

NOTICE OF A MEETING OF WALL PARISH COUNCIL

To be held at Wall Village Hall at 7:30 pm on Wednesday 15 May 2019

Members of the public and press are welcome to attend

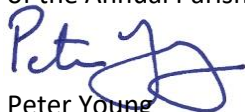
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9 May 2019

Dear Councillor

You are summoned to attend the Annual Meeting of Wall Parish Council to be held at Wall Village Hall, Watling Street, Wall, at **7.30pm** on **Wednesday 15 May 2019** (or immediately following the conclusion of the Annual Parish Meeting, if later) at which the following business will be transacted.



Peter Young
Parish Clerk

AGENDA

1. **Election of Chairman for the ensuing year** (and declaration of acceptance of office as Chairman)
2. **Appointment of Vice Chairman for the ensuing year**
3. **Apologies:** To receive apologies and approve reasons for absence.
4. **Minutes:** To approve the Minutes of the Meeting held on 20 March 2019 (**Appendix 1**)
5. **Matters Arising on the Minutes**
6. **Policing Matters**
7. **Meeting to adjourn for up to 15 minutes for Public Session. Meeting then to reconvene.**
8. **District and County Councillors' Reports** (if present)
9. **Declarations of Interest and Dispensations**
 - a. To receive Declarations of Interests
 - b. To consider the grant of Dispensations.
10. **Appointments:** To confirm appointments of:
 - a. Internal Auditor
 - b. Representatives on LDC Parish Forum
 - c. Representative on Wall Village Hall Management Committee
11. **Annual Reviews of:** Standing Orders & Financial Regulations, Risk Register, training for councillors and officers, Asset Register, Insurance cover.
12. **Reports from Chairman, Councillors and Clerk**
 - a. Response from LDC re fly-tipping
 - b. Purchase of projector
 - c. Any other reports from Chairman, Councillors and Clerk
13. **Highways and Open Spaces**
 - a. Footpaths and verge maintenance
 - b. Community Payback Team
 - c. Best Kept Village entry 2019
 - d. Speed sign – analysis of data
 - e. New poop bag dispenser

14. John Linney

To consider means to recognise the late John Linney’s service to the parish and parish council.

15. Car Park Light and Phonebox Electricity Supply

To agree ongoing arrangements. Options to consider are: continue but with possible new supplier; disconnection with no future lighting; solar-powered lighting.

16. Planning Applications

a. To consider new planning application:

19/00540/FUL and 19/00541/LBC New external entrance lobby, Wall Farm, Green Lane

b. To note decisions on previous applications:

Ref	Address	Details	Wall PC Comment	Decision
18/00632/FULM	Barn Farm, Cranebrook Lane, Hilton	Erection of agricultural building; extension to farmyard, erection of transformer cabin, creation of new farm access drive, etc	Recommend Refusal (detailed reasons).	Awaited
19/00107/FULH 19/00108/LBC	Wall Farm, Green Lane	Retention of single storey extension to front to form lobby	None	Refused 14/03/2019
19/00110/FULH 19/00111/LBC	Wall Farm, Green Lane	Retention of external works comprising new garden wall, entrance gates, piers, bin store	None	Awaited
19/00468/FULH	The Bungalow, Grange Farm, Ashcroft Lane	Single storey extensions to side and rear to form 1 bedroom, ensuite, dining and living area; 3 dormer windows, canopy porch to front	No objections	Awaited
19/00547/ABN	Barn Farm, Cranebrook Lane, Hilton	Agricultural Determination: Erection of cold store for the storage of potatoes	RECOMMEND REFUSAL: Does not qualify as permitted development as new building is not "reasonably necessary for the purposes of agriculture within that unit" as required by the GDO. Large quantities of potatoes will need to be imported to, and exported from, the Hilton site so building is more a warehouse than an agricultural building. Application should also be refused as it uses the existing farm access which is totally unsuitable for additional use by heavy commercial vehicles; the proximity of residential dwellings adjacent to the farm access; the dangers of the narrowness of the roads accessing the farm; and the lack of a suitable acceleration/deceleration lane off the A5 70mph dual carriageway (which would need to be used for access/egress).	Awaited

17. Accounts for the Year ending 31 March 2019

To note the Receipts and Payments for the year ending 31 March 2019, together with the bank reconciliation at 31 March 2019, and budget out-turn report (**APPENDIX 2**).

18. Internal Audit Report and Governance Statement for the year ending 31 March 2019

To note the Internal Audit Report and to approve the Governance Statement for 2018/19 year.

