Utilities	256.95
HMRC	Landscaping	640.00
Registrar	Clerk Salary	1,181.10
	Registrar	165.00
		<hr/> £2,648.75

Shenstone		Original	VAT	Adj	Restated	
	22/23					
1	228711	2989.91	-640	231060.9	21/22 Box 8 plus VAT less creditor	
2	182000			182000		
3	83248	-23465.7		59782.3		
4	45535			45535		
5	0			0		
6	247814	-26123.2		221690.8		
7	200610			205617.4	S/be 200610 + 5007.36	205617.4
8	200610			200610		

Assertion 2 of 6.



SHENSTONE PARISH COUNCIL

Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,
Parish Council Office 25C Main Street Shenstone WS14 0LZ
Tel: 01543 481 947 e-mail: admin@shenstone-staffs.gov.uk web:
www.shenstone-staffs.gov.uk

Approved minutes of meeting of Full Council Tuesday May 16th, 2023, at 7.15 Stonnall Community Centre

item	detail
1	<p>Register of members in attendance</p> <p>Cllr David Salter – Chair (Shenstone Wood End), Cllrs Val Neale, Phil Whitehouse (Stonnall), Cllrs Stuart Jones, Lesley Edgley, David Thompson (Shenstone). County Cllr David Smith. Shirley O’Mara (Clerk). Mrs Lynn Tomlinson. Mr Adrian Walters. PCSO Tom Passmore.</p>
2	<p>Acceptance of apologies. Cllrs Gail Nicholls, Mick Cox & Leona Leung</p> <p>Public Participation. Members of the public are invited to address Council for a maximum of 15 minutes. Mrs Lyn Tomlinson, Fundraiser for Little Aston Recreation Ground Association (LARGA) addressed Council regarding an emergency grant request for circa £13,000 to install robust security gates with height restrictions to prevent unauthorised entry, predominantly as there is the potential risk of occupation by Travellers. (Full report attached). Cllr David Salter declared an interest in this item as Chairman of LARGA.</p> <p>There were several questions raised. Cllr Jones asked if Travellers had been seen on site. Mrs Tomlinson said they have not though they have been seen in Forge Lane & nearby including an occupation of land at Mere Green & The Irish Harp Pub on Chester Rd.</p>

13	<p>Finance. Current financial position & transactions for approval as of 16th May 2023 No questions re transactions. Nat West Current Account £905.00. Nat West Business Account £53,594.52. Nat West Liquidity Account ring fenced funds for ear marked projects £93,279.71 Unity Account £222,342.63.</p> <ul style="list-style-type: none"> - A) Complete & agree Annual Governance statement. RESOLUTION: Completed and approved. - B) Agree date of commencement and ending for the declaration of public rights. RESOLUTION: Approved - C) Feedback & recommendations from internal audit Details of recommendations fully shared with Council. <i>assertion 2</i> - D) Confirmation of internal auditor for 2023/24 RESOLUTION: Topliss Associates unanimously approved. <i>assertion 6</i> - E) Confirmation of external auditor for 2023/24 RESOLUTION: Mazar's unanimously approved. Cllr David Salter declared an interest due to an imminent family connection. - F) Financial Risk assessment: approve. RESOLUTION: Approved & signed. <p>Next meeting of Finance, Legal, Health & Safety Committee Tuesday 20th June May 2023 at 5.30 Shenstone Community Library.</p>
14	<p>Planning. Approve planning applications received in last month and update on any objections/developments. Planning app 23/00379 Church Rd, Shenstone will be reviewed. Next meeting of the Neighbourhood, Planning & Property Committee Meeting: Tuesday May 23rd 5.30pm Shenstone Parish Office</p>
15	<p>Standing Orders: Review, approve and adopt. A date to review the standing orders in detail will be scheduled in the next two weeks.</p>
16	<p>Neighbourhood plan reviews: update on tenders. Following an announcement by Lichfield District Council (attached) there will be a knock-on effect of delaying our Neighbourhood Plan review by possibly another 12 – 18 months. Cllr Thompson to write to those companies who have already submitted tenders.</p>
17	<p>Potholes: suggestion of regular summaries of reports by Clerk to County. Cllr Whitehouse suggested that, as the current system is clearly not working effectively, all reports of potholes should be reported online as now but info shared with the Clerk who can keep a centralised log of problems & actions as well as escalate to County Cllr Smith. RESOLUTION: It was agreed that reports of potholes by Councillors will be logged by the Clerk in order to share with County Cllr Smith to chase.</p>
18	<p>Lazy Hill/Chester Rd dangerous junction: update on actions. Covered under earlier items.</p>

Assertion 3 standing orders



SHENSTONE PARISH COUNCIL

Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,
Parish Council Office 25C Main Street Shenstone WS14 0LZ
Tel: 01543 481 947 e-mail: admin@shenstone-staffs.gov.uk web:
www.shenstone-staffs.gov.uk

Approved minutes of Full Council Meeting Tuesday October 10th, 2023, at Little Aston Community Centre.

