

TETFORD & SALMONBY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on
Wednesday, 13th May 2020 at 7.30pm by video conference link

Present:	Chairman	Cllr Renshaw Cllr Lonie Cllr P Todd Cllr Davison Cllr Anderton (Part Time)
	Taking notes	Mrs M Hoad Clerk

One members of the public dialled into observe the conference call. Cllr Marfleet (LCC) and Cllr Andrews (ELDC) were also present on the call.

The Chairman welcomed the resident and fellow Councillors to the video conference and as no email questions had been received from the public opened the meeting for business.

Public Comments: The public had been given the opportunity to join the meeting as observers only, comments or questions had been requested from residents prior to the video conference taking place, none had been received.

- 00956 Election of the Chairman of the Council** – Cllr Renshaw had already advised the Parish Council of her intention to stand down as Chairman and nominated the current Vice Chairman, Cllr Lonie for the office of Chair. The nomination was seconded by Cllr Anderton and agreed by all present. Cllr Lonie to sign his declaration of acceptance of office emailed by Clerk.
- 00957 Election of the Vice Chairman** - Cllr Renshaw nominated Cllr Davison for the office of Vice Chairman, this was seconded by Cllr Lonie and agreed by all present. Cllr Davison accepted his new office and will sign his declaration of acceptance emailed by the Clerk.
- 00958 Apologies for absence** – Apologies had been received from Cllr Anderton who had to leave the conference call early, Cllr Kilby who was unable to attend and Cllr Larder who had been unable to log into meeting. PCSO Wass also sent his apologies
- 00959 Declarations of Interest** – Cllr Todd declared an interest in planning item S/177/00735/20 – Bluebell Woods, North Road Tetford, as the developer. This was noted by the Clerk and agreed that Cllr Todd would not take part in any discussions or voting regarding this agenda item.
- 00960 Personnel Committee** – **It was resolved** to elect Cllr Lonie and Cllr Davison to the committee with responsibility for the Clerk.
- 00961 Standing Orders** – **It was resolved** to add this item to June’s agenda in order to give Council due time to consider the document.
- 00962 Financial Regulations** – **It was resolved** to add this item to June’s agenda in order to give Council due time to consider the document.
- 00963 Risk Assessments** – **It was resolved** to add this item to June’s agenda in order to give Council due time to consider the document.

00964 Asset Register - It was resolved to add this item to June's agenda in order to give Council due time to consider the document.

00965 Minutes of the Parish Council Meeting on the 8th April 2020 had been circulated & **it was resolved** to accept them as correct. A hard copy of the minutes had been provided to the Chairman for signature.

Cllr Anderton provided his apologies and left the meeting.

00966 Finance

- A. Accounts to be paid/authorised – The Council noted the following payments – Clerk's Salary & Expenses for April 20; Tudor Grounds Maintenance Grass Cutting £216.00; LALC Annual Subs £157.23; LALC Annual Training Scheme £102.00 and Internal Auditors fee for Jen Cooper £40. **It was resolved** to authorise all payments.
- B. Annual Audit Report 2019/20 - the report had been circulated to Cllrs prior to the meeting and the content noted by all. **It was resolved to accept the report**, there were no recommendations made by the auditor for the Council to adopt.
- C. External Audit 1st April 2019 – 31st March 2020 – **it was resolved** that the Council was exempt from submitting a completed Annual Governance & Accountability Return to the external auditor for a limited assurance review on the grounds that it was exempt due to the gross income or gross expenditure was under £25,000 threshold; the documents would be placed on the Council web site and exemption certificate forwarded to the external auditor.
- D. Annual Governance & Accountability Return Section 1 – Annual Governance Statement 2019/20 – the document was circulated, and Council was asked to confirm the statement contents individually & **it was resolved** to approve Section 1 as accurate
- E. Annual Governance & Accountability Return – Section 2 – Accounting Statement - the document was circulated and was duly considered at the meeting & **it was resolved** that the account statement was correct.
- F. External Audit – Exercise of Public Rights Council confirmed the period for the exercise of public rights as required by Regulation 15(2) Accounts & Audit Regulations 2015as commencing on Monday 15th June 2020 and ending on Friday 24th July 2020; Clerk to place all relevant paperwork on the Parish Council website on Friday 22nd May 2020 in order to comply & return the exemption certificate to the external auditor.
- G. Confirmation of Bank Signatories – Council debated the need for a change in the bank account to provide for online banking. The Clerk requested that an additional bank signatory be added to the bank account to provide 3 signatories. **It was resolved** that the Vice Chairman Cllr Davison should be added to the bank account as a signatory and the chairman and fellow bank signatories would look into amending the account for online banking. The Clerk would review and amend the Financial Regulations.
- H. Funds Received – Council noted that the Precept of £6,370 had been received into the Bank
- I. Annual Mandatory Insurance Policy Renewal - The Clerk had obtained a renewal quotation from Came & Company which was based on the same level of cover as previous year and the premium remained unchanged at £218.00. Following debate, **it was resolved** to accept this insurance cover & the payment due by the 1st of June 2020 of £218.00 was duly authorised.
- J. Councillors Budget Statement - the Clerk had circulated an updated budget statement to track expenditure over the coming year on a bi-monthly basis. This was noted by Council and accepted.

K. Accounts as at end of April 2020 – bank reconciliation had been circulated for acceptance and signature by the Chairman.

