

Meeting Type Ordinary
Date 5 May 2021
Time 19.00 (following Annual Parish and Annual Meeting)
Venue Zoom virtual meeting.
Councillors Present Paul Brazel (Chairman), Stephen Bolton (Vice Chairman), Krys Pietrecki, Thomas Hiorns, Malcolm Whyte, Roger Wright
Apologies Nil
In Attendance Beverley Thorpe (Parish Clerk & RFO)
Members of the Public 0

- 1) **WELCOME and APOLOGIES**
Cllr Brazel welcomed all present. No apologies were received.
- 2) **DECLARATION OF INTERESTS**
Nil.
- 3) **CONFIRMATION OF MINUTES**
Councillors were asked to confirm the minutes of 3 March 2021 Ordinary Meeting.
Proposed Cllr Whyte **Seconded** Cllr Pietrecki **All in Favour**
- 4) **PUBLIC FORUM**
Nil
- 5) **UPDATE FROM DISTRICT AND COUNTY COUNCILLOR ANNE PARRY**
Cllr Parry reported that there were currently no Covid cases involving people over 60. There is one person in hospital. 93% of hospital beds are now filled with people taking elective surgery (not Covid-19). Cllr Bolton thanked Cllr Parry for her weekly report.
- 6) **CORRESPONDENCE**
a) **Village Green** - this agenda item was discussed in the Annual Parish meeting earlier in the evening (see minutes).
- 7) **FINANCIAL REPORT**
a) **Payment Authority**
Payments already paid via authority of recurring payments list or minutes in March/April 2021.

PAYMENT REF (P)	DETAILS	PAID DATE	TOTAL PAYMENTS
76	WCC printing VHN	29/03/21	£ 24.84
77	HMRC (PAYE) March	31/03/21	£45.00
78	Clerks Salary & Expenses (March)	31/03/21	£180.40
79	Clerks Working From Home Allowance (March)	31/03/21	£14.00

Total value of payments made = £264.24

Invoices awaiting resolution by the Council for payment in May.

PAYMENT REF (P)	DETAILS	TOTAL PAYMENTS DUE
1	TSO Host (paid by B Thorpe)	£ 8.34
2	Clerks Salary & Expenses (March)	£180.40
3	HMRC (PAYE) March	£45.00
4	Clerks Working From Home Allowance (March)	£14.00
5	Came & Company	£218.00
6	Water Plus	£76.95

Total value of payments = £542.69

Proposed Cllr Whyte **Seconded** Cllr Bolton **All in Favour**

Cllr Brazel asked the Parish Clerk to forward the Water Plus invoices for the last year so that he can assess usage.

Proposed Cllr Brazel **Seconded** Cllr Bolton **All in Favour**

b) **Lengthsman costs**

The Parish Clerk referred Councillors to an unexpected invoice for £703.6 for the services of the Lengthsman. This is over the £500 budget for the year. Councillors agreed that the quality of the work completed is very good but that a quote for hours and supplies must be received in the future. The Clerk reminded Councillors that all orders of work must go through the Clerk.

Proposed Cllr Whyte **Seconded** Cllr Bolton **All in Favour**

Cllr Whyte proposed that the invoice be paid, and that the Council learns from this experience.

Proposed Cllr Whyte **Seconded** Cllr Bolton **All in Favour**

Cllr Wright proposed that a breakdown of the work be requested.

Proposed Cllr Wright **Seconded** Cllr Brazel **All in Favour**

Parish Clerk to review the budget and make recommendations to meet the shortfall in monies reserved for the Lengthsman.

c) **Transfer and timing of banking to Unity Trust Bank**

The Parish Clerk reported that only 2 of the 3 Councillors had provided their contact details to be an authorised signatory. Cllr Brazel volunteered. Parish Clerk to take paperwork when they next meet.

d) **Quarterly audit** of records has been conducted by Cllr Whyte.

e) **Parish Council laptop**

Cllr Whyte reported that he had viewed the Parish laptop when he met with the Parish Clerk last month and he agreed that it was no longer serviceable. He proposed, with the Parish Clerks agreement, that the Council pay an allowance of £12 per month for the Clerk to use her own IT equipment, maintaining all records on the One Drive.

Proposed Cllr Whyte **Seconded** Cllr Brazel **All in Favour**

8) **AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS**

a) **Village Hall** no update

b) **Church** no update

c) **Allotments**

i. **Rents for 2021-22**

Cllr Brazel suggested having an offline discussion about the allotments in general. Zoom meeting agreed 26 May 2021 at 19.00.

ii. **Business Tenancy Agreement with Herd & Grow, NALC recommendations**

Cllr Wright proposed that the Parish Clerk obtain a quote for a tenancy agreement from Sheldon Bosley Knight.

Proposed Cllr Wright **Seconded** Cllr Pietrecki **All in Favour**

d) **Emergency Plan** no update

e) **Village Hut News**

Parish Clerk to draft update from minutes of the meetings held on 5 May 2021.

f) **Infrastructure including Footpaths and Village Maintenance** no update

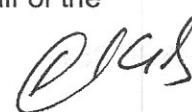
g) **Welcome Pack Committee** no update

h) **Oakley Woods** no update

i) **Planning**

i. **Delegation to the Clerk**

Cllr Wright proposed that the planning working group submit their proposals by email to the Council and if the Council was not due to meet before the deadline that the Parish Clerk submit those comments on behalf of the



Council. The Parish Clerk said that this was not possible. There are only three legal routes for Council decisions to be made: 1) by resolution of the Council in a public meeting, 2) by resolution of a Committee in a public meeting or 3) by delegation of authority to the Clerk.

Councillors accepted that there would be a requirement to meet if a planning application were received between scheduled meetings.

- j) **Community Engagement** no update
- k) **Human Resources**
 - i. **Parish Clerk Holiday entitlement**

The Parish Clerk recommended that she be paid holiday pay for the previous year as the opportunity to take leave had been limited because of her being new to the role and Covid-19. The Clerk is due 22 hours.

Proposed Cllr Wright **Seconded** Cllr Pietrecki **All in Favour**
 - ii. **Parish Clerk's Annual Performance Appraisal**

Parish Clerk's annual appraisal to be conducted by Cllr Brazel and Cllr Wright.
- l) **Training** no update
- 9) **OTHER ISSUES RAISED BY COUNCILLORS**
 - a) **Membership of Open Spaces Society**

Cllr Bolton proposed that the Parish Council become a member of the Open Spaces Society estimating a cost of £40 per year.

Proposed Cllr Bolton **Seconded** Cllr Wright **All in Favour**
 - b) **NALC National Tree Charter**

Cllr Bolton circulated the report from NALC to be included on the agenda for the next meeting.
- 10) **RISK MANAGEMENT PLAN**

Parish Clerk to update with risk assessment for return to meetings in the village hall.
- 11) **DATE OF NEXT MEETING**

7 July 2021 at 19.30 Ashorne Village Hut
- 12) **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Brazel closed the meeting at 21.48.
- 13) **PRIVATE & CONFIDENTIAL** no update

P. G. Brazel
7th July 2021