item	detail
82	Register of members in attendance Cllr David Salter (Shenstone Wood End), Cllrs Gail Nicholls, Phil Whitehouse, Val Neale & Dino D'Ambrosio (Stonnall), Cllrs Stuart Jones, Lesley Edgley, David Thompson, Christopher Callow, Simon Fisher (Shenstone), Cllr Emma Scothern & Stuart Harrison (Little Aston). Shirley O'Mara (Clerk). PCSO Tom Passmore
83	Acceptance of apologies. Cllrs Mick Cox, Ruth Graham & Leona Leung.
84	Public Participation. Members of the public are invited to address Council for a maximum of 15 minutes. PCSO Passmore shared the statistics from both August & September to date. Period 8th Aug to 8 th Sept: 17 crime related calls to Staffs Police from Shenstone, 15 from Stonnall & 7 from Little Aston. 8 th Sept to date: 14 calls from Shenstone, 6 from Stonnall & 14 from Little Aston. A PCSO update will appear in the next newsletter. Tom also shared details of an ANPR consultation questionnaire to be shared.
85	Declarations of interest. Members should consider whether they should partake in any discussion or vote on matters on the agenda unless they have a dispensation: None
86	To accept and confirm minutes of the last Full Council meeting on Tues 12 th Sept 2023: Duly accepted and signed.
87	Clerk's update on outstanding issues from last meeting. Office flagpole- Cllr Salter is further researching land ownership. Malkins Coppice – The Clerk & Cllr Jones to meet South Staffs Water on Oct 28 th . Confirmation of Traffic Working Group: Cllrs Salter, Whitehouse, Scothern & D'Ambrosio. Meeting to be scheduled shortly. The Clerk confirmed that as no location can be found in Stonnall for Parish meetings in 2024, meetings will take place in turn in Shenstone & Little Aston. To be reviewed.

90	<p>Planning. Approve planning applications received in last month and update on any objections. Cllr Thompson confirmed objections are still outstanding re Haddon House, Eastridge Croft & Raikes Lane chicken farm. Cllr Salter added that he was aware that the owners of the Raikes Lane development have offered £10K towards road surfacing to address that part of the objection. Next meeting of Neighbourhood Planning & Property Committee Tues Oct 24th at 5.30pm Parish Office</p>
91	<p>Neighbourhood Plan refreshes: update & next steps. Widely discussed under item 88. Cllr Thompson added that the first meetings with Navigus will be on Thurs 26th Oct for both the Little Aston working group & the Shenstone working group with Stonnall to follow, drawing on the energy & desire from residents to form groups of people old & new to benefit the community. Cllr Harrison mentioned the importance of democratic oversight & accountability & Cllr Nicholls full transparency.</p>
92	<p>Lammas Land Boundary incursion: feedback from solicitor & consideration of next steps. Following a request from the other parties Solicitors, further information has been requested of Friend Associates, who conducted the boundary survey. This information, once received, will be passed on but a face-to-face meeting with Council's Solicitors, Pickering's, will also be arranged.</p>
93	<p>Trees in Lower Lawn Cemetery: roots damage to Wall in Eastridge Croft. Consideration of tenders received for tree removal & planting. The Clerk reported that the order for works has been approved by LDC & is currently in the period of public consultation. Tenders will be sought for November consideration.</p>
94	<p>Review and adopt Standing Orders. RESOLUTION: Unanimously approved. assertion 3</p>
95	<p>Consider & adopt, if approved, Green policy. RESOLUTION: The policy shared was unanimously adopted as a starting position with a review requested at a later date. Clerk to schedule.</p>
96	<p>Playdale Playground inspections: report & next steps. Reports were shared with Council. The Clerk confirmed that it is now the responsibility of the management committees to address the findings & action with a mix of self-funding & grant applications as appropriate. Works can be completed by other specialist contractors, the management committees themselves or by the Parish Lengthsmen.</p>
97	<p>Consideration of purchase of tree in Main Street, Stonnall to replace a damaged tree previously removed. Approx £250.00. RESOLUTION: After discussion it was agreed that the Clerk will seek approval from Highways & establish more detailed costs before Council discuss again at a later meeting.</p>
98	<p>The Heat Networks Delivery Bid for Detailed Feasibility Funding. Cllr Thompson will be submitting a bid for the next round of RCEF funding by the end of next month for consideration by the Midlands Hub.</p>
99	<p>Shenstone Christmas Market: request to fund public liability insurance £130 & music licence £125.00. RESOLUTION: unanimously approved.</p>
100	<p>Stonnall Christmas Fayre: consideration of Councillor led grant for £400.00 towards costs. Application withdrawn. A grant application for a Christmas tree & fittings will be submitted at a later date.</p>
101	<p>Facebook/Canva account: Cllr Harrison will demo in November. A potentially important method of improving Council communication.</p>
102	<p>Shire Oak Quarry donation to Stonnall Scouts: request to include article in newsletter. At a pre meeting to discuss Newsletter articles, the group agreed that a thank you for the generous donation should be included.</p>

Assertion 3: Financial regs re-adoption scheduled was delayed on advice from Internal Auditor to await the expected



SHENSTONE PARISH COUNCIL

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NALC new guidelines.

