

CLIPSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 6th May 2020 ZOOM meeting held at 7.30pm

Minutes taken by Felicity Ryan, Clerk/RFO.

Contact: clerk@clipstonparishcouncil.org c/o 3 Skippons Court, Naseby NN6 6DT/ 01604 740429

Present: Councillors. R Burnham (Chairman), H Weston, A Wilford, A Price, P Hooper, C Kemsley-Pein

Attendees : None

16/590 Apologies : It was **RESOLVED** to accept apologies from A Fellowes

16/591 Declarations of Interests : None declared

16/592 Comments from the Public – None

16/593 Updates from County and District Councillor - None received.

16/594 Approval of Minutes of the meeting held on Wednesday 4th March 2020– It was **RESOLVED** to sign the minutes as a true copy of that meeting.

16/595 Action Points from the last Minutes: -

Fence on Church Lane – **ACTION:** Clerk to liaise with Cllr Price to ask for clarification on the position.

Neighbourhood Plan – The Strategic Environmental Assessment ("the Assessment") is moving forward. The scoping report, which is part of the process has been prepared and submitted to the statutory consultees who have until 9th May 2020 to comment. Once received the appointed engineers AECOM will prepare the Assessment. **ACTION : Clerk to complete end of grant form**

Covid 19 response – The Clerk updated the Council in respect of the timetable for the external audit which had been delayed to 31.7.2020 due to the pandemic. A volunteer group had been set up to liaise with vulnerable people in the village and leaflets from the District Council had been circulated to all residents.

16/596 Finance – to include –

The following payments were approved :

| | |
|------------------------------------|----------|
| F Ryan – quarterly salary | £580.97 |
| HMRC – quarterly tax | £145.00 |
| F Ryan – quarterly expenses | £74.42 |
| Came and Company (Mower Insurance) | £258.73 |
| E-ON (quarterly power) | £1157.71 |
| E-ON (quarterly maintenance) | £134.75 |
| E-ON (xmas tree lights) | £35.09 |
| Protheroes (March fuel) | £23.85 |
| Came and Company (insurance) | £575.03 |
| Northants CALC (sub and audit fee) | £567.73 |
| F Ryan (fee for Zoom subscription) | £14.39 |

CIL allocation to be spent **ACTION : Clerk to investigate costs of a new bench.**

Internal audit report – The Internal Audit had been carried out and the comments were made as follows:

During the last week of April and early May 2020 I conducted a remote audit of Clipston Parish Council. With the help of the Clerk and RFO, Felicity Ryan, I have reviewed all the documents on the parish council website , www.clipstonparishcouncil.org.uk , plus those sent to me remotely by the Clerk.

The website is well maintained and easy to use, I have reviewed the receipts and payments account, periodic and year end bank reconciliation statements, final year end bank statements and the minutes.

I am satisfied that due processes have been met and that all internal control objectives have been satisfied.

This report is based on the evidence made available to me. It would be incorrect to view internal audit as a detailed inspection of all records and transactions of a council as a way in which to detect error or fraud , particularly given the current circumstances .

Approval of Annual Return – The Annual Return was **APPROVED and signed by the Chairman.**

16/597 Planning Applications :-

DA/2020/0080 -Installation of wooden gazebo for recreational and educational purposes at Haddon fields Kelmars Road – It was **RESOLVED** to offer **NO OBJECTION** to the application.

16/598 Village Maintenance:

Overgrown weeds at Church Close – Ongoing

Streetlight at the top of 13 Bassett Way overgrown hedges – Ongoing

Junction of A508 clearway sign in need of repair – **ACTION : Cllr Burnham to check if the work had been completed.**

16/599 Consultations:- None received

16/600 - Annual Review of Policies

- Standing Orders
- Financial Regulations
- GPC Status – Clipston Parish Council has the general power of competence for the year 2020/21.
- Risk Assessment
- Equalities Statement
- Complaints Procedure
- Insurance Policy
- GDPR and DPO Appointment – It was **RESOLVED** to appoint NCALC as the DPO for 2020/2021.

It was **RESOLVED** to adopt the above policies for 2020/21. **ACTION : Clerk to update and circulate.**

16/601 Correspondence –

Planting a Xmas Tree on The Green – A volunteer group had been set up to plant a Christmas Tree on The Green.

16/602 – Any Other Business (for discussion only, no items can become decisions)

Meeting Closed 8.25pm