



EDITH WESTON PARISH COUNCIL

4 Normanton Cottages, Empingham Road,

Normanton, Rutland, LE15 8RW

22 June 2020

The next meeting of Edith Weston Parish Council is to be held on Monday 29th June 2020 at 7.15pm. The Draft Agenda is set out below.

We would like to offer members of the public the opportunity to submit questions in writing if they are unable to participate online or via phone link. Any questions should be submitted in writing to me at the above address.

Topic: Edith Weston Parish Council

Time: Jun 29, 2020 07:15 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/81006124065?pwd=dHIJb0Vvc041Y0w1SFUUSElsNOdsZz09>

Meeting ID: 810 0612 4065

Password: 903837

One tap mobile

+442034815240,,81006124065#,,,,0#,,903837# United Kingdom

+441314601196,,81006124065#,,,,0#,,903837# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 810 0612 4065

Password: 903837

Find your local number: <https://us02web.zoom.us/j/81006124065?pwd=dHIJb0Vvc041Y0w1SFUUSElsNOdsZz09>

Many thanks

Cathie Gwilliam

Cathie Gwilliam

Clerk to the Council

AGENDA

- | | | |
|--------|--|----|
| 61/20. | Apologies | CG |
| 62/20. | Declarations of interest in items on the agenda. | PB |
| 63/20. | Public Open Forum | PB |

64/20.	Minutes of the last meeting held on 26 May 2020. Appendix A	PB
65/20.	Matters arising from the minutes not on the agenda	PB
66/20.	Update from the Army	KM
67/20.	Neighbourhood Planning Committee update. Nothing to report.	PB
68/20.	Future of St George's Barracks update. <ul style="list-style-type: none"> • Process • Representation • Funding • PCLG representation from EWPC 	JG
69/20.	SGB Committee report. Appendix B	JG
70/20.	To discuss planning applications received <ul style="list-style-type: none"> • 2020/0484/FUL - PROPOSAL: Demolition of 19 no. garages on land at Coniston Avenue and replacement with 26 surface level parking spaces ; creation of new footpath to connect to Ullswater Avenue; provision of additional residents and visitor parking spaces, footpaths and crossovers along properties on Ullswater Avenue, Windermere Road and Derwent Avenue. Extension in time to comment granted until 2 July. • 2020/0563/CAT - PROPOSAL: Fell 1 No. Walnut Tree (T1) . Reduce height of 1 No. Silver Birch Tree (T2) by 4m, and reduce lateral branches by 1.5m 30 Weston Road Edith Weston Rutland LE15 8HQ. Deadline for comments extended to 9 July. • Update on Coach Parking • Update on application for trees at 24 and 26 King Edwards Way <p>Email from Callie and Letter from planners</p>	PC
71/20.	Update on environmental issues in the Parish: <ul style="list-style-type: none"> • Street Lamps update 	NF
72/20.	Finance: <p>To note the current bank balance on the Parish Council's Accounts. Appendix C to be presented at the meeting.</p> <ul style="list-style-type: none"> • Making Accounts available to the public from 1st July. • Missing VAT claims have been calculated and submitted 	CG

as follows:

VAT Claim for 2017/18 submitted 12/6/2020 - £554.48 has been paid

VAT Claim for 2018/19 submitted 18/6/2020 - £1,135.67

VAT Claim for 2019/20 submitted 18/6/2020 – £1,588.54

- 73/20 To agree payment of invoices: CG
- LRALC Chairman and Councillor training - £80
 - CPRE membership - £36
- 74/20. To discuss correspondence received by the Clerk CG
- Audit Report actions requiring Resolution. **Appendix D**
- Resolution to approve and adopt Risk Assessment and Risk Register. **Appendix E**
- All other items covered in the audit report shall be reviewed and adopted at the Annual Parish Meeting in August.
- Covid – 19. EWPC response.
 - Road Closure notice Rectory Lane from Weston Road to King Edward's Way for six months from 15th July 2020 or until the works are completed. **Appendix F**
 - Complaint to RCC about car parking around Rutland Water. Response from Helen Briggs and further action taken by the clerk.
- 75/20 To confirm the date of the next Parish Council meeting, Monday 27 July 2020, 7.15pm via virtual conference if restrictions are still in place.
- If you are unable to attend this meeting please let a member of the Parish Council know as soon as possible.

Appendix A

DRAFT

EDITH WESTON PARISH COUNCIL

Minutes of the meeting of the Edith Weston Parish Council (EWPC) held on Tuesday 26th May 2020

Attendance: H. Wood (HW), N. Farmer (NF), Peter Coe (PC) Paul Boggust (PB) – Chair, Capt. K, Masson (CKM), Julie Gray (JG), Juliet Stuttard (JS) and the Clerk, C. Gwilliam (CG)

Visitors: 7 members of the public including County Councillors Bool and Waller

47/20. Apologies

None

48/20. Declarations of interest in items on the agenda.

