



# Minutes

## Virtual Ordinary Meeting of Chadwick End Parish Council

**Held on:** Tuesday 12<sup>th</sup> May 2020 (Online via Zoom)

**Place:** Online

**Present:** Cllrs Rob Horsfield (Chair), Jeff Davies and Mike Playdon

**In attendance:** Kerry Finlayson (Parish Clerk) **Members of the public:** 0

### 40/20 WELCOME and APOLOGIES

Councillors **received** and **accepted** apologies from Cllr Walsh who was taking some time off and Cllr Burrows who had no internet access.

### 41/20 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda

### 42/20 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 3rd March were **confirmed** and **signed** by the Clerk on behalf of the Chair.

**Proposed Cllr Horsfield      Seconded Cllr Davies      All in favour**

#### Matters Arising

**29/20 20/20** Defibrillator for Chadwick Manor had been delivered to the Chair

**33/20 ii.** Cllr Horsfield was holding the keys

**34/20 ii.** No invoice received as yet for drain and gulley clearance

**36/20** Cllr Davies had been liaising with Knowle Choir

### 43/20 FINANCIAL MATTERS

#### i. Payments & Receipts

Invoice	Payee	For	TOTAL
1	A Shirlow	Cleaning	20.00
2	BHIB	Insurance	1,092.27
3	Fortress April	Waste	37.87
4	Fairways April	Grounds/Dog Bins	313.13
5	IPL	Annual Mtce	240.00
6	DM Payroll	Payroll	180.00
7	opus April	Electricity	123.46
8	WALC	Membership	285.00
9	Clerk	Ink	34.95
10	WaterPlus	Water	108.32
11	A Bullivant	Window Cleaning	15.00
12	Fairways Jan	Grounds/Dog Bins	313.13
13	Maintain	Hall Refurb	300.00
14	R Horsfield	Padlock	10.00
15	K Finlayson	Salary	334.56
16	NEST April	Pension	70.00
17	Amazon	Printer	79.99
18	King of Flash	Ink	32.95
19	Clerk	Allowance etc. Jan	39.00
20	Clerk	Allowance etc. Feb-Apr	112.98
21	Fortress May	Waste	61.73
22	opus May	Electricity	68.80
23	Fairways May	Grounds/Dog Bins	353.08
24	Nest March	Pension	70.00

**TOTAL £4,296.22**

- 1 additional payment for website renewal was also approved at a cost of £27.75 + VAT

Invoice	Payee	Details	TOTAL
1	SMBC	Precept	6,412.50
2	J Davis	Wine Purchase	20.00
3	K Finlayson	Ink Refund	34.95
4	SMBC	CIL	17,614.34

**TOTAL £24,081.79**

**Proposed Cllr Davies      Seconded Cllr Horsfield      All in favour**

- ii. Bank reconciliation

Accounts balance of £42608.04 with all payments reconciled as of 30<sup>th</sup> April 2020

**Proposed Cllr Horsfield      Seconded Cllr Davies      All in favour**

- iii. Year End

- Payments & Receipts and Bank Reconciliation

The report was **received** and **noted** and the RFO would now prepare the accounts for audit.

#### 44/20 COVID-19

- Playground was closed and appropriate notices posted
- Village Hall closed
- All regular bookings cancelled
- No bookings being taken
- Playground would be jet washed before re-opening
- Application to be made to SMBC for lost income
- All government guidelines were being adhered to

#### 45/20 DELEGATED POWERS

No amendments were made

#### 46/20 GRANT APPLICATION

Cllrs discussed the application from the Heronfield Rescue Centre and agreed a grant of £500 as the facility was a great asset to the parish that due to the Covid-19 lockdown was suffering greatly.

**Proposed Cllr Horsfield      Seconded Cllr Playdon      All in favour**

#### 47/20 ASSET REGISTER

Cllrs received, noted and approved the updated asset register which the Clerk would now publish online and submit to the insurance company.

**Proposed Cllr Horsfield      Seconded Cllr Playdon      All in favour**

#### 48/20 VILLAGE HALL

Cllrs **received** and **noted** the update report and quotations:

Job 1 £775

Repair holes in existing ceiling. Remove 2 x xpelair fans on gable walls. Fill holes, including air bricks, board and plaster

**Proposed Cllr Horsfield      Seconded Cllr Davies      All in favour**

Job 2 £1987

Build stud to ceiling, side and gable wall. Build stud to opening above the bar room. Insulate, plasterboard and skim

**Proposed Cllr Playdon      Seconded Cllr Davies      All in favour**

Job 3 £1860

Plaster finish ceiling and walls

**Proposed Cllr Horsfield      Seconded Cllr Playdon      All in favour**

Job 4 £1622

Prepare walls and woodwork, emulsion and gloss

**Proposed Cllr Horsfield      Seconded Cllr Davies      All in favour**

Job 5 £400

Create loft access in bar room ceiling, supply and fit folding loft ladders

**Proposed Cllr Davies      Seconded Cllr Horsfield      All in favour**

Job 6 £1480

Replace double internal doors between bar/main room. Replace external fire exit doors near kitchen

**Proposed Cllr Horsfield      Seconded Cllr Davies      All in favour**

Job 7 New Lights

Main room new lighting, insets and spots £1820

New storeroom lighting £240

**Proposed Cllr Horsfield      Seconded Cllr Playdon      All in favour**

Job 8 Electrical repairs:

New ceiling 'tidy-up' £310

**Proposed Cllr Horsfield      Seconded Cllr Playdon      All in favour**

Emergency lighting in main room £280

This needed to be reviewed further as a recent emergency lighting check had been passed.

Hire of mobile scaffolding tower £1540

The RFO would seek a better quote and pay for this directly

The Chair would update the refurbishment programme plan as due to CIL money and the unexpected closure of the hall the schedule had changed.

**49/20**

**ITEMS FOR FUTURE AGENDAS**

- Playground Refurbishment Plan

**50/20**

**DATE OF THE NEXT MEETING**

- Ordinary (Virtual) Tuesday 16<sup>th</sup> June at 2pm

**51/20**

**CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

The meeting was closed at 15.27

**Proposed Cllr Davies      Seconded Cllr Playdon      All in favour**

**Dated:      16 June 2020**

**Signed:**

**Clerk Kerry Finlayson – Covid-19**