19. Statement of Accounts and Certificate of Exemption for the year ending 31 March 2019

To approve the Statement of Accounts and the Certificate of Exemption for the year ending 31 March 2019 as contained in the Annual Return.

20. Accounts for Payment

To approve the payment of accounts and bank reconciliation at 30 April 2019 (to be circulated).

21. Date, time, and venue of next meetings

Wednesday 17 July 2019, 7.30pm Wall Village Hall

Wednesday 18 September 2019, 7.30pm Wall Village Hall.

Appendix 1

WALL PARISH COUNCIL

Minutes of the Meeting of Wall Parish Council held on Wednesday 20 March 2019 at 7:30 pm at Wall Village Hall

Present: Cllrs M J Crowe (Chairman), R Barker, P Sampson, R Saxton, Mrs F Robertson and C Rubisch.

In Attendance: County Councillor David Smith and Peter Young (Clerk).

Apologies: Cllr A Ryman.

78. Declarations of Interest and Dispensations: None not covered by Dispensations

79. Minutes

Minutes of the Council meeting held on 10 January 2019, as circulated with the agenda, were approved and signed as a correct record.

80. Matters Arising on the Minutes: The stolen post-box at Hilton had now been replaced.

81. District and County Councillors' Reports

County Councillor David Smith reported on the new Highways Action Partnership which had been established within his Division. **Action:** It was agreed that the Council participate in the Partnership.

During discussion on this item the following matters arose:

- a. Wall Island. **Action:** Clerk to pursue repainting of white lines with Highways England
- b. A5 westbound on approach to Muckley Corner. **Action:** Clerk to seek improved advance signage that the right-hand lane was for A5 westbound traffic.

The Chairman thanked Councillor Smith for his attendance. Councillor Smith left the meeting.

82. Policing Matters

- a. It was noted that the police desk in the reception area of Lichfield District Council would close in May. Office counters for the public would remain open at Burton, Cannock and Stoke which the Police report stated would provide "good levels of accessibility to people across the county".
- b. It was noted that residents were being invited to join their local Safer Neighbourhood Panel.
- c. A written report was submitted to the meeting from the police. Overall recorded crime in Wall and Hammerwich had increased from 98 to 102 incidents in the past year.

83. Public Session: No members of the public were present.

84. Reports from Chairman, Councillors and Clerk: The following matters were reported:

- a. The Speed Watch sign had now been installed. It had first been erected near the Watling Street bus shelter and then relocated to Ashcroft Lane bridge, where early indications were that most vehicles exceeded the 30mph limit. **Actions:** Clerk to submit grant report to the Safer Communities Partnership. Clerk to check with SCC Highways if a 30 mph sign could be fixed to the backing plate of the sign for the times when the sign was not present at that location.
- b. Under new regulations every existing public sector website would need to meet certain accessibility standards and publish a statement to that effect not later than 22 September 2020.
- c. The meeting of the Lichfield District Parish Forum scheduled for 2 April had been cancelled.
- d. Parish Elections would be held on 2 May and completed nomination papers needed to be submitted to LDC by 4pm on Wednesday 3 April.
- e. There had been an incident of anti-social behaviour on the car park. **Action:** Police to be asked to step up night-time patrols.

85. John Linney

Members discussed ways to mark the late John Linney's service to the parish and parish council. A suggested timber archway onto the picnic bench site was discussed, but there were concerns that the design submitted could be used as a climbing frame. **Actions:** Alternative archway designs and other suggestions to be explored. Clerk to check on land ownership of the proposed archway site.

86. Car Park Light and Phonebox Electricity Supply

The Clerk reported on the annual costs of the Npower supply to the car park light as follows:

Until 6 months ago	£167.57
Current "out of contract"	£422.89
w.e.f. 1/4/19 at "out of contract" price	£755.16
New 2 year fixed-price contract offer w.e.f. 1/4/19	£741.76

Action: Clerk to seek alternative energy supply prices via utility brokers Utility Aid. If no substantial decreases could be obtained, then the option of disconnecting both supplies should be explored.

