

WESTON PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ELECTRONICALLY ON WEDNESDAY 3RD JUNE 2020 AT 7:30PM

Present: Councillors Chase, Francis, Henderson, C. Laughton, P. Laughton. Saddington

The Chair opened the meeting and welcomed all present

- 200601 To elect officers of the council – Chair and Vice Chair
David Chase proposed as Chair by Colin Laughton, seconded by Pauline Laughton. Elected unanimously.
Glyn Francis proposed as Vice Chair by David Chase, seconded by Pauline Laughton. Elected unanimously.
- 200602 To receive Apologies for Absence and Declarations of Interest
No apologies were received.
- Open Forum – ten minutes to receive questions and comments from members of the public
1 member of the public was present. There were no questions.
- 200603 To accept the minutes of the meeting held on May 6th 2020
Minutes were approved. Permission was given for the Chair to sign the minutes at a later date.
- 200604 To note and report matters arising from the minutes not covered elsewhere on the agenda
- i) Parish Clock
The Clerk updated the Council on the current position including fact that quotation is due to expire on 8th June 2020. Was advised quote had been approved at January meeting by Council, but would appear this had not been passed onto Church or Time Assured. Clerk to advise Church and Time Assured funding was approved, and to ask Church to proceed with Faculty request. Council was also reminded that Councillor Bruce Laughton had agreed to make a contribution towards the work.
 - ii) Bridge
Cllr P Laughton to chase and update at next meeting
 - iii) Litter pick – options available
Options of Council clearance or Community Litter Pick discussed. Cllr P Laughton pointed out that Community picks were not advised on roads with speed limit of over 50 mph. Agreed to shelve for summer, and ask NSDC to act if necessary
 - iv) Dog Bins
Not over-full at present. Cllrs C Laughton and G Francis to monitor
 - v) Insurance of volunteers
No requests for help from vulnerable residents were known. May no longer be an issue due to easing of Covid 19 lockdown measures.
- 200605 To receive reports from County Council and District Council Representatives
None in attendance.

- 200606 To receive and consider any highways issues
None received. Cllr P Laughton enquired about Crossways and was advised by the Chair that planning was approved on appeal.
- 200607 To consider financial matters
- i) To report receipts
None
 - ii) To report payments – Alice Locum Clerk £397.50
 Came & Co Annual Insurance £218.00
Retrospectively approved
 Community Heartbeat Trust £124.00 – Defibrillator donation and Insurance
Retrospectively approved. Cllr P Laughton pointed out that part of this payment was for the Village’s Bronze Cover Subscription, and not strictly a donation
 - iii) Update on completion of Annual Accounts 2019/20 and Audit
The Clerk reported that the Annual Accounts and Audit papers were with Mike Harness, the internal auditor
 - iv) To complete the Annual Governance Statement & Accounting Statement for 2019/20
The Clerk reported that these had been completed and were with the internal auditor.
 - v) Consider adoption of Internet Banking
All councillors agreed that this would be a good idea if it was achievable. Clerk to try to sign Council up, on receipt of required information from existing signatories.
 - vi) Account signatories
Chair reported that Clerk details had been amended at Bank. Chair to look into removing former Councillor Lowney as a signatory and replace him with Cllr Henderson
- 200608 To consider planning matters and receive updates on ongoing applications
None received.
- 200609 To review and agree council policies
- i) Standing Orders
Wording to enable electronic meetings to be added to Standing Orders unanimously approved. Cllr C Laughton to draft wording for approval.
 - ii) Financial Regulations
It was agreed that these would need updating in the event of Internet Banking is adopted. To be an Agenda Item at that time.
 - iii) Data Protection
Clerk stated that the Councils General Privacy Notice was not the same (or as comprehensive) as the NALC GDPR Toolkit Version, and may need clarification, in particular, to sharing information via electronic media. Agreed Clerk would send both versions to Councillors to consider matter further. Agenda for July meeting.
 - iv) Use of Electronic Media
See (i) above
- 200610 To consider arrangements for holding an Annual Parish Meeting in 2020 – Facebook and Website announcement
Agreed was not possible to arrange a meeting to be held during current lockdown conditions. Agreed to Agenda for September meeting.
- 200611 To discuss possible Zoom subscription
Chair has a subscription which he has taken out for other meetings and is happy for Council meetings to be run via that. All Councillors expressed their gratitude.

200612 To discuss Council Vacancy

After considering the options available and the current position concerning lockdown and after a vote, it was agreed (5 for, 1 against) that this would stay under review as lockdown loosens to enable all possible interested parties to apply. It was noted that if an election was needed, this would not take place until May 2021. To be on Agenda for September meeting if no substantial change in lockdown measures before July meeting.

200613 Update on New Bench Installation

Approval and Licence have been received to put slabs under the new bench. Cllrs Francis, C Laughton, Saddington happy to help with work, and Chair can bring materials. All 4 to liaise and do works. Agenda report and update at next meeting. Cllr P. Laughton to speak to person who has replaced wood on the bench.

200614 Discuss purchase of replacement poppies

Agreed not needed at present.

200615 Consider correspondence circulated to Councillors since last meeting:

- i) Rural Services Network Bulletins, including May 2020 Rural Funding Digest
- ii) Notts CC – Household Waste Recycling Centres Re-Opening Information
- iii) NALC – Corona Virus update re: meetings
- iv) NSDC – Casual Vacancy procedures
- v) Heather Sutton – Stakeholder Newsletter May 2020
- vi) Came & Co – response to Volunteer Insurance Cover Query
- vii) NSDC – Planning Committee Agenda

All correspondence noted.

200616 To consider and discuss any non-agenda items and business for the meeting on Wednesday 1st July 2020

Payments agreed: Final payment to Locum Clerk - £90

Community Heartbeat Emergency Phone annual cost for Defib £60

ICO Data Protection Fee – £40

Clerk Training - £20

SLCC membership for Clerk - £70

Cllr P Laughton noted that a book box had been placed in the defib phone box, which appears to be intended as a community 'library'. It was agreed that whilst this was a nice idea, the defib phone box was not the place for it as access to the equipment could be restricted or obstructed. In addition, in the current pandemic, perhaps was not the right time, infection wise. It was agreed that a polite notice would be put on the phone box and the book box asking the person who had put them there to contact the Clerk to discuss.

Cllr C Laughton raised the issue of the Emergency Plan on the Website and asked whether it had been updated, as he believed this was being done at the end of 2019 or start of 2020. Cllr. Francis said that he would look into it and report back at next meeting.

Next meeting – Wednesday 1st July 2020 to be held electronically (unless advised otherwise) from 7:30pm

Meeting closed at 21:08

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