Nov 2021 appraisal retained pending revision.

**Approved minutes of Full Council meeting held on Tuesday Nov 9th, 2021, at 7.15pm
 Shenstone Village Hall.**

item	detail
90	Register of members in attendance. Cllr David Salter, Chairman (Shenstone Wood End), Cllr David Thompson, Cllr John Branch, Cllr Lesley Edgley, Cllr Stuart Jones & Cllr Rita Hancocks (Shenstone) Cllr Sheila Beilby, Cllr Gail Nicholls, Cllr Mick Cox, Cllr Val Neale, Cllr Nicola Macdonald (Stonnall) Cllr Nicki Gobran & Cllr Kelly Harrison (Little Aston). Shirley O'Mara (Clerk) PCSO Andrea Horsnall & PCSO Rachela Orwin. Mr Phil Whitehouse of Stonnall.
91	Acceptance of apologies. Cllr Neil Perry, Cllr Nick Smith. County Cllr David Smith. District Cllr Joe Powell.
92	Public Participation. Members of the public are invited to address Council for a maximum of 15 minutes. PCSO Horsnall gave the following update: <ul style="list-style-type: none"> - Car crime increasing in the area. Residents are advised to ensure vehicles are locked with no valuables left inside. Vans with equipment should park with rear doors against a wall. - Anti-social behaviour reported outside Fox & Hounds, Shenstone & Lammas Land. - Reports of issues at St Johns Church & in the sensory garden at Trinity but nothing seen as yet. - Fly tipping in Cranebrook Lane, Stonnall - Issues with badly behaved parents outside the school in Little Aston. A letter is going to all parents re parking. - Police clinics will resume shortly under careful monitoring - Junior Cadets starting at Greysbrooke soon with St Peters & Little Aston shortly. - Speedwatch in Stonnall is still pending approval to re-start & in Shenstone there is no activity currently due to a lack of organiser. <p>Mr Phil Whitehouse of Stonnall asked Council for assistance regarding dealing with trees & a fence in unknown ownership in Garnet Close, Stonnall. Both the trees & the fence need attention, but it is not clear who responsibility lies with. After some discussion it was agreed that a site visit would be arranged to establish the facts with research to follow. It was made clear by Cllr Salter that neither the trees nor the fence are a Parish responsibility but we will assist with trying to find a solution.</p>

93	Declarations of interest. Members should consider whether they should partake in any discussion or vote on matters on the agenda unless they have a dispensation: Cllr Salter, Cllr Beilby & Cllr Nicholls in item 97 as on Recreation Ground/Playing Field Committees.
94	To accept and confirm minutes of the last Full Council meeting on Tuesday 11 th Oct 2021 Duly approved & signed.
95	Clerk's update on outstanding issues from last meeting: Right of Way Stonnall Playing Fields to Church Lane: attempts to contact the PDSA who own the adjoining field have been made but no communications as yet. The quote from J.E.Thompson for £4338.54 inc VAT has been approved & the work will start shortly. Shenstone Village Clock: repairs completed on 28 th Oct at a cost of £700.00 +VAT Response re Footherley Rough. Letter received from the landowner stressing he has no interest in entering into any kind of lease agreement re this area of land.
96	To receive reports from District and County Councillors. Cllr Salter drew attention to the use of CO2 test metres at Lichfield District Council. It was agreed that these would be very useful in meetings & that one should be purchased to try out at a cost of £118.80 inc VAT. Clerk to progress.
97	<p>Finance. Current financial position & transactions for approval 9th Nov 2021 Unity Bank £148,300 Nat West current account £905.00 Nat West Business Reserve £53,315.96. Nat West Liquidity Account Ring fenced funds for ear marked projects £162,386.02.</p> <p>Agree Precept 2022/23. Cllr Thompson proposed that the Precept should be held at £182,000 with no increase despite Government forecasts indicating an increase is required. RESOLUTION: Council were unanimous in supporting this proposal: no increase in Precept request.</p> <p>Adoption of revised Financial Regulations. Duly approved & adopted. <i>assertion 3</i></p> <p>Recommendations from Finance, Legal Health & Safety Committee Tues 26th Oct 2021 at 5.30 via Zoom. Recommendation: Approval & adoption of revised Community Grant Policy. RESOLUTION: With one small amendment to item 12 (attached) the policy was duly signed & adopted. Recommendation: Approval & adoption of revised Community Grant application form. RESOLUTION: Duly approved & adopted Recommendation: Following confirmation of £16,827.79 in CIL funding, the Finance Committee recommend the use on playground/recreation equipment in all three Wards. £6,345.98 of CIL funding received in April is still to be spent this financial year. RESOLUTION: After discussion it was unanimously approved that the full CIL income to date for this year financial year should be split between Shenstone Playing Fields, Stonnall Playing Fields & Little Aston Recreation Ground.</p> <p>Cllr Thompson then briefed Council on the Rural Energy Relief Fund which offers grant funding for feasibility studies into the infrastructure requirements for renewable energy. This would cover homes, retail, industry & schools. Cllr Thompson asked for Council approval to take part in this audit. RESOLUTION: Unanimously approved.</p>