87. Highways & Open Spaces

- f. Cllr Sampson reported that the Community Payback Team were continuing their work.
- b. Cllr Sampson reported the cost (about £140 net) of providing a dog poop bag dispenser (with signage and supply of 800 bags) to go alongside the litter bin on the grassed area by the Watling St bus shelter. **Action:** It was agreed to purchase this, and Cllr Sampson to place the order.
- c. It was agreed to enter the 2019 Best Kept Village competition. **Action:** Clerk to submit entry form.
- d. Highway faults. **Actions:** Clerk to report the following to SCC Highways: gullies needed emptying on Raikes Lane/Ashcroft Lane junction; grips needed reinstating to remove flooding on old A5 west of railway bridge; gullies blocked at the corner of Green Lane and Market Lane, Wall.

88. Planning Applications: No new applications. Decisions on previous applications noted as follows:

Ref	Address	Details	Wall PC Comment	Decision
18/00632/FULM	Barn Farm, Hilton	Erection of agricultural building; extension to farmyard, etc	Recommend Refusal (detailed reasons).	Awaited
18/01413/FUL	Wall Farm, Green Lane	Variation of condition 2 of 17/00624/FUL and 17/00625/LBC relating to approved plans	Recommend Refusal external stairs; new window to playroom; new window to bathroom. No objections to other works	Approved 01/02/19
18/01490/FUL	The White House Market Lane	2-storey extension to front to form garage, utility, 1no bedroom and ensuite; re-roofing, replacement / modification of windows etc	Large extension in Green Belt. Great care must be taken with foundations due to proximity of the Wall Scheduled Monument site; but no objections.	Approved 25/01/19
18/01470/ADV	Various locations	Retention Festival signs	No objections	Approved 14/12/18
19/00107/FULH 19/00108/LBC 19/00110/FULH 19/00111/LBC	Wall Farm, Green Lane	Retention of various works		Awaited

89. Accounts for Payment

The bank reconciliation at 28 February was noted. **Resolved: payment of the following:**

Date Paid	Chq No.	Payee	Details	TOTAL
08/02/19	782	Wall Village Hall PAID	Room Hire 10/1/19 Council	18.00
08/02/19	783	Wall Village Hall PAID	Use by Payback Team 2/12/18-13/1/19	80.00
20/03/19	784	SPCA	Membership (1 year from 1/4/19)	152.00
08/02/19	785	Wall Village Hall Total £98.00	Room Hire 20/3/19 Council	18.00
			Use by Payback Team 20/1/19-17/3/19	80.00
19/03/19	786	Locum Clerk	Salary	379.84
19/03/19	787	HMRC	PAYE on salary	94.80
19/03/19	788	Community Foundation	BKV entry 2019	30.40
				853.04

90. Dates of Next Meetings

Wed 15 May 2019, 7:30 pm, Wall Village Hall (Annual Council, preceded by Annual Parish Meeting)
Wed 17 July 2019, 7:30 pm, Wall Village Hall

There being no further business the Chairman declared the meeting closed at 9:50 pm

Chairman:

Date:

Appendix 2

WALL PARISH COUNCIL Out-turn Report 18/19 & Revised Budget 19/20

	2017/18 Actual	2018/19 Actual	2018/19 Budget	2019/20 Budget
<u>RECEIPTS</u>				
PRECEPT	10,043	10,600	10,600	11,600
Local Council Tax Support Grant	457	0	0	0
Lengthsman and grass cutting	2,359	950	950	0
Speedwatch sign grant	3,395	0	0	0
Wall Leaflets	162	127	155	150
VAT refunds	472	857	805	300
Gross Receipts	16,888	12,534	12,510	12,050
<u>PAYMENTS</u>				
Employee Costs	2,763	2,848	2,850	2,930
General Administration	1,246	1,106	1,415 1	1,450
Lengthsman and grass cutting	2,005	1,500	1,500	1,650
Speedwatch sign	0	2,997	3,395 2	500
Other Projects	398	1,155	1,635 3	2,500 3
Car park light	174	288	1,135 4	1,270 4
Grants paid out	2,350	1,300	2,090 5	2,680 5
Election Cost May 2019	-	-	-	1,600
VAT on payments (refundable)	116	849	870	300
Gross Payments	9,051	12,043	14,890	14,880
<u>BALANCES</u>				
Opening Balance 1 April	5,251.06	13,088	13,088	13,579 7
Profit (Loss) on year	7,836.80	492	-2,380	-2,830
Closing Balance	13,088	13,579 6	10,708 6	10,749

	2017/18 Actual	2018/19 Actual	2018/19 Budget	2019/20 Budget
<u>COUNCIL TAX ANALYSIS</u>				
Precept	10,043	10,600	10,600	11,600
Local Council Tax Support Grant	457	0	0	0
Apportioned Tax Base	193.88	196.10	196.10	196.23
Resultant Band D Tax	51.80	54.05	54.05	59.11

