

# BAGNALL PARISH COUNCIL

## Minutes of Annual Meeting of the Parish Council

Tuesday 17 May 2022

Village Hall  
School Lane  
Bagnall  
Staffordshire Moorlands

### Present:

Cllr Les Knowles (Chair)  
Cllr Anthony Drakeley

Cllr Roger Jackson  
Cllr Peter Lawley

### In attendance:

Denise Cooper (Clerk); 2 parishioners

### Apologies

Cllr Andrew Batson – Annual leave  
Cllr David Pearson – Business commitments  
Cllr Sybil Ralphs – Business commitments

### Minutes of the Previous Annual General Meeting

The minutes of the previous annual meeting were read and accepted as a true and accurate record.

### 22.11 Chairman's Report

The Chairman, Cllr Les Knowles, read out his report for the year 2021/22. A copy will be published on the website.

### 22.12 Finance Report

The Clerk / RFO reported that in the financial year 2021/22 the Parish Council requested a precept for the year of £9,100. This equated to a rise of £1.03 on Band D Council Tax, based on 368 households within the Parish.

During the year the Parish Council changed banks. HSBC advised that charges would be made to hold an account with them, and Cllrs felt it more prudent to hold our funds with a bank that did not charge, therefore funds were moved to NatWest plc in December 2021.

Our largest commitments for the financial year were the maintenance of the playing fields amounting to £975, maintenance of the greens totalling £2,100, and staffing costs at £1,968. The contracted Groundsman for the playing field failed to honour his contract in year, which resulted in the Parish Council having to secure alternative arrangements to bring the field back up to standard, therefore not all the budget allocated to this element were spent. During the year, a capital payment of £500 towards the purchase of the playing field was made, leaving our outstanding loan balance at £5,000. Interest on the loan for the year was £201, a considerable saving on the rent previously paid for the field.

In terms of receipts, we re-claimed VAT on invoices paid during the year totalling £134.68 and received a grant of £250 from SMDC and a donation from Western Power of £600 towards Christmas lighting. Two sums of £400 from Alliance Environmental towards the cost of maintenance of the greens/playing field were received, these equated to a payment for 2020/21 received late due to the pandemic and a payment for the year 2021/22.

On 31 March 2022 the monies held by the Parish Council amounted to £14,901.29.

Looking forward it is important that we look to securing additional funding from whatever sources we can to enable us to undertake the work within the Parish that we wish to do in the forthcoming year. Costs are rising and we are currently walking a fine line between utilising our known incoming resources and having to dip into reserves.

## **22.13 Allocation of Duties**

**Chairman** – Cllr Les Knowles

**Vice Chairman** – Cllr Andrew Batson

To prevent a potential conflict of interests, the sub-groups of the Parish Council have been split down and the appointment of Councillors for specific areas of work allocated accordingly. Councillors with a personal or pecuniary interest will not be appointed to areas of work that conflict with that interest.

In line with discussions at previous meetings we no longer have a representative on the Village Hall Committee and have developed a new responsibility on planning.

**Planning** – All Councillors, except Cllr Sybil Ralphs

**Planning Approvals Review** – Cllr Anthony Drakeley

**Highways and Footpaths** – Cllr Andrew Batson and Cllr Les Knowles,

**General Maintenance (including Greens and Playing Field)** – Cllr Anthony Drakeley, Cllr Roger Jackson and Cllr Peter Lawley

**Parish Assembly** – Cllr Andrew Batson

**Wetley Moor Committee** – Cllr Andrew Batson

**Newsletter and Publicity** – Ad hoc as required

## **22.14 Review / Agreement of Governance / Policy Documents**

Parish Councils have four main governance documents: Standing Orders, Financial Regulations, Scheme of Delegation and Code of Conduct. No changes to the first three policies have been made and it was agreed that these should stand.

The Code of Conduct has been revised in line with NALC recommendations. A copy was circulated prior to the meeting and Cllrs agreed to accept this updated version. A copy of the new version will be put on the website.

## **22.15 Attendance Report**

Out of a potential 9 meetings, Cllrs Batson, Knowles and Lawley attended all meetings, Cllrs Pearson and Jackson attended 7 meetings, and Cllr Ralphs attended 7. Cllr Drakeley was co-opted onto the Parish Council in July 2021 and out of a potential 8 meetings, attended 5.

Zoom meetings were permitted by a change in the law until 7 May 2021. The Parish Council gave Cllr Ralphs dispensation from S.85 of the LGA 1972 to attend via this method until the year end.

## **22.16 Meeting Schedule 2019/20**

The Schedule of meetings for the forthcoming year are as follows:

- Tuesday 19 April 2022
- Tuesday 17 May 2022 (includes Annual Meeting)
- Tuesday 21 June 2022
- Tuesday 19 July 2022
- Tuesday 20 September 2022
- Tuesday 18 October 2022
- Tuesday 15 November 2022
- Tuesday 17 January 2023
- Tuesday 21 February 2023
- Tuesday 21 March 2023

All meetings will commence at 7.00pm and will be held at the Village Hall, School Road, Bagnall.

### **Date of Next Annual Meeting**

The next Annual meeting will be held on Tuesday 16 May 2023, 7pm.

The meeting closed at 7.20pm

Signed  
(Chairman)

Dated: 17 May 2022