

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 15th April 2020 via Video Conferencing

Minute		Action
	<p>All were welcomed to the April meeting of the Parish Council which was being held via Video Conferencing due to the Covid-19 restrictions.</p> <p>The meeting had been advertised on the village website, noticeboard and on social media, and one resident joined the meeting.</p> <p>Due to the circumstances, the agenda identified matters that needed the urgent attention of the Parish Council in order to maintain business continuity.</p> <p><u>REPORT FROM DISTRICT COUNCILLORS</u></p> <p>Cllr. Spray had contacted the clerk and confirmed that the District Council had been sending regular electronic newsletters updating parishes on all matters. This had been circulated to councillors.</p> <p><u>OTHER QUESTIONS</u></p> <p>There was a discussion regarding the work of the Covid-19 volunteer group: the Chairman of the group had joined the meeting to provide information and answer questions, which was helpful. The Council had been asked to support the group in the purchase of essential equipment. 42 calls had been made to the group since 23rd March (23 days): the group covered Carlton Le Moorland, Norton Disney and Stapleford. The nature of the calls included collection of prescriptions, shopping, emergency repairs and general welfare. The resident then left the meeting.</p> <p>THE COUNCIL THEN MOVED INTO FORMAL SESSION</p>	

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1/2/20	<p><u>PRESENT AT THE MEETING</u> Cllrs. J. Hutchinson, R. Garland, A. Sceeny, F. Jacques, E. Surphlis, D. Cook and the Clerk.</p>	
2/2/20	<p><u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllr. Clarke which was accepted by the members.</p>	
3/2/20	<p><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u> Cllr. Sceeny declared an interest at item 7 – Any Other Urgent Business relating to the Village Hall heating.</p>	
4/2/20	<p><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u> The minutes of the last parish council meeting on 11th March 2020 were proposed by Cllr. Garland seconded by Cllr. Sceeny, and agreed by the members to be a true record.</p>	
5/2/20	<p><u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising from the minutes.</p>	
6/2/20	<p><u>RESOLUTIONS</u> The following resolutions had been circulated to councillors and required ratification as follows: <u>RESOLUTION 1. SAFETY STATEMENT - MEETINGS</u> That the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance above that of public and personal safety. As such all scheduled public meetings will be cancelled for an initial 4-month period (or as circumstances dictate). The resolution was agreed, and also that until such time that physical meetings can resume, the council will meet by means of video conferencing (as required by legislation), at least monthly to deal with matters of urgent business. <u>RESOLUTION 2. SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS</u> That the Parish Council gives delegated authority to the Clerk to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of no longer than 4 months (or as circumstances dictate), with the Parish Clerk to compile and maintain a list of such suspensions, and reasons, which will be to be presented to a future meetings. The Council resolved to accept this resolution. <u>RESOLUTION 3. ANNUAL GENERAL MEETING / ANNUAL PARISH MEETING</u> That as the cancellation of meetings has a direct impact on the Annual General Meeting of the Parish Council (scheduled for May 13th, 2020), the roles of Chairman and Vice Chairman will remain the same until a suitable and safe public meeting is called and held. Where any cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date. Government legislation from April 2020 has determined from that there is no requirement to hold an Annual Council Meeting until 2021. The Council agreed that the Annual Council meeting would be held in 2021, and the Chairman and Vice Chairman would remain.</p>	

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6/3/20	<p><u>RESOLUTIONS (Continued)</u></p> <p><u>RESOLUTION 4. ORDERS FOR PAYMENT</u> That the Clerk emails information regarding all orders for payment to Councillors. Councillors are to confirm by email whether they agree to the payment(s). The cheque(s) will be signed by those elected Members with delegated responsibility for the authorisation and signing of payments. These measures are put in place with robust transparency processes to ensure effective business continuation, and to minimise impact on local service delivery and local business, with ratification by the Parish Council to be made at a meeting held at the earliest and safest opportunity. The Council resolved to accept this resolution.</p> <p><u>RESOLUTION 5: PLANNING MATTERS</u> That the Councillors deal with any planning applications via email and give delegated power to the clerk to collate responses and submit to NKDC (on a majority basis). The Council resolved to accept this resolution.</p> <p><u>RESOLUTION 6: BUDGETARY CONTROL AND AUTHORITY TO SPEND</u> To delegate responsibility to the Parish Clerk/RFO to authorise orders/payments outside the Council meetings if they are deemed to be necessary and satisfactory. The clerk would consult with two Councillors (one being the Chairman or Vice-Chairman) via e-mail before an order /payment is authorised. This particularly applies to orders/payments relating to the Village Hall Development (Defects/Lottery Funding Budget). The Council resolved to accept this resolution.</p> <p><u>RESOLUTION 7: ANNUAL AUDIT</u> The Parish Clerk to prepare the end of year accounts and work with the Chairman and Vice Chairman to sign these off on behalf of the Council to meet the deadline of 31st August 2020. It is anticipated that these will be presented for final approval at a Council Meeting in June; however, in the event that the council is still not holding meetings, the Clerk will be guided by advice from LALC in consultation with the Chairman and Vice Chairman in respect of authorising and submitting the Annual Audit to meet the deadline. The Council resolved to accept this resolution.</p> <p><u>RESOLUTION 8. FINANCIAL REGULATIONS</u> The Parish Council has given delegated authority to the Clerk with regards to the Council's Financial Regulations. The Clerk requests Council approval to apply for internet banking facilities in order to ensure business continuity and safety for members in the process for the payment of suppliers. This meets the requirements as outlined in 6.10 of the Financial Regulations where if thought appropriate, payment for certain items may be made by internet banking provided evidence is retained showing which members approved the payment. The application for internet banking to provide access to all the Parish Councils accounts is to be approved. The Council resolved to accept this resolution.</p>	