Notes

- 1** £309 underspent
- 2** £398 underspent – Council has not yet paid for installation costs, but may be £nil.
- 3** £480 underspent as purchase of projector not made in 18/19. £500 has been added to 19/20 budget for this.
- 4** £847 difference because budgeted electrical works to car park light and phone box were not done in 18/19. £850 has therefore been added to budget this year.
- 5** £790 underspent because grant made for churchyard 18/19 was less than budgeted and £480 allocated to Village Hall porch floor was not spent in year. The £480 for porch floor has therefore been added to 19/20 budget.
- 6** Balance at 31 March is £2,872 higher than projected because of the reasons in notes 1-5 above
- 7** The projected opening balance 1 April has been changed to the actual opening balance of £13,579 (£2,872 higher than projected when the budget was set).

Wall Parish Council - Receipts and Payments 1 April 2018 to 31 March 2019

Payments

Date Paid	Chq No.	Payee	Details	TOTAL	VAT Paid	Employee Costs	General Admin	L/man & Grass	Projects	Grants Paid	Npower
16/04/18	738	N Power	H3120001 1/1/18 to 31/3/18	33.68	1.60						32.08
24/04/18	739	Staffs Community Council	BKV posters	5.64	-		5.64				
03/05/18	740	J Moulds (reimburse)	A3 laminates - BKV competition art	19.99	3.33		16.66				
16/05/18	746	SJL Landscapes	Mowing April	144.00	24.00			120.00			
16/05/18	747	N Power	H3120002 1/4/17 to 31/3/18	40.32	1.92						38.40
16/05/18	748	Came and Co	Insurance to 31 May 2019	404.31	-		404.31				
16/05/18	749	Toplis Associates	Internal audit 2017/18	118.20	19.70		98.50				
16/05/18	750	P Sampson (re-imburse)	Trade Point - paint/stain etc	78.47	13.08				65.39		
			Morrisons - Gravel, plants, compost, etc	36.00	6.00				30.00		
			Tool Station - Protective coverage	11.24	1.87				9.37		
16/05/18	751	P Young	Net Salary Apr/May + expenses	424.75	-	379.84	44.91				
16/05/18	752	HMRC	PAYE on salary	94.80	-	94.80					
06/06/18	741	SJL Landscapes	Mowing May Invoice 2883	144.00	24.00			120.00			
11/06/18	742	P Sampson Reimburse	Ebay - Laser cut letters + screws	36.00	-				36.00		
			Ebay - 12 No fence spikes	83.88	-				83.88		
			Ebay - 16 No pyramid caps	97.60	-				97.60		
13/06/18	743	Morgan Garden Services	Remove leaves/debris, clear drains etc.	200.00	-			200.00			
22/06/18	744	Wall Village Hall	Room Hire 16/5/18 Council + APM	27.00	-		27.00				
18/07/18	753	Wall Village Hall	Use by Payback Team 20/3/18 to 15/7/18	180.00	-				180.00		
			Room Hire 18/7/18 Council	18.00	-		18.00				
18/07/18	754	SJL Landscapes	Inv 2904 (2 cuts)	288.00	48.00			240.00			
18/07/18	755	P Sampson Reimburse	2 No leaf and debris collectors	12.30	2.05				10.25		
18/07/18	756	Npower	H3120001 1/4/18 to 25/5/18	20.59	0.98						19.61
18/07/18	757	P Young	Net Salary June/July + expenses	429.59	-	379.64	49.95				
			Total £480.35	£50.76	5.13		45.63				
18/07/18	758	HMRC	PAYE on salary	95.00	-	95.00					
18/07/18	759	C Rubisch	Reimburse fuel for brushcutter	10.00	-			10.00			
18/08/18	745	P Sampson (re-imburse)	Unicorn restorations - glazing pin set	28.32	4.72				23.60		
			Amazon - grass strimmer cord	13.98	-				13.98		
19/09/18	760	Unicorn Restorations	Door straps etc	65.76	10.96				54.80		
19/09/18	761	SJL Landscapes	Verge cutting Inv 2955	144.00	24.00			120.00			
19/09/18	762	Wall Village Hall	Use by Payback Team 22/7/18 to 16/9/18	180.00	-				180.00		
			Room Hire 18/7/18 Council	18.00	-		18.00				
19/09/18	763	P Young	Net Salary Aug/Sept + expenses	421.92	-	379.84	42.08				
19/09/18	764	HMRC	PAYE on salary	94.80	-	94.80					
10/10/18	765	SJL Landscapes	Verge cutting Inv 2988	144.00	24.00			120.00			
10/10/18	766	Npower	H3120001 26/5/18-30/6/18	33.99	1.62						32.37
			Total £120.81	86.82	4.13						82.69
08/10/18	767	SJL Landscapes	Verge cutting Inv 3012	144.00	24.00			120.00			
08/10/18	768	P Sampson Reimburse	Glass for bus shelter	20.00	-				20.00		
08/10/18	769	Stocksigns Ltd	Speed Sign	3,366.00	561.00				2,805.00		
22/11/18	770	CANCELLED	CANCELLED	-	-						
22/11/18	771	P Young	Net Salary Oct/Nov + expenses	421.38	-	379.64	41.74				
			Total £471.38	50.00	-		50.00				
22/11/18	772	HMRC	PAYE on salary	95.00	-	95.00					
22/11/18	773	Wall Village Hall	Use by Payback Team 23/9/18-11/11/18	160.00	-				160.00		
			Room Hire 21/11/18 Council	18.00	-		18.00				
22/11/18	774	St John's Wall PCC	Grant for Concert	150.00	-					150.00	
29/11/18	775	Morgan Garden Services	Leaf Clearance	300.00	-			300.00			
05/12/18	776	ACW Arb	Tree works car park Beech	150.00	-			150.00			
10/01/19	777	P Young Reimburse posts/caps for speed sign TOTAL £230.31	SignPost Solutions Ltd - 4 x posts	216.38	36.06				180.32		
			Vital Parts - 4 x end caps	13.93	2.32				11.61		
10/01/19	778	P. Young	Net Salary Dec/Jan + expenses	417.31	-	379.64	37.67				
10/01/19	779	HMRC	PAYE on salary	95.00	-	95.00					
10/01/19	780	Npower	H3120001 1/10/18 to 31/12/18	87.07	4.15						82.92
10/01/19	781	St John's Wall PCC	Grant for Churchyard maintenance	1,150.00	-					1,150.00	
08/02/19	782	Wall Village Hall	Room Hire 10/1/19 Council	18.00	-		18.00				
08/02/19	783	Wall Village Hall	Use by Payback Team 2/12/18-13/1/19	80.00	-				80.00		
20/03/19	784	SPCA	Membership (1 year from 1/4/19)	152.00	-		152.00				
08/02/19	785	Wall Village Hall	Room Hire 20/3/19 Council	18.00	-		18.00				
			Use by Payback Team 20/1/19-17/3/19	80.00	-				80.00		
19/03/19	786	Locum Clerk	Salary	379.84	-	379.84					
19/03/19	787	HMRC	PAYE on salary	94.80	-	94.80					
19/03/19	788	Community Foundation	BKV entry 2019	30.40	-				30.40		
				12,042.82	848.62	2,847.84	1,106.09	1,500.00	4,152.20	1,300.00	288.07

