

Donhead St Andrew Parish Council

Full Meeting Minutes

Friday 15th May 2020 held online via Zoom at 7:30pm

Meeting ID: 852 2171 9380

Urgent Business only addressed at this meeting

15.05.01	<p>Apologies received and those present: Present: M. Cullimore (Chairman), S Luck (Vice-Chairman), J. Barton, C. Burrows, P. Maxwell-Arnot, B. Miller, M. York, S. Barkham. Also in attendance: W.Cnllr T. Deane, J. Luck (Clerk) & R. Mullins (Wessex Water). Apologies received and accepted: None.</p>	
15.05.02	<p>Declarations and Dispensations a. declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests b. declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests - PCnllr JB declared an interest on item 09. due to his wife coordinating the DsA Neighbourhood Community Response Team and PCnllr SB declared an interest on this point aswell due to his involvement in organising the Neighbourhood Community Response. PCnllrs granted a dispensation to allow both PCnllr JB and PCnllr SB to give their view on this matter but not to vote.</p>	
15.05.03	<p>Approval of minutes: Full meeting - 13th March 2020, PCnllrs approved Proposed CB/Seconded SL/Unanimous. Interim Planning Meeting, Trewithen - 27th March 2020, PCnllrs approved - Proposed SL/Seconded PMA/Unanimous.</p>	
PLANNING MATTERS		
15.05.04	<p>Planning applications - Richard Mullins from Wessex Water outlined their proposals to replace parts of the water mains at Overway and Milkwell. The work along Overway was anticipated to take place between 17/08/2020 and 25/09/2020 and at Milkwell between 28/09/2020 and 06/11/2020. The roads would be closed during work but the work carried out should greatly improve the water quality and flow for residents on these roads. PCnllrs asked that Richard Mullins make sure that WC Highways were aware of the work being carried out as there was resurfacing work planned in the Village (although probably not at Overway and Milkwell). PCnllrs also asked that RM make BT aware on the off chance that they may want to install fibre optic broadband cables whilst there was an open trench.</p>	
15.05.05	<p>Applications determined since last meeting - PCnllrs noted this information previously circulated via email. A PCnllr stated that there had been alterations to plans at Trewithen, Pains Hill 20/01502 but it wasn't clear what these were. The Clerk will investigate.</p>	Clrk
FINANCE		
15.05.06	<p>Approval of payments information PCnllrs noted and approved retrospective payments made between 01/03/2020 and 30/04/2020 - all from approved budgets, circulated previously via email - Proposed BM/Seconded CB/Unanimous.</p>	

15.05.07	Approval of Bank Reconciliation PCnllrs noted and approved the bank reconciliation for March and April 2020, Circulated previously via email - Proposed MY/Seconded SB/Unanimous.	
15.05.08	Annual Governance & Accounting Return 2019.20 PCnllrs referred to the Annual Return previously circulated with the agenda. PCnllrs noted the Internal Auditor had signed the internal audit report of the Annual Return for y/e 31.03.2020 with no issues raised, before resolving: a. Certificate of exemption- Proposed SB/Seconded MY/Unanimous. b. Internal Audit Report - Proposed MY/Seconded BM/Unanimous. c. Section 1 Annual Governance Statement - Proposed MY/Seconded JB/Unanimous. d. Section 2 - Accounting Statements 2019/20 - Proposed CB/Seconded MY/Unanimous.	
15.05.09	Financially Assisting the DsA Neighbourhood Community Response (Coronavirus) - PCnllrs discussed in turn, whether they wanted to utilise the PC's donation money to financially assist the Neighbourhood response. They noted the PC was subject to a spending limit (under Section 137 of the Local Government Act) of £3,095 for 2020 21. Part of this was already allocated in the PC's budget totalling £225. The PC had £4,543 remaining of the donation after taking into account payment for the fingerposts. PCnllrs discussed whether to allow the Clerk to use PC funds to financially assist the Community Response with items such as printing paper, printer cartridges, Lanyards, hand sanitiser etc, if the need arised up to a specified amount (such as £500/£1,000) which could be reviewed at a later date. PCnllrs all strongly agreed that they would like to approve the Clerk using the PC's donation money of an amount up to £500 (to be reviewed if required) to assist the DsA Neighbourhood Community Response. PCnllrs asked that the Clerk was provided with evidence of payments made, with a summarising total figure and for the reimbursement to be made to the organiser's of DsA Neighbourhood Community Response bank account. The organiser would then be expected to distribute payments where necessary. PCnllrs thanked Judith Barton and Simon Barkham for all their work in coordinating this group. PCnllrs also thanked the clerk in recognition of the extra administration work carried out, brought about by the Coronavirus. Proposed BM/Seconded SL/ 7 PCnllrs supported and 2 PCnllrs abstained (see declaration of interests)	
Review of Key Documents		
15.05.10	Review of Financial Regulations - PCnllrs approved - Proposed MY/Seconded CB/Unanimous.	
15.05.11	Review of Standing Orders - PCnllrs Approved - Proposed MY/Seconded JB/Unanimous.	
15.05.12	Review of DsA PC Risk Assessment - PCnllrs approved. They noted the Clerk's alterations and didn't have anything else to add - Proposed SL/Seconded BM/Unanimous.	
15.05.13	Review of Asset Register - PCnllrs approved. PCnllrs noted the Clerk's alterations and didn't have anything else to add - Proposed SL/Seconded PMA/Unanimous.	
OTHER MATTERS		
15.05.14	Scheme of Delegation - PCnllrs agreed to formally adopt this document, which had previously been agreed via email. The document was to allow the Clerk to continue to make decisions and take action to assist with the PC's business continuity during a National Crisis such as Coronovirus - Proposed MY/Seconded SB/Unanimous.	
Reports		
15.05.15	W. Cnllr Tony Deane gave a short address and advised that he would continue to assist DsA PC to the best of his ability despite being in Lockdown and was available to help with any queries.	
15.05.16	Closure of meeting and Date and time of next meetings: Full Council Meeting - Friday 10/07/2020 7.30pm at Donhead St Andrew church or via Zoom depending on Government Advice at the time.	

	Interim planning meetings as required.	
	Public participation - There was none.	