

Minutes of the virtual meeting held on Tuesday 27th October 2020 at 7.00 pm

Present: Cllrs. R.Hill (RH) J. Rooney (JR), S. Sharpe (SS) & N. Collen (NC).

In attendance: LJ Campbell (Clerk) and Cllr R. Jackson (RJ).

In the absence of HN, NC Chaired the meeting.

1. Apologies for acceptance and approval.

Received and accepted for Cllrs. H. Nall, Dave Hall and Dawn Hall.

2. Declarations of interest

There were no declarations of interest.

3. Minutes of the last meeting

Minutes of the meeting held 22nd September 2020 were approved as a true record and will be signed by the Chair.

4. Clerk's update: There was no update from the Clerk.

5. Coronavirus: There is nothing new to report; it was agreed that meetings will continue on Zoom until further notice.

6. Reports from NCC Councillors & NSDC Councillors.

RJ gave an update on the railway lake outfall, see item 14.

RJ reported that NCC has agreed to fund school meal vouchers through half term. RJ encouraged the PC to consider a suitable project for the funding scheme 'Cleaner, Greener, Safer'. The next round under the heading of 'Safer' will open in April/May 2021; Clerk to add to the next Agenda.

7. Questions from the Public.

No members of public present

8. Financial Matters:

8.1 To approve payments: four payments totalling £682.05 were authorised.

8.2 To note receipts: The Clerk reported that she has received emails supporting two deposits, the Precept of £6422 and £200 from Hogwatch

8.3 Budget Monitoring: It was agreed that the next year's Budget/Precept needed to be discussed either at the November meeting or at an extra-ordinary meeting in December; Cllrs and Clerk will liaise off-line to agree when. The Clerk was asked to check the financial standing orders and inform the PC if they will need to be suspended.

8.4 Bank Reconciliation: The new Clerk has not yet been added to Bank Of Ireland account so she has not received any bank statements to reconcile; NC will draft a letter to BOI with the new contact details and two mandated signatures.

8.5 Banking arrangements update: NC has been in contact with BOI to request online banking access; NC to send the Clerk contact details to follow-up. NC and the Clerk are in the process of setting up the new CAF Bank account; Clerk to send certification form to NC.

9. Planning:

- To consider planning application. 20/01801/FUL: The Cascades – erection of single dwelling. The PC OBJECTED with comments.
- To note planning decisions by NSDC. 20/01555/FUL: Lyndale – conversion of existing barn to bungalow. Planning has been REFUSED.

10. To consider matters in relation to Chapel Field

A quote has been received for tree works at Chapel Field; the Clerk was asked to obtain further quotes for both Chapel Field and the open cemetery so that a decision can be made to commission the work.

The field has been mowed and is looking neat and tidy. JR will liaise with the committee regarding a possible working party date.

NSDC will confirm play park inspection dates which are to be scheduled on a quarterly basis: Clerk to chase.

HOVERINGHAM PARISH COUNCIL

11. **To consider all Village Hall matters including:**
The Defibrilators have been checked and added to the monthly inspection roster.
12. **To consider Cemetery & Churchyard matters (if any).**
 - **Tree Management report update:** see item 10
 - **Responsibility for Churchyard** – The PC agreed to move responsibility for maintenance of Hoveringham closed cemetery to NSDC. Formally, responsibility should move to NSDC at the beginning of financial year 21/22 next April and from this date the PC will no longer receive the annual payment from NSDC of £800 for maintenance. In the interim, NSDC will clear overgrown vegetation (likely to be scheduled around the Christmas/new year period to fit with other work) and restore the fallen headstone. As part of the ongoing arrangement, NSDC will obtain a tree report every three years and take recommended action. The Clerk was requested to contact the Cliffords - followed up in writing – letting them know that their services have been much appreciated but will no longer be required as from 1st April 2021 and to confirm that they would continue cutting the open cemetery. The Clerk to also update Reverend Phil.
13. **To consider Highways issues –**
 - Resurfacing Gonalston Lane – RJ advised that Councillors should continue reporting the potholes to NCC.
14. **To consider Community/Environment issues**
 - **Hogwatch:** Clerk to send contact details for Mike Keeling of VIA to RH so that she can write to him regarding hedgehog road signs. RH has leafleted most of the village with a few homes still to do; she will put laminated notices in the village notice boards.
 - **Railway Lake outfall (NC):** RJ reported that NCC will require one more meeting in order to sign off on the completed works; RJ will follow-up with Tarmac and Mike Hanking of NCC for a confirmed meeting date and whether it will be on-site or virtual. Clerk to chase RJ for meeting date so that Councillors and concerned residents can be informed.
 - **Village Notice Boards:** to save the cost of the Clerk travelling to Hoveringham to update the noticeboards, JR agreed to take on that responsibility; the Clerk to arrange a handover of the keys. The Clerk requested permission to source grants to replace the two notice boards; the PC approved.
15. **HR Committee update:**
Staff Committee: The following policies were adopted and will be reviewed in a year's time: Grievance Policy, Health & Safety Policy and Equality and Diversity Policy.
The Clerk was asked to send NC suitable dates for a 3 month review.
16. **Correspondence for noting:** All correspondence has been circulated electronically and there was nothing that required action from the PC.
Agenda: add 21-22 Budget and Review of Emergency Flood Plan.
Clerk to liaise with RJ
17. **Date of next virtual meeting : Tuesday 24th November 2020**
18. Private & Confidential Matters if any. – none

Meeting ended 20H29.

Signed by the Chairman

Date

HOVERINGHAM PARISH COUNCIL

Continued.....

‘APPENDIX B’

Payments Approved 21st September 2020

TO WHOM PAYABLE	DETAILS	CHEQUE NO.	£	VAT
Zoom	August subscription	on line	14.39	
Zoom	September subscription	on line	14.39	
Joinery Supplies Limited	Village Hall maintenance	Chq 566	2,803.50	467.25
LJ Campbell	Clerk Pay	Chq 567	233.66	
TOTAL			3065.94	467.25

BANK REC. AS AT 21ST SEPTEMBER 2020

bal b/fwd 31.03.20	21,147.88
income	8,331.62
payments	-5,896.00
	23,583.50

represented by
BOI statement no. 192 23,583.50

LESS unrepresented cheques:

	0.00
	23,583.50
DIFF	0.00