00967 COVID 19 – Community Support – The Clerk advised that the Community Support group were still undertaking some shopping and prescription collection for residents but with the delivery services within and coming to the village this had greatly reduced. The community Facebook page had been regularly updated with government information and to date no further instructions or requirements had been received from the County Resilience Group. **It was resolved** no additional action was required by the Community Support group at this time.

00968 Planning Matters:

S/177/00735/20 – Bluebell Woods, North Road, Tetford, LN9 6QH – Planning Permission – Erection of 1 no. pair of semi-detached houses and 1 no detached bungalow with vehicular access and parking areas. Existing bungalow on site to be demolished.

Following debate, **it was resolved** that this application should be discussed at a future planning meeting as those Councillors present on the video link and able to participate in voting on this agenda item did not constitute a quorum. It was therefore requested that the Clerk set up a further planning meeting to be held in a weeks' time on the 20th May 2020. Clerk to action.

00969 Recreation Ground Update – It was noted that the playground was still closed under COVID 19 restrictions and there were no further updates from the recreation ground committee at this time. The Clerk asked Cllr Andrews if the Cllr Community Grants to assist communities due to hardships following the COVID 19 outbreak could be applied to an organisation such as the Recreation Ground Committee as it was highly likely they would be unable to run their annual fund raising event. Cllr Andrews stated monies could help these organisations and should be applied for.

The Clerk informed the meeting that she has received notification via a Cllr from a resident who had found a car parked on the recreation ground behind the hedge with two occupants inside smoking. The resident had reported this to 101 and the clerk had notified both Nigel Wass the PCSO and the recreation ground committee. Cllr Todd informed the meeting that the resident who had reported the incident was knowledgeable of CCTV systems if the Council ever wanted to consider installing cameras on the rear of the village hall.

00970 Grass Cutting – The Clerk informed the Council that the grass cutting contractor had kindly absorbed the area at the end of Mill Lane into his cutting schedule at no additional cost. However due to volume of work the contractor had not felt it possible to quote for cutting Little London as he would not be able to accommodate this in his current schedule. Following debate, **it was resolved** to ask the volunteer group if any trimming of the grass could take place on the bend in Little London to ensure safety of visibility. Cllr Davison to action. The Clerk was asked to check whether this section of road which sits outside of the Parish's designated cutting area would at least receive 1 or 2 cuts per year from Highways. Clerk to action

00971 Neighbourhood Projects & Community Engagement – Cllr Lonie advised the meeting that due to COVID 19 restrictions that the sub committee looking into to these projects had not been able to meet.

It was noted by Council how well the community had pulled together and supported one another during this difficult time. Acknowledgement was made to those residents who created a VE Day sing along and cake delivery to the old people's home and community. It was hoped those involved with activities such as this would join in arranging community events in the future which could receive some Council funding.

- 00972 Defibrillator** – There was no additional report at this time.
- 00973 Volunteer Group Report** – Due to Govt restrictions no local volunteering activities had taken place.
- 00974 Edward Richardson Trust Report** – As only 2 members of the committee had access to online conferencing, no meetings had been held but any applications received would be reviewed as best possible under the restrictions.
- 00975 Highways & Footpaths** – Cllr Marfleet acknowledge the chasing and request for a ward walk made by Council prior to the outbreak of COVID 19. He had submitted concerns in a detailed document to Highways and was also trying to obtain a response to for timeframes repairs to be actioned. Work was beginning again, and it was noted LCC cutting of verges was now underway.
- The footpath of South Road was identified as requiring the undergrowth cut back and the Clerk was asked to contact the Countryside Access team to report this.
- 00976 District Councillor Report** – Cllr Andrews congratulated the new Chairman and apologised that he had not been able to attend many meeting since January due to ill health. He informed the meeting that the lockdown was costing ELDC a loss of £1.5 million per month and therefore the District Council was applying to central government for additional assistance. The planning application for the new Council building in Horncastle was now underway and ELDC had announced a strategic alliance with Boston Council, whereby there would be a sharing of senior management resources in order to make savings across the two bodies. Each Council would however retain their own identity going forward. Cllr Andrews advised that he still had some budget to spend on community support linked to COVID 19 hardship if the Parish Council could consider any worthy causes to claim for. It was also noted by the Parish Council that the cover for refuse collection in the villages during the lockdown had been excellent and expressed their gratitude to the Council workers who had maintained the high level of service.
- 00977 County Councillor Report** – Cllr Marfleet also congratulated the new Chairman on his office. He had already covered issues pertaining to LCC and Highways in an earlier agenda item. Cllr Marfleet also had additional community budget for assistance with any hardships caused due to the Coronavirus outbreak.
- 00978 PSCO Report** – There was no further report at this time
- 00979 Clerks Report** – The Clerk advised she had received positive feedback from residents wishing the continuation of a village newsletter, perhaps to be issued on a quarterly basis. **It was resolved** to add this as an agenda item to the next meeting to discuss how could be taken forward.
- 00980 Correspondence** – There was no further correspondence at this time.
- 00981 Councillors Reports** – There were no further reports at this time.

00982 Setting of Parish Council Meeting Dates for 2020/21 – It was resolved to set meeting dates for the forthcoming year on the 2nd Wednesday evening of each month. These would be held by video conference until it was safe to assemble again in the village hall. Clerk to publicise dates.

00983 Items for Next Agenda – As identified above

00984 Next Planned Meeting - Wednesday 10th June 2020, 7.30pm

The meeting closed at 8.55pm

Chairman	Date
Clerk	Date