

## **Hannington PCC meeting 11 October 2022**

### **Present**

Chair Alex Lowrie (AL)

Councillors Oliver Larminie (OL), Simon Taylor (ST), Jon Whitfield (JW)

Jo Keogh (JK) attended for a short while but did not feel well and left early

### **Apologies**

Councillors Vaughan & Frost

### **Clerk**

Our clerk has been unwell and as a result has been unable to perform her duties or attend JW to take minutes

### **Members of the Public**

Pat Sarsfield-Hall

Geoff & Sylvia Pointer-Smith

Minutes from the last meeting are not available due to our clerk being unwell.

Owing to this, certain end-of year and other reports which have been signed-off will be re-signed in order for this to be recorded again.

No matters arising from the last meeting (save for the above noted lack of minutes). Moving forward, the PCC minutes will be available to the public electronically through the village email and on the PCC website.

### **County Councillor's Report**

The key highlights to be noted are the potential for financial support for the installation of solar panels; support for homes for Ukrainian families and a review of the 20mph speed limit through the village.

### **Public Forum**

Concern was raised over the footpath in Home Ground which has been moved and fenced off. The landowner has cut back the established hedge leaving roots and debris that has not been walked on for years. The ground is uneven and full of debris including stumps which are trip-hazards and likely to cause injury to walkers and pets. The path is not safe. Any regrowth, which will happen quickly, will mean that the already difficult ground is not passable in places.

PS-H advised from his experience on the farm that re-growth will be a problem since it will not stop unless the root-mass is removed in its entirety or killed by spraying. He thought it unlikely that this would be permissible due to the danger to others/wildlife etc. It would be 2-3yrs before it could be sprayed since there would be no leaf-growth to absorb the spray and it would require separate fencing to keep people and animals at least 10 feet away.

The concern was that the path would be unusable or unsafe during the above which could be for several years.

PS-H asked whether the landowner was aware of the problem but no-one has met him to discuss this.

ST – asked whether the Lengthsman could be used to help but it was felt not since this would be using public funds to clear up a situation created by the landowner.

JW - the footpath has been south of the growth of the hedge for at least 22 years.

The question of repeated ploughing and/or cutting back etc was discussed but with the fence now in place a plough would not fit and would render the ground impassable. A mechanical hedge-trimmer would also not reach the growth or the remaining hedge. Since it has been fenced off future upkeep will be an issue.

**ACTION – PCC chair AL** to contact landowner to raise above concerns and see if an amicable solution can be arranged.

#### **Roads**

There is a serious pothole on Meadham Lane close to Meadham Copse House  
The water is still leaking on the corner by the pylon – **ST** it was 2ft deep today.

**ACTION - JK** to contact the council.

#### **Open Spaces**

Nothing flagged

#### **Planning**

Nothing received to be raised in the meeting on any existing or prospective plans.

#### **Finance**

In the absence of a clerk **JW** agreed to be interim Responsible Finance Officer RFO. This was approved by **AL, OL** and **ST**

**PSH** raised a query over payment of the farm for mowing the village green. **AL** advised that this may have been missed by our clerk who has been unwell and asked for an invoice to be sent direct so that it could be sorted - nothing about mowing the green

**PSH** also raised the issue of who is responsible for the insuring whoever is mowing the green since this cost £126 to renew.

**AL** to check the PCC insurance - does this cover employing a contractor to mow the green or does the contractor need their own insurance.

#### **Printout for RFO**

Accounts to the 1/4 for end June 2022 and end Sept 2022 signed off

**AL** to set up rolling spreadsheet to sign off.

#### **Review of finances to year-end March 22**

Cash reconciliation - all bank statements etc have been audited and agreed

This has been submitted for the AGAR

The documents have previously been signed but were re-signed today to allow for this minute to be made.

