

# WOOLSTHORPE by BELVOIR PARISH COUNCIL

Minutes of Woolsthorpe by Belvoir Parish Council Meeting

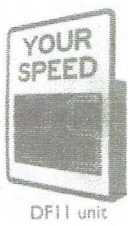
Date: Thursday 25th June 2020

Venue: Virtual Zoom meeting at 6-00 p.m.

Councillors present    Cllr T. Packer – Chairman  
                                  Cllr S Remzi – Vice Chairman  
                                  Cllr M. Bradshaw

Clerk & RFO                Mrs Emma Wilson

Due to the current Covid-19 Coronavirus situation, the Parish Council had this meeting via Zoom; detail of some agenda items were sent via email to councillors to enable some background and pre-decision making and followed up with confirmation detail during this meeting.

<b>1.</b>	<b>Chairman's Welcome Remarks</b>	The chair thanked those attending and welcomed all to our first virtual zoom parish council meeting.																								
<b>2.</b>	<b>Apologies</b>	Apologies were received from Cllr J. Salmon due to IT technical issues. Cllr P. Randell had confirmed apologies pre-meeting following a discussion with the clerk regarding keeping the meeting to essential participants for the initial Zoom meeting to combat some technical issues and setting up of the online account for meetings. He confirmed he was available for on line meetings as required. Reasons for absence were noted and accepted.																								
<b>3.</b>	<b>Disclosure of interest in agenda items – Declaration of interest from Cllr Bradshaw for Item 10 Community Cleaner as his wife has an interest in applying for the post as and when it is advertised.</b>																									
<b>4.</b>	<b>To approve Minutes of meeting held on the 16th January 2020</b>	The draft minutes having been circulated prior to the meeting were agreed and proposed to be a true and accurate record. They were passed as approved by resolution of the Council and recorded as so at the meeting. Plans were put in place for the clerk to meet with the Chair later that day to get a physical signature on the documents. The minutes were duly signed and dated accordingly by the Chairman on 25/06/20.																								
<b>5.</b>	<b>Playground - Regular Safety Checks</b>	Update from Cllrs Remzi & Bradshaw Cllr Remzi confirmed that she had duly attached the Closed (due to COVID19 sign) on the gate at the entrance and Cllr Bradshaw confirmed he had padlocked the gate to prevent easy access. It was noted by Cllr Remzi that the weeds were really quite overgrown, and it was agreed that this would be tackled via liaison with S Woodward and allow him access to clear the weeds. There is no official guidance available as yet regarding when we can open, clerk said she would follow up the guidance and refer back to the council when it is known what preparation is required re signage, safety checks and risk assessment etc.																								
<b>6.</b>	<b>Parish Speed Check</b>	- Cllr Bradshaw (quotes for an additional reactive speed sign) As promised Cllr Bradshaw fed back to the meeting about the costings for the DF11 unit from Unipart as shown below. The quote is for Unipart Dorman to manufacture, install and commission 1 x DF11 battery powered unit, other option quoted is for solar charging unit. VAT is to be applied to these prices but can of course be reclaimed. Lead time was quoted at approx. 6 wks. Quotes may need to be updated as and when a decision is made if we wish to move forward with it.																								
	 <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Dorman Part No</th> <th>Description</th> <th>Qty</th> <th>£ Price (each)</th> <th>£ Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">DF11MC</td> <td style="text-align: center;">DF11 UNIT MAINS CHARGING UNIT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,995.00</td> <td style="text-align: right;">1,995.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">DF11SC</td> <td style="text-align: center;">DF11 UNIT SOLAR CHARGING UNIT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,645.00</td> <td style="text-align: right;">2,645.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">PICNNNCE</td> <td style="text-align: center;">ERECT &amp; COMMISSION</td> <td style="text-align: center;">1</td> <td style="text-align: right;">299.00</td> <td style="text-align: right;">299.00</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">DF11 unit</p>	Item	Dorman Part No	Description	Qty	£ Price (each)	£ Total	1	DF11MC	DF11 UNIT MAINS CHARGING UNIT	1	1,995.00	1,995.00	2	DF11SC	DF11 UNIT SOLAR CHARGING UNIT	1	2,645.00	2,645.00	3	PICNNNCE	ERECT & COMMISSION	1	299.00	299.00	
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		There was some feedback from Cllr Bradshaw about the difficulties of moving the units as the existing ones are quite heavy and so we have a quote for the solar as an option. Ideal location would be just outside the playground. Clerk to ask for a decision from all councillors via email to then allow Cllr Bradshaw to ask for an updated quote to enable us to move forward straight away once received.																								
		Options a. Mains unit including installation £2294-00 (+ VAT £458.80 to claim back) = £2752.80 b. Solar Unit including installation £2944-00 (+ VAT £588.80 to claim back) = £3532.80 c. Not to go ahead with purchase.																								
		<i>Action; Clerk to email to all Cllrs for voting</i> <i>Action; Cllr Bradshaw to get updated quote if vote is to purchase</i>																								



