

MINUTES OF A LIMITED MEETING OF BISHOPS CAUNDLE PARISH COUNCIL
HELD ON TUESDAY, AUGUST 11th, 2020 AT 7.30 P.M. IN THE VILLAGE HALL

Meeting held to ensure all statutory duties have been completed.

1.	<p>Present: Chairman A. Jones, A. Tuffin, D. Gardner, P. Blundell, S. Meads. Clerk J. Walsh-Quantick.</p> <p>Apologies for Absence: C. Mitchell, Cllr Legg</p> <p>In attendance:</p> <p>Public - None</p>	Action
2.	<p>To Approve Minutes of the Meeting held on Tuesday, 21st January 2020. The minutes of the meeting were unanimously agreed and signed by the Chairman. Proposed D. Gardner, seconded P. Blundell.</p>	
3.	<p>Matters Arising Therefrom: These are postponed to the next full council meeting due to Covid-19 restrictions.</p>	CHAIR
4.	<p>Planning Applications WD/D/20/1327 – April Rise. NO OBJECTIONS RAISED BY COUNCILLORS WD/D/20/1481 – Leatham's. NO OBJECTIONS RAISED BY COUNCILLORS WD/D/20/VARIOUS - Manor Farm. MULTIPLE APPLICATIONS RAISED FOR AMENDS TO EXISTING APPROVALS. Each are to be reviewed by councillors and discussed if needed.</p>	ALL
5.	<p>Annual Accounts Review 2019-20 (Audit Return) The annual accounts were presented and agreed as correct by the clerk/RFO. AGAR given to the internal auditor (Nigel Ladd) and subsequently agreed as correct on 26/08/20. Submitted to external auditor 01/09/20.</p> <p>Reviews were made to the documents listed below, approvals for changes were agreed unanimously and the website will be updated: -</p> <ul style="list-style-type: none"> • Model Financial Regulations Update (2019 version) • Asset Register • Model Standing Orders • Financial Risk Assessment • Play Area Risk Assessment 	CLK
6.	<p>Future Meeting Planning – COVID-19</p> <p>General Meetings Timing and Format The Parish Council will follow government guidance and legislation in force at the time of the future scheduled meeting.</p> <p>It was unanimously agreed that meetings should be face to face as the Parish Council do not have the IT technology required to hold meetings remotely to include members of the public. Meetings will be limited to the statutory minimum requirement of 4 per year until further notice. Prior to each meeting a risk assessment will need to be completed and any hall related guidance will be followed including the wearing of appropriate PPE, hand hygiene and cleaning pre and post meetings. Members of the public attending will need to notify the clerk in advance to ensure sufficient space is allocated to ensure social distancing is maintained.</p>	CLK

	<p>APM/AGM These were due to be held in May, they will be held as the September meeting. Clerk to notify all parties.</p> <p>Councillor Post Review All councillors need to complete a 6 month meeting dispensation form to cover the period Jan-August where meetings have been cancelled/postponed due to the Covid-19 pandemic. It was agreed that all members will be granted a dispensation for meeting attendance.</p> <p>K. Adlam has officially resigned from post and a vacancy is now available. Clerk to notify the elections team and arrange an advert once the new procedure for this is advised.</p>	CLK
7.	<p>S106 Update and Quotes for Submission It has been requested from the S106 team that quotes are provided with a brief update of the project to date. Quotes to be sent to the clerk and contact with the S106 team made.</p> <p>To date spinning bikes have been purchased and received at the hall. Ownership and insurance needs to be established and will be discussed at the next meeting.</p>	<p>ALL</p> <p>CLK</p>
8.	<p>Football Ground and Playarea Summary Update.</p> <p>Bus Shelter – the roof has been damaged. N. Payne has been asked to remove the damaged section and quotes are needed for a replacement. N. Payne will also cutback the overgrown hedges at the entrance to the playing field.</p> <p>Play area - D. Gardner has needed to purchase another replacement padlock for the gate. Work in the area continues around other commitments. Once complete a full report is needed for the auditor before re-opening.</p> <p>H&S Inspection - Any work carried out needs detailed before and after photographs as a record to submit to Alvian prior to the playground sign off.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Continue to rectify non compliances from the H&S audit as needed. • Seesaw to be refurbished • Multiplay to be fenced off, it is likely that the repair costs will be similar to replacement costs. Unanimous agreement that this unit should be removed. Awaiting a third quote for a replacement unit. <p>Playing field – Forcesfit have contacted a member of the Parish Council to request use of the field for a weekly fitness session. A voluntary donation towards grass cutting is to be requested. Clerk to meet with instructor.</p>	<p>AJ CLK</p> <p>DG</p> <p>CLK</p>

