

# AGENDA

## Donhead St Andrew Parish Council Full Meeting

Friday 15<sup>th</sup> May 2020 to be held online via Zoom at 7:30pm

Meeting ID: 852 2171 9380

Password: 659971 (Please contact the clerk if you have any queries on how to access the meeting)

### **Urgent Business only being addressed at this meeting**

**Councillors are summoned to an online meeting called by:**

Mrs Jessica Luck, Clerk to the Parish Council

c/o Truffles, Pigtrough Lane, Donhead St Andrew, SP7 9ES

[donheadstandrewpc@gmail.com](mailto:donheadstandrewpc@gmail.com)

*Jessica Luck*

11<sup>th</sup> May 2020

The Chairman will confirm if any part of the meeting **may not** be filmed, photographed or audio recorded.

If any member of the public has an objection to being filmed, photographed or audio recorded, would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

**Public Participation and Presentations** - Questions and/or statements

This is an opportunity for residents of Donhead St Andrew Parish to speak before the meeting commences, for a maximum of 3 minutes, on any agenda item or other matter of interest.

15.05.01 **Apologies** received/accepted and those present/not present.

15.05.02 **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.

15.05.03 **Approval of minutes:**

Full meeting - 13<sup>th</sup> March 2020, PCnllrs to approve.

Interim Planning Meeting, Trewithen - 27<sup>th</sup> March 2020, PCnllrs to approve.

### **PLANNING MATTERS**

15.05.04 **Planning applications** - For PCnllrs information, Richard Mullins from Wessex Water is to briefly explain their proposals to replace parts of the water mains at Overway and Milkwell. This will be detailed in future as a planning application.

15.05.05 **Applications determined since last meeting** - PCnllrs to note this information previously circulated via email.

### **FINANCE**

15.05.06 **Approval of payments information**

PCnllrs to note and approve retrospective payments made between 01/03/2020 and 30/04/2020 - all from approved budgets, circulated previously via email.

15.05.07 **Approval of Bank Reconciliation**

PCnllrs to note and approve the bank reconciliation for March and April 2020, Circulated previously via email.

15.05.08 **Annual Governance & Accounting Return 2019.20**

PCnllrs to refer to the Annual Return previously circulated with the agenda. PCnllrs to note the Internal Auditor has signed the internal audit report of the Annual Return for y/e

	31.03.2020 with no issues raised, before resolving; a. <b>Certificate of exemption</b> b. <b>Internal Audit Report</b> c. <b>Section 1 Annual Governance Statement</b> d. <b>Section 2 – Accounting Statements 2019/20</b>	
15.05.09	<b>Financially Assisting the DsA Neighbourhood Community Response (Coronavirus)</b> – PCnllrs to resolve whether they want to utilise the PC's donation money to financially assist the Neighbourhood response. The PC is subject to a spending limit (under Section 137 of the Local Government Act) of £3,095 for 2020 21. Part of this is already allocated in the PC's budget totalling £225. The PC has £4,543 remaining of the donation after taking into account payment for the fingerposts. PCnllrs to decide whether to allow 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 arises up to a specified amount (such as £500/£1,000) which can be reviewed at a later date.	
<b>Review of Key Documents</b>		
15.05.10	<b>Review of Financial Regulations</b> – PCnllrs to Approve. The Clerk does not believe any changes are necessary unless PCnllrs want to suggest something.	
15.05.11	<b>Review of Standing Orders</b> – PCnllrs to Approve. The Clerk does not believe any changes are necessary unless PCnllrs want to suggest something.	
15.05.12	<b>Review of DsA PC Risk Assessment</b> – PCnllrs to approve. The Clerk has updated this, PCnllrs to refer to changes highlighted and make any further suggestions if they wish.	
15.05.13	<b>Review of Asset Register</b> – PCnllrs to approve. This has been updated, PCnllrs to refer to changes highlighted.	
<b>OTHER MATTERS</b>		
15.05.14	<b>Scheme of Delegation</b> – PCnllrs to formally adopt this document, which has previously been agreed via email. The document is 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 Coronavirus.	
<b>Reports</b>		
15.05.15	W. Cnllr Tony Deane	
15.05.16	<b>Closure of meeting and Date and time of next meetings:</b> 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.	
	<b>Public participation</b> – for comments relating to the evening's agenda items and discussion.	