AGAR – reviewed and signed by **JW** and **AL**

#### **FINANCE ACTION PLAN**

Following a report by our internal auditor a helpful action-plan has been developed. Some of this has already been acted upon as we sort out the issues not covered due to our clerk's ill health

The auditor has approved and signed-off the accounts

**Governance Plan** = signed as approved



**Governance Statement** = approved unanimously and signed by **AL** and **JW**

The auditor queried our asset values since they are the same figures as last year. OL suggested there was a particular accounting quirk that required an adjustment to be made despite the fact that the value of the items (eg the green, wellhead etc) had not changed

A question was raised regarding whether the defibrillators belonged to the PCC but it was thought this was not the case, rather they belonged to Michael's Field and the Village Hall.

**EXTERNAL AUDIT** - accepted and signed

**Action Plan** – is a work already in progress

**Accounting records & bank reconciliation**

**R1** - recording and reconciling is being done. Will be online moving forward.

Query raised over how practical it was for us to use MTD software to reclaim VAT

**Corporate Governance**

**R2** - we have a system in place however it needs to be updated to the new NALC approved method. Unanimously agreed that we would need clerking input for this.

**R3** - public accountability. Unanimously agreed that we would need clerking input to advise on this.

Transparency Code = OL considered the existing code and observed that we already comply with this.

**ACTION** - We need to publish it to address past lack of information

**R4** - reporting accounts.

We have procedures the problem was the clerk didn't do it due to ill health.

We need to ensure this is done moving forward

**Payments and VAT**

**R5** - we are now reporting and reviewing - we need to note and publicise this

**R6** - Need to reclaim VAT. Gross and Net now noted and we will start reclaiming. Need to see how far back we can go. **ST** doubted we could go back 6yrs.

**Risk**

**R7** - annual risk review.

We have been doing this. The risk register is normally reviewed in February.

Agreed we will do this again in February 2023 and upload the information

Agreed we need to update risk-register.

**R8** - review property insurance. The only items of value are the green and the wellhead. Also probably the flagpole.

Question raised whether we need a rebuilding cost analysis to insure if any item is damaged

**Budget controls**

**R9** - We do budget annually.

Query if specific items need to be allocated to parts of the budget

**Salaries**

**R10** – Question whether we should be doing payroll on digital platform? We don't employ LB she was self-employed and dealt with own tax etc. If any future clerk is on PAYE would this need to be submitted through Govt Gateway?? Agreed we need to get advice on this given size of council

**ACTION** – AL to enquire

**Asset Reg**

**R11** - need to review next meeting to ensure values are noted

**AL** we need to publish bank spreadsheets on website

**HALC** - no upcoming renewal needed we're on 2yr membership. Agreed we should maintain this.  
Insurance schedule review - to include wellhead and mowing and the new flagpole

#### **Snow Plan**

There should be an email or Whatsapp message to check to see if people are happy to remain on the list. Named members have said they are happy for the list of names to be circulated to ensure details are correct and people happy to be on it.

#### **Payments**

£12.50 village hall = approved **AL & JW**

£552 inc vat auditor = approved **AL & JW**

#### **Two general points raised**

PSH asked who owns the flagpole. Who would be responsible if it is damaged?

AL - this was donated to the parish on our land.

Agreed it should be treated as a PCC asset to be insured.

Bollards on the corner of the green are regularly knocked over. Do we replace them or do we put a notice up at the entrance to the green to say no lorries which are damaging the green.

Also on the Dickers Farm side - do we need to think about the amount of parking around the green.

Both items noted for future discussion. We will check the flagpole is insured

#### **Police**

No items

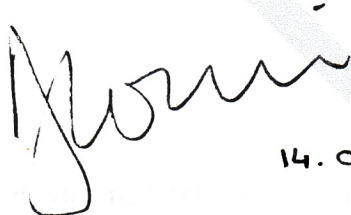
#### **Next meetings**

13 Dec; 2 May

We need to send out email to say we will need councillors for election next year.

#### **Re Clerk**

We need a locum. £1000 approved to be used as interim



14.02.23