None

49/20. Public Open Forum

None

50/20. Minutes of the last meeting held on 27 April 2020. See **Appendix A**

Resolved. To accept and sign as a true record.

51/20. Matters arising from the minutes not on the agenda

- Following speeding concerns raised during the Army Update at the last meeting a letter has been submitted to Rutland County Council (RCC) and a resulting Highways & Transport Request for service has been submitted.
- Rutland Police have carried out speed checks and will do more in the next few weeks. CG detailed an informal conversation she had with the PC Icke regarding future speed check work they would be carrying out.
- New notice Board has been ordered and delivery expected in 6 to 8 weeks to CG home address. A possible change of location was discussed but dismissed.

52/20. Update from the Army

KM expressed concerns that comments he had made may have been repeated out of context. CG agreed to let KM see draft minutes before they are published.

53/20 Neighbourhood Planning Committee update.

Nothing to report.

54/20 Future of St George's Barracks

PCLG update

Councillor Gale Waller (GW) reported that RCC will be holding a Cabinet meeting on 16th June and will be discussing changes to the Statement of Community Involvement to facilitate Government Covid-19 conditions with an emphasis to concentrate on the hard to reach groups who in Rutland are those who are not internet connected. Once the changes to the statement are agreed then the Regulation 19 consultation can go ahead.

JG gave an update from PCLG. They will be organising Deputations and lobbying the Scrutiny Committee to reemphasise the risks associated with the potential lack of consultation.

PC gave an update on the report from specialists planning consultant that is due on 29th May. The report is to be broken down into relevant areas of action and some confidential parts and will be discussed in an exempt session.

JG expressed concern that as it is not possible to hold a village meeting regarding the Regulation 19 consultation, the Parish Council should start to draft a letter to go out to

ALL parishioners to explain what is happening and why and offer some assistance in accordance with social distancing to assist parishioners on consultation responses.

JG confirmed that Legal representation would follow on from the Planning Consultants report. SGB Committee members PC, JG, PB, JS will meet TBA to agree the terms of reference.

55/20 To discuss planning applications received

- The Town & Country Planning (Tree Preservation) (England) Regulations 2012. PROPOSAL: No 1. Sycamore (Red) – Fell. 24 King Edward's Way Edith Weston Rutland LE15 8EZ. Response by 9 June 2020

Resolved. PC to draft a response asking for more information from the applicant as no reason has been given in the application.

56/20 Update on environmental issues in the Parish:

- Removal of Street Lamp causing problems due to location close to 1st floor window. The Parish Council have some concerns about the removal of the light on health and safety grounds however the Parish Council do wish to support the resident as best we can.

Resolved. Councillor Ken Bool (KB) will highlight with RCC the need to do a survey of the street lighting in that area to see if the light in question can be moved once the Covid-19 guidance allows site visits.

- Complaints of Dog barking in Well Cross area.

Resolved. Residents are to be encouraged to write to RCC as this is an Environmental Health issue. This can be done on line at <https://www.rutland.gov.uk/my-community/environment/report-an-environmental-issue/>

57/20 Finance:

To note the current bank balance on the Parish Council's Accounts. See **Appendix B** presented at the meeting.

- Closing accounts for 2018/19. See **Appendix C**

Resolved. All Councillors have approved the closing accounts documentation circulated.

- Annual Governance and Accountability Return 2019/20. See **Appendix C**

Resolved. All Parish Councillors agreed to each statement on the Annual Governance and Accountability Statement as read out at the meeting.

58/20 To agree payment of invoices:

- Zurich Municipal – Parish Council Insurance - £167.44

Resolved. To pay

- Norman Milne EWPC printing Jan – March 2020 - £742.39

Resolved. To pay

59/20 To discuss correspondence received by the Clerk

- Covid – 19. EWPC response

CG gave a report from the confidential conference calls between RCC and all Parish Councils.

60/20. To confirm the date of the next Parish Council meeting

Tuesday 26 May 2020, 7.15pm via virtual conference if restrictions are still in place.

Appendix B

DRAFT EDITH WESTON PARISH COUNCIL – SGB Committee

Minutes of the meeting of the Edith Weston Parish Council (EWPC) St Georges Barracks (SGB) Committee held on Thursday 4th June 2020

Attendance: Paul Boggust (PB), Julie Gray (JG), Juliet Stuttard (JS) - Chair, Cathie Gwilliam (CG) - Clerk

Visitors: 1 member of the public.

