



OLD PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF OLD PARISH COUNCIL HELD ON THE 20TH MAY 2020 AT 7.30PM USING ZOOM VIDEO CONFERENCING

PRESENT:

Cllr Mrs L Pilley (Chairman)

Cllr Mrs R Greenfield

Cllr D O'Connell

Cllr Mrs R Bury

Clerk to the Meeting: Miss A Schofield

Cllr A Withers

Cllr S Bocking

Cllr E Green

Cllr Mrs S Dearden

1/5/20

ELECTION OF CHAIRMAN

RESOLVED:

That Cllr Mrs L Pilley be elected as Chairman to the Parish Council. Cllr L Pilley to sign the 'Declaration of Acceptance of Office'.

Cllr S Bocking expressed thanks on behalf of the Council to Cllr R Bury for her valued service as Chairman through the recent difficult times. Council also wished to express thanks to former Cllr C Smart who had been a hard-working and dedicated Chairman prior to Cllr Bury. He served as Chairman and also acted as Clerk to the Council for a period of time and Council wished their appreciation to be recorded.

2/5/20

ELECTION OF VICE CHAIRMAN

RESOLVED:

That Cllr S Bocking be elected as Vice-Chairman to the Parish Council.

3/5/20

APOLOGIES

None.

4/5/20

DECLARATIONS OF INTEREST

Cllr Mrs R Greenfield, item 10/5/20, Chair of ROAR.

Cllr Mrs L Pilley, item 10/5/20, Member of ROAR.

Cllr Mrs S Dearden, item 10/5/20, Member of ROAR

5/5/20

MINUTES

RESOLVED:

That the minutes of the meeting held on the 11th March 2020 be signed by the Chairman as a being a true and correct record further to amending the name of the David 'Brent' to 'Bent' under item 4/3/20.

6/5/20

PUBLIC SESSION

None.

7/5/20

PLANNING

1. To receive report regarding planning applications received.

The Clerk advised that a letter had been sent to the Planning Officer with regard to

PD/2020/0011. The letter seeking investigation into the concerns raised by residents.

RESOLVED:

That the verbal report from the Clerk regarding PD/2020/0011 be received.

- 2. To ratify the planning responses submitted by the Clerk during Covid-19 lockdown.**

RESOLVED:

That the following planning responses submitted by the Clerk during Covid-19 lockdown be approved.

DA/2020/0209: Construction of a building to store machinery and straw, Land at Bridle Road

Response submitted: No comments and no objection.

DA/2020/0208: LBC Removal of internal breeze block wall, fireplace, central chimney and repositioning of wood burner and external flue, The Farm House, Mill Lane

Response submitted: No comments and no objection.

8/5/20

INDEPENDENT INTERNAL AUDIT SERVICE ARRANGEMENTS

RESOLVED:

That NCALC be appointed as the Independent Internal Auditor for year ending 31st March 2021 under their terms of service.

9/5/20

FINANCE

- 1. To approve the bank reconciliation.**

RESOLVED:

That the bank account reconciliation as at 20th May 2020 be signed after being checked by Cllr Mrs R Bury.

- 2. To receive financial report and to review performance against budget.**

RESOLVED:

That the financial report and budget report as at 20th May 2020 be received and noted.

- 3. To ratify decision regarding payments made between meetings during Covid-19 lockdown.**

RESOLVED:

That the payments made between meetings during Covid-19 lockdown be approved.

Financial year 2019/20

30/03/20 Chq 990 Mr S Bury - Battery for speed sign. Total £51.94

30/03/20 Chq 991 Maximow – Grass cutting. Total £263.22

Financial year 2020/21

30/04/20 Chq 992 Normanton Screenprint – NHW signage. Total £75.78 (VAT £12.63)

30/04/20 Chq 993 MPD Contracting – Grass cutting. Total £349.07

- 4. To approve listed payments.**

RESOLVED:

20/05/20 Chq 994 Alicia Schofield. Total £451.47

- Salary for April & May £324.40
- Home working allowance April & May £36.00
- Zoom monthly fee reimbursement £14.39
- LCN website 1 year hosting and domain name renewal reimbursement £76.68

20/05/20 Chq 995 NCALC – Annual subscription and audit service 2020/21. Total £478.26

20/05/20 DD SSE 2 April – Street lighting supply. Total £215.61 (VAT £35.13)

20/05/20 DD SSE 7 May – Street lighting supply. Total £231.28 (VAT £37.61)

20/05/20 Chq 996 MPD Contracting – Grass cutting May 7th and 11th Total £249.07

- 5. To agree to the addition of at least 2 new signatories to the Lloyds bank account.**

RESOLVED:

That Cllr Mrs R Greenfield and Cllr S Bocking be appointed as signatories to the Lloyds bank

account.

10/5/20

ROAR

Cllr Mrs R Greenfield, Cllr Mrs S Dearden and Cllr L Pilley did not take part in the discussion and the vote. Item Chaired by the Vice-Chairman, Cllr S Bocking.

RESOLVED:

That the location proposed by ROAR for their bin on the middle Green at Cherry Hill be approved.

11/5/20

STANDING ORDERS

RESOLVED:

That the review of the Standing Orders be approved subject to the inclusion of (3) days at 4 dv as follows:

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;

12/5/20

FINANCIAL REGULATIONS

RESOLVED:

That following the review of the Financial Regulations they be approved as drafted.

