

## Walton Parish Council

The Annual Parish Meeting, followed by the statutory Annual Meeting of the Parish Council, will be held on 17 May 2021 in Walton Village Hall, starting at 7.00pm

Due to current Covid-19 restrictions on numbers attending face-to-face Parish Council meetings and social distancing requirements of the Village Hall, the Parish Council is permitted to add numbers of village attendees up to a total of six. Our experience over previous years is that we only have two or three public representatives, so, we believe the limit on attendees to this meeting to be reasonable and proportionate and, of course, safe. We have conducted a full risk assessment and the arrangements fall fully in line with government requirements.

If you wish to attend, please advise the Clerk of the Council, Helena Buck at [secretary@walton-pc.gov.uk](mailto:secretary@walton-pc.gov.uk). Places will be offered on a first come first served basis.

If you are unable to attend or do not wish to attend, but wish to make a point or ask a question, then please submit that in advance by email to the clerk. It will be dealt with at the meeting and you will separately receive a reply during the following week from the Chairman.

These are difficult times; however, we hope you will find these arrangements acceptable – we continue to value and welcome the voice of the community of Walton.

### Annual Parish Meeting, 7.00pm

#### AGENDA

1. Welcome – Cllr Aspland.
2. Approval of Minutes of the APM held on 20 May 2019 – Cllr Aspland. (2020 APM cancelled due to Covid-19 restrictions.)
3. Chairman's Annual Report – Cllr Aspland.
4. Summary of Finances 2020-21 – Cllr Taylor.
5. Open Forum.
6. Close.

### Annual Meeting of the Parish Council, 7.30pm

The meeting will follow the Annual Parish Meeting.

#### AGENDA

1. Election of Chair of the Council for the ensuing year and signing of the Declaration of Acceptance of Office.
2. Election of Vice-Chairman of the Council for the ensuing year and signing of the Declaration of Acceptance of Office.
3. To receive & approve apologies for absence.
4. Appointments of Members to Council roles/responsibilities.
5. To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-17 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest in accordance with paragraphs 18-20 of the Members' Code of Conduct.
6. To accept the minutes of the Meeting of the Parish Council held on 8 March 2021 by remote access as a true and correct record.
7. Matters arising from the PC minutes.
8. Police Matters: to consider the most recent Crime information.
9. To consider correspondence received by the Clerk since the last meeting and to agree further action where necessary.

10. Annual Review of Governance Documents (circulated):

- a. Code of Conduct.
- b. Procedural Standing Orders.
- c. Financial Regulations.

11. Financial Matters (Cllr Taylor)

- a. Approval of end of year Parish accounts: Income and expenditure statement 1 April 2020 to 31 March 2021.
- b. Bank reconciliation statement as at 31 March 2021.
- c. Approval of the appointment of an alternative internal financial auditor for 2020-21 (due to circumstances regarding the current approved auditor).
- d. To note that approval and signing of the Annual Governance and Accountability Return (AGAR) is deferred to an Extraordinary Meeting of the Parish Council, date to be arranged.
- e. To note that because the higher of gross income & expenditure was less than £25,000 for the year ending 31.3.2021, the PC can certify itself as exempt from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015, Certificate of Exemption to be approved and signed at the Extraordinary Meeting (noted in Item 11d).
- f. Income & Expenditure 1 - 30 April 2021.
- g. Bank Reconciliation statement 1 - 30 April 2021.
- h. Payments for approval since last PC meeting:
  - i. H Buck Reimbursement – PC Crew Computer Service Sales – PC Laptop fault - Installation new fan to HP Laptop. £66.50 + £13.30 VAT. Tot £79.80.
  - ii. YLCA Membership Invoice 1 Apr 2021 – 31 Mar 2022. £125.
  - iii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 22255 dated 5 Apr 2021. £8.33 + £1.67 VAT. Tot £10.
  - iv. Came & Company Local Council Annual Insurance. Insurance Premium £337.08, Admin Fee £50, IPT £40.45. Tot £427.53.
  - v. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 22638 dated 5 May 2021. £8.33 + £1.67 VAT. Tot £10.
  - vi. H Buck Inst Inks reimbursement – Hewlett Packard Instant Inks Direct Debit by credit card for Office Jet 4650 Printer: Mar-Apr 21: £9.99 per month. £8.32 + £1.67 VAT x 2. Tot £19.98.
- i. Retrospective approval for the following payments (authorised Cllr Aspland):
  - i. Inca Europe Ltd. Payment: Domain hosting DNS Services & Email services. £54.00 + £10.80 VAT. Tot £64.80.
  - ii. J.E. Simpson. Payment Annual Rent Footpath/Cycle Track & Playground. £500 Footpath & Cycle Track rent; £100 Playground rent + £120 VAT. Tot £720.
- j. Approval for Clerk salary and expenses Mar-Apr 2021 (circulated).
- k. Approval for HMRC payment: Tax on Clerk's salary Mar-Apr 2021 (circulated).

12. Village Hall Development – update (Cllr Wake).

13. Planning matters.

- a. Planning Application Number: 21/02195/FU/NE For: Single storey rear extension Site At: Ivy House Farm Main Street Walton.
- b. Thorp Arch Estate Proposed Development: Ash Way IV - Plans for new light industrial buildings. The development would comprise 6 new buildings providing 9 industrial units totalling 92,000 sq. ft and ranging from 4,000 sq. ft to 30,000 sq. ft on the site of the former Units 206 & 208 Thorp Arch Estate and the site of smaller units to the south of these buildings. The existing redundant buildings would be demolished and crushed and the earth embankments from around Unit 208 removed to provide a level site. Plans have been circulated. Suggestions or comments invited - contact: Agent for Trustees of Patrizia Hanover PUT, Thorp Arch Estate.

- c. Application Number: 21/03000/OT/NE For: Outline application for up to nine dwellings with all matters reserved Site At: Walnut Farm Main Street Walton. Deadline for comments 17 May, extended to 24 May 2021.
  - d. Update on Application No 20/08547/FU/NE. For: Change of use of land for the siting of 8No. Glamping geodomes for holiday use, storage building and ancillary works. Site At: Land off Hall Park Road, Walton. Status: current at 11 May 2021.
14. To consider minor items (matters about which no decision can be taken at this meeting) and to notify the Clerk of items for inclusion on the agenda of the next meeting.
15. Date of next meeting: Monday 12 July 2021, 7.30pm in the Village Hall.

Summons issued by Walton Parish Clerk/RFO

H Buck

[secretary@walton-pc.gov.uk](mailto:secretary@walton-pc.gov.uk)