SGB1/20. Apologies

Peter Coe (PC)

SGB2/20. Agreement of Terms of Reference. See DRAFT **Appendix A**

Aims and objectives

- Elect a Chairperson

Resolved by unanimous vote that Julie Gray be Chairperson

- Agree Terms of Reference.

Resolved to except the Terms of Reference in Appendix A. Proposed by JG and seconded by PB.

SGB3/20. Public Open Forum

None

SGB4/20. Parish Council Liaison Group (PCLG) Update

Working together and sharing knowledge

PCLG continue to meet regularly.

SGB5/20. Statement of Community Involvement

Covid-19 implications

Rutland County Council (RCC) Scrutiny meeting on 11th June to look at the RCC Cabinet decision to change the RCC Statement of Community Involvement (SCI) to incorporate the Covid implications. These changes are going to go out to Public consultation. Deputations will be required.

Scrutiny Committee

Scrutiny 11th June (virtual)

Cabinet 16th June (virtual)

Consultation on SCI starts 19th June – 13th July

Cabinet 31st July

SGB6/20. Scrutiny Panel on 11th June

- Deputations and/or Questions

Resolved. JG and JS to prepare something.

Resolved. The Parish Council will do some research into a parish response.

Liaise again on Monday 8th regarding submissions.

CG to be ready to send an updating email to all Parish Councils regarding the consultation.

SGB7/20 St George's Barracks Update

- likely dates
- process
- communication with Parishioners
- gathering responses in Covid lockdown
- representation from EW
- professional guidance

Reg. 19 Consultation starts 3rd August – 14th September

Resolution. Draft a newsletter to send out to all parishioners. PB and CG to draft newsletter ready for release on 12th June.

Resolution. To look at Zoom meeting in August to engage as many as possible. Waiting for the report from Marrons. Should be with us by 12th June.

SGB8/20 **Closed Session is called.**

The Public will be asked to leave the meeting due to the commercially confidential nature of the following items.

SGB12/20 To confirm the date of the next SGB Committee

Monday 15th June, 7pm Via Zoom meeting.

Appendix C Updated copy to be presented on the day with up to date figures.

Edith Weston Parish Council

24 May 2020 to 28 June 2020

PAYMENTS LIST

Voucher	Code	Date	Minute	Description	Supplier	VAT	Total
15	Printing	27/05/2020	58/20	Printing	Norman Milne	0.00	742.39
16	Insurance	27/05/2020	58/20	Annual PC insurance	Zurich Municipal	0.00	167.44
17	Telecoms	04/06/2020		Village Hall broadband	Zen Internet	3.42	17.10
18	Telecoms	08/06/2020		Village Hall broadband	Zen Internet	3.40	17.00
19	Clerks Wages	15/06/2020	30/4/2019 12B	Salary	C E Gwilliam	0.00	195.43
20	Software	17/06/2020	44/20	Stationery, licences	C E Gwilliam	2.40	11.99
Total						9.22	1,151.35

RECEIPTS LIST

Voucher	Code	Date	Minute	Description	Supplier	VAT	Total
4	Bank interest	01/06/2020		Bank interest	HSBC	0.00	7.92
5	VAT claim	17/06/2020		VAT claim	HMRC	0.00	554.48
Total						0.00	562.40

ACCOUNT BALANCES on 29 June 2020

Savings = £

Current = £

Clerk Hours 24 May 2020 to 28 June 2020

25/5 - 31/5

EWPC 10hrs45mins

1/6 - 7/6

EWPC 15hrs45mins

8/6 - 14/6

EWPC 9hrs50mins

15/6 - 21/6

EWPC

22/6 - 28/6

EWPC

Total

EWPC

Paid

Overtime

Leicestershire and Rutland ALC IAS

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

LRALC Internal Audit Service

Name of council:	Edith Weston		
Name of Internal Auditor:	Joan Edwards	Date of report:	02/06/2020
Year ending:	31 March 2020	Date audit carried out:	01/06/2020

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

Due to the United Kingdom being in lockdown as a result of the COVID-19 pandemic, this audit was conducted remotely, initially by researching documents available on your website and subsequently by reviewing documentation submitted by your clerk and followed up by a virtual meeting conducted using Zoom.

Firstly, we need to address the outstanding comments from your 2019 audit.

Last June your parish council records were in some disarray because of your clerk being off sick and the temporary clerk not doing a satisfactory job. At the time the audit was conducted your permanent clerk had just returned to work and was trying to put matters right. From a remote inspection of your website and meeting minutes it appears that there are significant gaps and some key documentation appears to be missing or has not been reviewed.