11. Finance

**BISHOPS CAUNDLE PARISH COUNCIL
STATE OF FINANCES AS AT 31/03/2020**

NATWEST CURRENT ACCOUNT	£6399.92	
NATWEST DEPOSIT ACCOUNT	£11052.26	
NATWEST GRANT ACCOUNT	£4428.00	
BARCLAYS TENNIS MONIES	£734.96	
TOTAL		<u>£22615.14</u>

PAYMENTS IN

02/03/20	Barclays Tennis Monies Account Interest	£0.26
31/01/20	Natwest Deposit Account Interest January	£2.78
28/02/20	Natwest Deposit Account Interest February	£2.69
31/03/20	Natwest Deposit Account Interest March	£2.62
11/02/20	VAT Refund (To be split to current (£76.14) and grant account (£403.00))	£480.86

CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING

001401	S Meads Spinning Bike Deposit (to reclaim from S106)	£200.00
001402	Spinning Bike Balance (to reclaim from S106)	£400.00
001403	M Moore Tree Work February	£80.00
001404	Football Social Club Petrol Donation	£150.00
001405	Folke PPC WHV Magazine Donation	£50.00
001406	M Moore Grass Cutting March	£100.00
001408	Clerk Salary HMRC Contribution Jan-Mar	£110.00
001409	Playing Field Rent Digby Estate	£25.00

OTHER PAYMENTS SINCE PREVIOUS MEETING

Bacs	Digby Estate Car Park Rent	£5.00
Bacs	ICO Data Protection Renewal	£35.00
Online Transfer	Clerks Salary Jan-March	£439.64
Online Transfer	Clerks Expenses Jan-March (includes Office 365 renewal)	£82.06
Online Transfer	Clerks Expenses Jan-March	£10.00

CHEQUES TO APPROVE AT THE MEETING

	N/a, meeting cancelled due to Covid-19.	

Barclays Account has been closed, awaiting written confirmation and transfer of balance to Natwest account.

Proposed by: D. Gardner Seconded by: A. Tuffin
N.b. Pension scheme for Clerk has not been joined as annual income is low.

STATE OF FINANCES AS AT 11/08/2020

NATWEST CURRENT ACCOUNT	£8462.39	
NATWEST DEPOSIT ACCOUNT	£11056.03	
NATWEST GRANT ACCOUNT	£10082.16	
BARCLAYS TENNIS MONIES	£0.00	
TOTAL		£29600.58

PAYMENTS IN

29/04/20	Precept	£3800.00
30/04/20	Natwest Deposit Account Interest April	£1.82
29/05/20	Natwest Deposit Account Interest May	£1.76
30/06/20	Natwest Deposit Account Interest June	£0.10
31/07/20	Natwest Deposit Account Interest July	£0.09
01/04/20	Barclays Account Balance Transfer (Account Closure. Transferred to Grant Account)	£734.96
04/05/20	CIL Monies for Manor Farm (transferred to Grant Account)	£4919.20

CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING

001407	M Moore Grass Cutting April	£100.00
001410	M Moore Grass Cutting May	£100.00
001411	M Moore Grass Cutting June	£100.00
001412	M Moore Grass Cutting July	£100.00

OTHER PAYMENTS SINCE PREVIOUS MEETING

Online Transfer	Clerks Salary April – June	£448.88
Online Transfer	Clerks HMRC April – June	£112.20
BACS	Zurich Insurance	£420.55
Direct Debit	Dorset Waste Partnership	£21.00
BACS	DAPTC Membership	£146.90
BACS	Dorset Waste Partnership	£28.00

CHEQUES/INVOICES TO APPROVE AT THE MEETING

001413	M Moore Grass Cutting August	£100.00
001414	M Moore Grass Cutting September	£100.00
001415	Village Hall Rent August	£18.00
001416	Talk Talk Inbox Charge	£53.40
001417	N Ladd Internal Audit	£50.00
BACS	Clerks Expenses April-Aug	£39.35
BACS	J Walsh-Quantick – HMRC Jul-Sept	Approx £110.00

Proposed by: D. Gardner

Seconded by: A. Tuffin

	Due to the restricted meetings being held, it was proposed by D. Gardner and unanimously agreed that the clerk/RFO has authorisation to complete necessary purchases up to £100 without prior council approval.	
10.	Matters for Further Discussion/Next Agenda <ul style="list-style-type: none"> • Woodland Trust – tree application • CIL monies – allocation potential for speeding awareness equipment. • Spinning Bikes 	CLK ALL ALL
11.	Members of the Public Questions None	
12.	Time of Closure: The meeting closed at 8.30 p.m.	
15.	Date of Next Meeting: APM/AGM Tuesday, September 15 th , 2020 at 7.00pm in the Village Hall.	

PROVISIONAL Future Meeting Dates 2020:

Tuesday, November 17th, 2020