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7/4/20	<p><u>FINANCE</u></p> <ol style="list-style-type: none"> 1. <u>Finance Risk Assessment Review – 2020/21</u> It was proposed by Cllr. Garland, seconded by Cllr. Jacques and approved by the Council to accept the Finance Risk Assessment. 2. <u>Financial Regulations Review – 2020/21</u> It was proposed by Cllr. Garland, seconded by Cllr. Surphlis and agreed by the Council to adopt the 2020 financial regulations as circulated. 3. <u>Audit of Accounts – 2019-120</u> The end of year accounts were being prepared and the provisional information would be circulated to councillors when completed. The audit documentation was still awaited from the External Auditors, following changes to the submission dates. 4. <u>Finance Report and Bank Reconciliation April 2020</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts at 1st March 2020 were as follows: <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr><td>Treasurer's Account</td><td style="text-align: right;">£975.74</td></tr> <tr><td>Village Hall Account</td><td style="text-align: right;">£5,478.87</td></tr> <tr><td>Savings Account</td><td style="text-align: right;">£17,710.99</td></tr> <tr><td>Defibrillator Fund</td><td style="text-align: right;">£1,572.61</td></tr> <tr><td>Village Hall Development Fund - YPT</td><td style="text-align: right;">£795.01</td></tr> <tr><td>Village Hall Development Fund - Fundraising</td><td style="text-align: right;">£16765.31</td></tr> <tr><td>Lottery Account – Village Hall Development</td><td style="text-align: right;">£13,121.58</td></tr> <tr><td>YPT – Grant for Film Events</td><td style="text-align: right;">975.00</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£57,395.11</td></tr> </table> 5. <u>Payment of Accounts</u> The following accounts were noted for approval at the meeting: - <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr><td>C. B Grounds Maintenance – March 2020</td><td style="text-align: right;">£103.44</td></tr> <tr><td>Information Commissioner – Data Protection Fee</td><td style="text-align: right;">£40.00</td></tr> <tr><td>HMRC Employer's Quarterly Costs</td><td style="text-align: right;">£12.60</td></tr> <tr><td>Clerks Admin Expenses - March 2020</td><td style="text-align: right;">£22.36</td></tr> <tr><td>M Harwood – Litter picking - March 2020</td><td style="text-align: right;">£30.00</td></tr> <tr><td>Clerk's Salary</td><td style="text-align: right;">£280.08</td></tr> <tr><td>T. Harvey – Window Cleaning Village Hall</td><td style="text-align: right;">£20.00</td></tr> <tr><td>Allied Westminster – Renewal of Insurance V. Hall</td><td style="text-align: right;">£699.35</td></tr> <tr><td>Sue North – Cleaning of Village Hall March</td><td style="text-align: right;">£80.00</td></tr> </table> <p style="margin-top: 10px;">The Council resolved to approve the purchase of equipment for the Covid-19 Volunteer Group to support residents requiring assistance in Carlton le Moorland. The following account was approved for payment:</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr><td>ESPO – Latex Gloves and volunteer name badges</td><td style="text-align: right;">£65.60</td></tr> </table> <p style="margin-top: 10px;">The Finance statements and payments were proposed by Cllr. Garland seconded by Cllr. Jacques and agreed by all the Council.</p>	Treasurer's Account	£975.74	Village Hall Account	£5,478.87	Savings Account	£17,710.99	Defibrillator Fund	£1,572.61	Village Hall Development Fund - YPT	£795.01	Village Hall Development Fund - Fundraising	£16765.31	Lottery Account – Village Hall Development	£13,121.58	YPT – Grant for Film Events	975.00	TOTAL	£57,395.11	C. B Grounds Maintenance – March 2020	£103.44	Information Commissioner – Data Protection Fee	£40.00	HMRC Employer's Quarterly Costs	£12.60	Clerks Admin Expenses - March 2020	£22.36	M Harwood – Litter picking - March 2020	£30.00	Clerk's Salary	£280.08	T. Harvey – Window Cleaning Village Hall	£20.00	Allied Westminster – Renewal of Insurance V. Hall	£699.35	Sue North – Cleaning of Village Hall March	£80.00	ESPO – Latex Gloves and volunteer name badges	£65.60	
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8/5/20	<p><u>ANY OTHER BUSINESS</u></p> <p>i) As determined by the resolution previously agreed, the Annual General Meeting and Annual Parish Meeting would be delayed until 2021.</p> <p>ii) Village Hall – following the last meeting, the review of the heating system had resulted in a Nest controller being agreed. Outdoor furniture in recycled materials would also be researched, to be funded through the Lottery allocation.</p> <p>iii) Playing Field – this had been closed in accordance with government guidelines due to the area being designated as a playground with gym equipment.</p>	
9/5/20	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next Parish Council meeting was scheduled for Wednesday 13th May 2020 at 7.30pm. More details to follow.</p> <p>The meeting closed at 8.20pm.</p>	