In the minutes of your annual meeting, the process and allocation for the review and approval of the following documents should be made. Generally, a member or members of the parish council will be allocated this task and a date agreed for the reviewed documents to be put before the council for approval. The auditor was not able to find any evidence of this process.

- Risk Management Policy and Risk Register
- Asset Register
- Standing order adoption
- Review of financial regulations
- Equal Opportunities Policy
- List of member interests
- Review of insurance policy
- Transparency Code

Your clerk is still settling into the post and has quite a task ahead of her to ensure that the required documentation is created, reviewed, and agreed by 31st March 2021. I propose that Cathie is given time to obtain standard templates for this documentation, tailor it to Edith Weston Parish Council's requirements and then present it to the parish council for review and adoption. I am prepared to arrange an interim audit in the autumn to review the processes.

I would like to thank Cathie for sending Section 2 – Accounting Statement 2019/20 and other supporting documents to assist in the preparation of this audit.

It was agreed prior to audit that the auditor would only audit against the requirements laid out on the Annual Internal Audit Report (internal control objectives)

Observations to consider from this audit.

1. There was no evidence that VAT had been claimed for this financial year, as a result the requirements of B have not been achieved.
2. The Risk Assessment provided prior to the audit is not adequate, the auditor did provide Cathie with a template to modify to Edith Weston Parish Councils requirements, therefore the requirements of C have not been achieved.
3. It might be helpful to state in the annual meeting that the parish council does not have any assets and therefore does not require an Asset Register.
4. It was believed that the previous clerk had certified EWPC as exempt from a limited assurance review for 2018/19, however we were not able to confirm this.

Conclusion

Edith Weston continues to be heavily involved with the proposed development of St George's Barracks, It is understood that this is a very important and personal item to EWPC, however it must not be allowed to distract the parish council from attending to the mandatory requirements of running the parish council

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out.

Yours sincerely,

J. L. Edwards

Joan Edwards
Internal Auditor to the Council
01572 813317
Joan31@icloud.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2019	Year ending 31 March 2020
1. Balances brought forward	20,094	23,503.29
2. Annual precept	18,296	21,550
3. Total other receipts	1,270	1,194
4. Staff costs	1,676	1,871
5. Loan interest/capital repayments	0	0
6. Total other payments	14,480	15,618
7. Balances carried forward	23,504	30,640
8. Total cash and investments	23,504	30,640
9. Total fixed assets and long-term assets	0	0
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2018)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<http://www.leicestershireandrutlandalc.gov.uk/uploads/governance-and-accountability-for-smaller-authorities-in-england-2019-sections-1-5-1.pdf>

Annual Internal Audit Report 2018/19

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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.			✓
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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or 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 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			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

01/06/2020

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

JOAN EDWARDS INTERNAL AUDITOR

Signature of person who carried out the internal audit

J. L. Edwards REQUIRED

Date

21/6/2020

*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).

Appendix E See separate document



**RUTLAND COUNTY COUNCIL DISTRICT COUNCIL
(TEMPORARY ROAD CLOSURE NOTICE)
Rectory Lane
Parish of Edith Weston CP Order 2020**

Rutland County Council District Council ('the Council') has powers under section 14(1) of the Road Traffic Regulation Act 1984 ('the Act') to make traffic regulation orders affecting the adopted highway within the County of Rutland.

TAKE NOTICE THAT the Council now proposes to make an order entitled the Rutland County Council District Council (Temporary Diversion of Vehicular Traffic) Rectory Lane Parish of Edith Weston CP Order 2020 as the Council are satisfied that traffic on the road should be restricted because works are proposed to be executed on or near the road.

The effect of the order will be that during the dates and times specified below all vehicles will be prohibited from proceeding along the length of road known as Rectory Lane from Weston Road to King Edward's Way

The closure is to enable Severn Trent to undertake New Clean Water Connection works.

The duration of the Closure shall be for a maximum period of six months from 15th July 2020 or until the works are completed.

It is anticipated the works will take 3 days. The closure shall come into force when the appropriate signs and diversion route are erected on site.

The duration of the Closure shall be as follows: from 15th July 2020 to 17th July 2020

The alternative route during the closure will be via the route shown on the attached plan (also available to view at the Council Office) and as shown on <https://one.network>

The alternative route during the closure will be via Weston Road.

Reasonable facilities will be provided to allow access to adjacent premises while the work is being carried out.

Any queries regarding the above please contact Mr B Rush, Network Co-Ordinator, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP or telephone 01572 722577

Helen Briggs
Chief Executive
Catmose
Oakham
Rutland

