

Lanhedock Parish Council: Minutes of Meeting held virtually at 20:30 on Monday 18th May 2020

(Due to the COVID-19 outbreak and subsequent government lockdown, the meeting scheduled for 30th March 2020 was not held. This meeting detailed was held virtually, using video conferencing software at the following web address: <https://us04web.zoom.us/j/77707336684?pwd=TU1vcnV3TEhqSW9ZdXNDMEILNTIiUT09.>)

- 1) NOTIFICATION THAT MEETINGS MAY BE ELECTONICALLY RECORDED.**
- 2) TO NOTE THOSE PRESENT AND TO RECEIVE ANY APOLOGIES:**
 - a) In attendance: Cllr. J. Coad (chairman), Cllr. M. Coad, Cllr. W. Ayres, Cllr. A. Hill, Cllr. P. Miller, S. Knight (clerk), Cllr. C. Batters (C.C.)
 - b) Apologies: None
- 3) TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS:**
None received.
- 4) PUBLIC FORUM:**
No matters raised.
- 5) TO RESOLVE THAT THE MINUTES OF THE PREVIOUS MEETINGS ARE AN ACCURATE RECORD:**
 - a) It was resolved that the Minutes of the Parish Council meeting held on 27.01.2020 were an accurate record.
- 6) TO RECEIVE ORAL OR WRITTEN REPORTS AND AUTHORISE ANY ACTION:**
 - a) **Cornwall Council:** Cllr. Batters reported that adherence to the COVID-19 lockdown is being monitored by Cornwall Council and the Police, with a focus on preventing people travelling into the area for holidays or to visit second homes. He recommended that suspected breaches were reported on 03001231118/ covid19@cornwall.gov.uk and stated that grants from his Community Chest Fund and the Business Finance Growth Hub (01209-708660) are available for businesses facing hardship.
- 7) PLANNING MATTERS:** No planning applications received
- 8) PARISH MATTERS**
 - a) **Parish Litter Pick:** It was noted that the parish litter pick, originally scheduled for 24th March, had been postponed due to the COVID-19 lockdown and it was hoped to reschedule it for the Autumn.

ACTION: Chairman to liaise with Andrew Williams regarding the new date.

9) TO NOTE CORRESPONDENCE RECEIVED AND AUTHORISE ANY ACTION:

Date	Sender	Regarding	Action
03.03.2020	Steve Cavendish	Artificial net facility for Lanhydrock Cricket Club	None
22.04.2020	Joy Benney	Halgavor, Bodmin Tree Preservation Order	None

10) FINANCE

- a) Clerk to provide a report to date:** The clerk provided the latest bank reconciliation, which showed no outstanding credits or payments and a total balance of £4221.84.
- b) Update on online banking:** To eliminate the need for social contact in its financial transactions, the parish council has sought to move to online banking. Cllr. Ayres and Cllr. M. Coad had accordingly spent many hours in phone calls to Barclays but, so far, only Cllr. Ayres appeared to have been successfully set up, leaving the parish council without the two authorizers required to bank online. In light of this, it was agreed to continue using cheques but to continue to work towards online banking.

ACTION: Cllr J. Coad to call Barclays to set himself up as an online authorizer.

11) GOVERNANCE

- a) To consider the renewal of the parish council's membership of CALC and authorize any associated payment:** It was agreed that membership of CALC had proved invaluable during the present crisis and should therefore be renewed. The payment of £141.40 was authorized (Payment Ref: 2021-060)
- b) Standing Orders:** The council resolved to adopt the supplementary Standing Orders provided by CALC to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th 2021 or the repeal of legislation, whichever is the earlier.

Proposed: Cllr. J. Coad **Seconded:** Cllr. W. Ayres **Approved:** Nem. Con.

- c) GDPR:** The council resolved to adopt the Information Security Policy presented by the clerk.

ACTION: Policy to be uploaded to parish council website

- d) Pre-Application Discussions:** It was agreed that the Pre-Application Protocol should remain a part of the parish council's adopted policy.

ACTION: Protocol to be uploaded to parish council website, alongside updated parish profile

e) External Audit

- i) To approve exemption from external audit:** The council resolved to certify itself exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

ACTION: Clerk to meet chairman to sign the Certificate of Exemption for emailing to PKF Littlejohn and upload to parish council website.

- ii) To approve Annual Governance Statement:** The Annual Governance Statement was approved by the council.

ACTION: Clerk to meet chairman to sign the Annual Governance for upload to website.

- iii) To approve the Accounting Statement:** The Accounting Statement was approved by the council.

ACTION: Clerk to meet chairman to sign the Accounting Statement for upload to website.

12) TO NOTE ITEMS FROM COUNCILLORS FOR THE NEXT AGENDA:

- a) Online banking

13) DATE OF NEXT MEETING: Monday 29th July 2020**14) PUBLIC AND PRESS EXCLUDED****15) CLERK PAYMENT:**

- a) The following payments were authorized,

Recipient	Payment Ref.	Reason for payment	Amount
S Knight	Clerk Salary	Clerk Salary + Expenses	
HMRC	120PA00289343	PAYE tax on Clerk Salary	

Meeting Closed at: 21:23

Signed and Accepted as a correct record

Chairman

Jason D. Load

Date: *27th July 2020*