

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 13th May 2020 via Video Conferencing

Minute		Action
	<p>All were welcomed to the May 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 AND COUNTY COUNCILLORS</u></p> <p>The District Council had been sending regular electronic newsletters updating parishes on all matters. Cllr. Marianne Overton had forwarded her newsletters to Parish Council. This information had been circulated to councillors.</p> <p>There were no other questions.</p> <p>THE COUNCIL THEN MOVED INTO FORMAL SESSION</p>	

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10/7/20	<p><u>PRESENT AT THE MEETING</u> Cllrs. J. Hutchinson, R. Garlant, A. Sceeny (via phone link), F. Jacques, E. Surphlis, D. Cook and the Clerk.</p>	
11/7/20	<p><u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllr. Clarke which was accepted by the members.</p>	
12/7/20	<p><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u> Cllr. Hutchinson declared an interest at item 7 – Pond area and item 9 Allotment matters, Cllr. Cook declared an interest at item 9 Allotment matters, Cllr Jacques declared an interest at item 9 Allotment matters and Cllr. Sceeny declared an interest at item 6 Village Hall and item 9 Allotment matters.</p>	
13/7/20	<p><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u> The minutes of the last parish council meeting on 15th April 2020 were proposed by Cllr. Garlant seconded by Cllr. Cook, and agreed by the members to be a true record.</p>	
14/7/20	<p><u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising from the minutes.</p>	
15/7/20	<p><u>VILLAGE HALL MATTERS</u></p> <ul style="list-style-type: none"> i) Development and Building Issues The final inspection of the hall had been carried out by Evolution Design and the defects list had been circulated to councillors, updated and the final copy sent to the Administrator (on behalf of Carmalor Construction). The only item which was not listed by the agent was the dented cooker hood which was reported to the contractor in May 2019. The Council will await further information on how the defects are to be rectified. ii) Lottery Funding – the list of possible items to be funded from the remaining funding had been circulated and would be discussed further. The ‘Nest’ control system for the heating had been requested and the work to complete this was awaited due to the lockdown. 	
16/7/20	<p><u>POND AND SURROUNDING AREA IN SANDS LANE</u> There was nothing to report.</p>	
17/7/20	<p><u>PLAYING FIELD</u> There was nothing to report.</p>	
18/7/20	<p><u>ALLOTMENT MATTERS</u></p> <ul style="list-style-type: none"> i) There was concern regarding the herbicide sprayed on the Highways verge and public area near the allotments on Back Lane which had killed vegetation. The allotment holder would be contacted regarding this matter. ii) Allotment hedge laying enquiry – the members commended the standard of work for the existing hedge on the allotment in Sands Lane. Further improvements to the hedge were approved if it was completed to the same standard. The clerk would notify the resident. 	

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19/8/20	<p><u>HIGHWAYS AND FOOTWAYS</u> The response to the report of damage to Brigg Lane (not a public highway) was not accepted by the Council, and further information would be forwarded to the Highways Officer and Cllr. Marianne Overton.</p>																			
20/8/20	<p><u>GRASS CUTTING & MOLE WORK</u> i) The mole contractor had submitted his quotation for the coming year and the price had remained the same at £175.00. The members unanimously resolved to accept the quotation. ii) The clerk would research who is responsible for cutting the grass verge in front of the boundary fence of 14 Westhall Close along Norton Disney Road. The grass had not been cut recently.</p>																			
21/8/20	<p><u>PARISH COUNCIL LAPTOP</u> The old laptop had recently ceased working and a new laptop had been approved for purchase by members. This had been ordered and delivered.</p>																			
22/8/20	<p><u>WILDLIFE CONSERVATION</u> There was nothing to report on this matter.</p>																			
23/8/20	<p><u>PLANNING</u> 20/0519/FUL – Land SW of the Manor, Manor Lane – Amended design of Plot 2. The council comments included the following: There was little change to the footprint of the dwelling since the approval of the application however the addition of a first floor gave the appearance of a building that was rather large for the plot. The heritage of the site had been overlooked in planning statement and an archaeological condition would be recommended.</p>																			
24/8/20	<p><u>FINANCE</u></p> <ol style="list-style-type: none"> 1. <u>Audit of Accounts – 2019-20</u> <ol style="list-style-type: none"> i) Internal Audit 19/20 - The end of year accounts had been reviewed by the internal auditor John Shaw and thanks were extended to him for the time spent on this work. ii) Annual Governance Statement 19/20 - The Annual Governance Statement was read, agreed by the Council and signed by the Chairman. iii) Accounting Statement 19/20 – was read, approved by the Council and signed by the Chairman. 2. <u>Finance Report and Bank Reconciliation May 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 May 2020 were as follows: <table border="1" style="margin-left: 40px;"> <tbody> <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;">£16,765.31</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> </tbody> </table> 	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	£16,765.31	Lottery Account – Village Hall Development	£13,121.58	YPT – Grant for Film Events	975.00	TOTAL	£57,395.11	
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24/9/20	<p><u>FINANCE (continued)</u> 3. <u>Payment of Accounts</u> Notification had been received that business internet banking had been approved prior to the meeting and under item 6.10 of the Financial Regulations it was agreed that this method of payment would be used where possible until further notice. The following accounts were noted for approval at the meeting: -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Joanna Slater–Biofree Sanitiser for Covid-19 Group</td> <td style="text-align: right;">£75.59</td> </tr> <tr> <td>C.B. Grounds Maintenance – April 2020</td> <td style="text-align: right;">£103.44</td> </tr> <tr> <td>Came & Company – Parish Council Insurance</td> <td style="text-align: right;">£1115.72</td> </tr> <tr> <td>Clerks Admin Expenses - April 2020</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>M Harwood – Litter picking - April 2020</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Amazon – Black Ink Cartridge</td> <td style="text-align: right;">£25.64</td> </tr> <tr> <td>PC World Business–HP Laptop & MS Office Business</td> <td style="text-align: right;">£773.97</td> </tr> <tr> <td>Mr Pesty – Annual Mole Contract Renewal</td> <td style="text-align: right;">£175.00</td> </tr> <tr> <td>Asda – Gift for Internal Auditor in lieu of work done</td> <td style="text-align: right;">£29.50</td> </tr> <tr> <td>Clerk’s Salary</td> <td style="text-align: right;">£280.08</td> </tr> <tr> <td>PPL/PRS Licence – annual</td> <td style="text-align: right;">£130.36</td> </tr> <tr> <td>Lindum Fire Services – Fire Equipment Inspection</td> <td style="text-align: right;">£54.62</td> </tr> <tr> <td>Octopus Energy – Hall for March and April 2020</td> <td style="text-align: right;">£713.40</td> </tr> <tr> <td>Wave – Water Village Hall</td> <td style="text-align: right;">£45.00</td> </tr> </tbody> </table> <p>The Finance statements and payments were proposed by Cllr. Garland, seconded by Cllr. Jacques and agreed by all the Council.</p>	Joanna Slater–Biofree Sanitiser for Covid-19 Group	£75.59	C.B. Grounds Maintenance – April 2020	£103.44	Came & Company – Parish Council Insurance	£1115.72	Clerks Admin Expenses - April 2020	£10.00	M Harwood – Litter picking - April 2020	£30.00	Amazon – Black Ink Cartridge	£25.64	PC World Business–HP Laptop & MS Office Business	£773.97	Mr Pesty – Annual Mole Contract Renewal	£175.00	Asda – Gift for Internal Auditor in lieu of work done	£29.50	Clerk’s Salary	£280.08	PPL/PRS Licence – annual	£130.36	Lindum Fire Services – Fire Equipment Inspection	£54.62	Octopus Energy – Hall for March and April 2020	£713.40	Wave – Water Village Hall	£45.00	
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25/9/20	<p><u>ANY OTHER BUSINESS</u> i) Village Hall – the grass at the rear of the hall required cutting and the clerk would contact the contractor.</p>																													
26/9/20	<p><u>DATE AND TIME OF THE NEXT MEETING</u> The next Parish Council meeting was scheduled for Wednesday 10th June 2020 at 7.30pm. More details to follow. The meeting closed at 8.40pm.</p>																													