Receipts

Date	Ref	Payee	Details	TOTAL	VAT Refund	Precept	Wall Leaflets	L/man & Grass	Projects	Grants Rec'd	Other
16/04/18	1	LDC	Precept	10,600.00		10,600.00					
19/04/18	2	SCC	Highway Verge cutting re 2017-18	950.30				950.30			
15/05/18	3	Wall leaflets	Wall leaflets	31.57			31.57				
10/09/18	4	Wall leaflets	Wall leaflets	60.86			60.86				
29/11/18	5	Wall leaflets	Wall leaflets	24.69			24.69				
17/01/19	6	Wall leaflets	Wall leaflets	9.50			9.50				
08/02/19	7	HMRC	VAT refund for 1/1/2018 to 31/12/2018	857.47	857.47						
				12,534.39	857.47	10,600.00	126.62	950.30	0.00	0.00	0.00

Bank Reconciliation at 31 March 2019

Accounts	
a. Balance b/f 1st April	13,087.86
b. Total Receipts	12,534.39
c. Total Payments	12,042.82
d. Profit / Loss on year (b-c)	491.57
e. Closing Balance (a+d)	13,579.43

Bank balances	
Current Account statement	13
Add unrepresented income	14,239.67
Less unrepresented cheques	784
	785
	786
	788
	-152.00
	-98.00
	-379.84
	-30.40
	13,579.43