13/5/20

POLICIES: FREEDOM OF INFORMATION AND DATA PROTECTION

1. Freedom of Information Policy and Schedule.

RESOLVED:

That following the review of the Freedom of Information Policy and Schedule they be approved subject to increasing the price of photocopying and the contact details for the Clerk.

2. Data Protection Policy.

RESOLVED:

That the Data Protection Policy be adopted as drafted.

3. Data Breach Policy.

RESOLVED:

That the Data Breach Policy be adopted as drafted.

4. Subject Access Request Procedure.

RESOLVED:

That the Subject Access Request Procedure be adopted as drafted.

14/5/20

EFFECTIVENESS OF INTERNAL AUDIT AND AUDIT PLAN

RESOLVED:

That following review of the Effectiveness of the Internal Audit and Audit Plan they be approved subject to the updated detail as per the draft.

15/5/20

POLICY REVIEW AND IMPLEMENTATION

RESOLVED:

That the policy review schedule and suggested policies for implementation be received and noted.

16/5/20

APPOINTMENT OF COUNCILLOR RESPONSIBILITIES

RESOLVED:

That the following Councillors be appointed the following responsibilities: -

1. Highways and Street Lighting – Cllr E Green
2. Playground – Cllr Mrs L Pilley
3. Neighbourhood Watch – Cllr Mrs R Greenfield
4. Police Liaison – Cllr Mrs R Greenfield
Speed Monitor – Cllr D O’Connell. The new battery is to be installed.
5. **REPRESENTATIVES TO OTHER BODIES - Old Parish Charities**

RESOLVED:

That subject to her confirmation, Ms A Bardin, continue to act as the representative of the Parish Council to Old Parish Charities.

17/5/20

OLD PARISH CHARITIES

1. **Report from Old Parish Charities**

From Annette Bardin dated 18th March 2020 (presented by Cllr Mrs R Bury)

Covid-19 community support was discussed prior to the start of the Old Parish Charities meeting 17th March. Cllr Mrs L Pilley and Cllr E Green were in attendance to report back to the Parish Council.

The Woodland Trust shrubs have been received. The planting is to be arranged.

There are no bungalow vacancies at the present time.

The Community Centre has been closed with immediate effect.

The newsletter due for delivery that weekend was cancelled as the vast majority of information was out of date with events cancelled.

From Joan Barrett dated 19th May 2020 (Presented by Cllr Mrs R Bury)

The new tenant of no. 6, Mrs Johnson, moved in on the 19th May.

The stone wall between no. 4 and the grass area in front of the Community Centre will be completed this week.

There have been various initiatives to keep in touch with residents. The Easter Bunny went around the village on Easter Sunday. On Easter Sunday small baskets of daffodils were distributed to those who would usually attend the Community Centre Thursday coffee mornings/lunches.

The Poster competition for VE day was very successful, with 29 entries.

The book loan scheme is going well.

The quarterly newsletter will be held back until July.

Commitment has been made to ensure that everyone on the vulnerable list is kept in touch with.

RESOLVED:

That the reports from Old Parish Charities be received and noted.

2. **Parish Council post to the Community Centre.**

RESOLVED:

That a request be made to Old Parish Charities for the placement of a locking post box to the outside of the Community Centre for the receipt of Parish Council post. This request made as a means to ensure the Parish Council post remains secure following delivery and that the Parish Council are complying with data protection requirements. For the present, Cllr S Bocking is to check for post when he is collecting his daily paper.

18/5/20

CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and the Public be excluded from the meeting.

19/5/20

STAFFING

1. Update regarding the recruitment of a Clerk.

RESOLVED:

That Cllr Mrs R Bury, Cllr Mrs L Pilley and Cllr A Withers co-ordinate and undertake interviews and are delegated to make an appointment.

2. Temporary Clerk's contract of employment and pay scales.

Cllr S Bocking presented the detail of the employment contract.

RESOLVED:

That the Temporary Clerk's pay scale be increased to LC1 15 as of 1st April 2020.

20/5/20

RE-OPEN THE MEETING TO THE PUBLIC AND PRESS

RESOLVED:

That the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

21/5/20

ITEMS TO REPORT

Cllr R Green referred to the various potholes in the Parish. These are to be reported by him to NCC's FixMyStreet.

Cllr A Withers spoke of the website. Quotes are being obtained and the matter will come to the Parish Council for consideration in due course, likely July.

Cllr D O'Connell queried the reporting system for projects. The Clerk advised that elements of a project where a decision was required would be an agenda item. Otherwise their progress could be reported by the Clerk or under this item.

Cllr Mrs L Pilley confirmed the volunteer mowing of the Cherry Hill Greens was continuing as scheduled. There were no issues arising. There was discussion regarding the role of Footpath Wardens. Cllr Mrs L Pilley will speak with Julian Glover to see if he is interested in the role.

Cllr S Bocking requested the notice board keys as an agenda item for the next meeting.

22/5/20

DATE OF MEETINGS 2020/21

RESOLVED:

That the meeting dates for 2020/21 be agreed as:-

The 2nd Wednesday of the month (except August)

10th June 2020, 8th July, 9th September, 14th October, 11th November, 9th December 2020

13th January, 10th February, 10th March 2021

Signed:

Chairman

Date: