

West Rainton & Leamside Parish Council

Minutes of meeting held on

At 19:00 on Thursday 16 April 2020

(Remote Meeting Via Zoom Technology –

Permissible under Sec 78 of the Corona Virus Act 2020)

Present: Councillors I Diggory, I Haddick, M Gilbank, P Lowrie, G Storey & A Wallage

In attendance:

M Ramshaw, Parish Clerk

NOTE The meeting was not audio or video recorded.

Although present, due to her current state of health, Cllr Wallage was unable to Chair the Meeting. **Parish Council resolved** to approve Cllr Haddick as Chairman for the meeting.

1) Apologies

Apologies had been received from Cllr M Boettcher (holiday) Cllr Kellett (unable to access via technology) and Cllr Morson (work commitment and technical difficulties).

Parish Council resolved to approve these absences.

2) Declarations of interest

It was agreed that declarations of interest would be dealt with as and when the need arose.

3) Public Participation

Despite the meeting being published on the website and the noticeboards no members of the public had enquired for the detail to participate in the meeting online.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 20 February 2020 be approved as a correct record. It was noted that the March meeting had not gone ahead due to the outbreak of the Covid 19 virus.

Signature.....

Date.....

5) Parish Councillor Vacancies

The Parish Clerk advised there had been no applications received for co-option. **Parish Council resolved** to approve a further co-option advert to run until 14 May 2020.

6) Finance Report

Part A: For information:

- Income:** DCC Neighbourhood Grant Funds £500.00
DCC – Precept and LCTSS 2020/21 £38591.20
- Expenditure**

Expenditure previously approved by Parish Council due this month. (Items 1-3 paid March 2020 as previously approved but not reported as no March Parish Meeting)

	Payee	Purpose	Amount (£)
1	M Ramshaw	Parish Clerk net salary – March 2020	387.86
2	HM Revenue and Customs Only	HMRC liabilities - March 2020	97.00
3	Believe Housing	Arden House Room Hire 3/2/20 1hr & 20/2/20 2hrs	15.00
4	M Ramshaw	Parish Clerk net salary – April 2020	388.06
5	HM Revenue and Customs Only	HMRC liabilities - April 2020	96.80
6	Believe Housing	Arden House Room Hire 2/3/20 1 hr	5.00
7	Special Branch Tree Services	Grounds Maintenance March 2020	308.40
TOTAL			£1298.12

Part B: Expenditure requiring approval

	Payee	Purpose	Amount (£)	Budget Provision Y/N
8	CDALC	Annual Subscription 2020/21	467.04	Y
9	ICCM	Annual Subscription 2020/21	95.00	Y
10	SLCC	Membership Renewal	109.00	Y
TOTAL			£671.04	

Signature.....

Date.....

Part C: Bank Balances – For Information

Total Expenditure included above	£1969.16
Anticipated current a/c bank balance if all paid	£61570.55
Reserve Account Balance	£15140.02

Parish Council resolved to:

1. Note income, expenditure and bank balances reported for information.
2. Approve expenditure listed in Part B.

7) Planning Applications

Parish Council considered 2 applications that had been made with no feedback on either.

8) Annual Review of Cemetery Fees and Charges

Parish Council received the report of the Parish Clerk and agreed to the inflationary uplift of 2% on fees. **Parish Council resolved** to approve the 2% uplift. Clerk's Note: Figures included within report were incorrect. Revised report shared with Parish Councillors with the approved 2% uplift added.

9) Appointment of Internal Auditor

The Parish Clerk gave a verbal update regarding the annual audit and the requirement for an internal audit of the accounts. The Parish Clerk requested that Parish Council consider the appointment of Annette Simpson who has audited the accounts for a number of years. **Parish Council resolved** to approve the appointment of Annette Simpson as the internal auditor.

10) Risk Management Strategy & Risk Assessment

The Parish Clerk referred members to the previously circulated draft Risk Management Strategy and Risk Assessment. Whilst developed from a template, the content within the Policy and Risk Assessment further develops the Parish Councils approach. Cllr Wallage expressed her opinion that the documentation was a much improved approach and more reflective of the risk posed to the Parish Council. **Parish Council resolved** to approve the Risk Management Policy.

11) Grant Application

The Parish clerk advised that a grant application had been received from the West Rainton & Leamside Banner Group. This was outside of the usual processes for Grants however can be considered (Grants and Donations Policy Sec. 25). Parish Councillors were in receipt of the application detail. The application was to cover some of the remaining costs for the project. Parish Council noted that matched funding up to the value of £1000 was available from the Village Partnership towards the Project.

Signature.....

Date.....

Parish Council felt this was an exceptional one-off request and the Project had worked hard to obtain capital funding from other sources.

Parish Council resolved to agree a 'one-off' payment of £1000 to the Project. Any future funding for the Project to be applied for through the standard application process.

12) Cemetery – Reinforcement of Grave Adornment Policy

The Parish Clerk advised members that despite correspondence that had been sent out, a kerb set still remained within the new lawned area of the Cemetery where kerb-sets are not permitted. Whilst Parish Council acknowledged the sensitive nature of the situation, as a response had not been received they asked that the Parish Clerk send further correspondence with a 21 day deadline for removal of the kerb set.

13) General Correspondence

a) The Parish Clerk advised members that Annual Parish Meetings for 2020 had been cancelled. Parish Council noted this.

b) The Parish Clerk advised that due to COVID19, there is now a two month extension for the completion of the Annual Governance and Accountability Return.

14) Date and Time of Next Meeting

Parish Council noted the next Parish Meeting to be held 21st May 2020 at 19:00. The Meeting will be held with due regard to Government guidance regarding the Covid 19 pandemic.

Signature.....

Date.....