7.	<b>Grounds maintenance comparison costings</b>	- Update Clerk and discussion
<p>Clerk confirmed she had followed up again via email with Cllr Randell and asked again for him to liaise with Mr Douglas from EnvironmentSK. If we could get this it would be our 3rd quote. Quote details of others received were verbally given to councillors so as not to prejudice further input. Clerk also confirmed Stacey Woodward has already started work this year and invoiced for April &amp; May2020. Nothing as yet from Mr Hughes.</p> <p>Chair confirmed again Mr Hughes had been given his contract and also a supply of blank invoices to use to submit to the PC as works are carried out. The chair had had a meeting with him and Mr Hughes had asked what this year's rate increase would be and when this would commence. The chair advised Mr Hughes we would discuss and confirm at this meeting and let him know asap. This increase was likely to be in line with the rate of inflation; the council discussed and agreed this would be the case. After discussion Cllr Remzi proposed an increase of 2% (using the slightly higher rate of inflation from January pre-Covid drop) and Cllr Bradshaw seconded this; it was passed as approved by resolution of the Council. The Chair agreed to do the calculation and let Mr Hughes know the figures for invoice. Payment would again be given in two lump sums per annum as has always been the case.</p> <p>Chair also noted that as yet the 'walk around' with Mr Hughes and Cllr Randell had still not taken place to agree conclusively the areas included for grounds maintenance.</p> <p><i>Action; Chair to do calculation and liaise with Mr Hughes to pass on the information to enable him to invoice the correct amount</i></p>		
8.	<b>Any updates for the record from the Chair re Cobleas land</b>	- Chair
<p>Chair confirmed no update at the present time. It was noted grass has been cut at Cobleas</p>		
9.	<b>Query costs new Parish Noticeboard</b>	- Update Clerk
<p>Clerk had circulated details of potential options prior to the meeting as noted here. 2 A2 displays ( 8 A4 sheets) - 620 plus VAT 2 A1 displays ( 16 A4 sheets) - 830 plus VAT Consensus was that purchase of a new noticeboard would be a good idea and that it would improve community interaction; allow us to share more information to parishioners, particularly to those who do not have access to the internet. There was discussion about location of a new noticeboard. Cllr Bradshaw said he would enquire with the gentleman who runs the shop about potentially siting it to the left of the shop site and would also look at the practicalities of siting it at the 'Ring Tree' as another option. Clerk said she would get a more concrete quote and then along with feedback at the next meeting we should endeavour to make a decision. <i>Action; Clerk to get confirmed prices.</i> <i>Action; Cllr Bradshaw to survey option for sites.</i></p>		
10.	<b>Community Cleaner</b>	- to discuss
<p>There was discussion about employing an official community cleaner/litter picker as to date we have relied up on the goodwill and community spirit of both local residents and parish councillors. It was decided by resolution of the Council to move forward and advertise this as a vacancy. Clerk was asked to design a poster and send over too Cllr Remzi to display this in the village at strategic locations. A closing date of 31<sup>st</sup> July was agreed. We already have a job description and an agreed route ready to go. Interviews for shortlisted applicants and decision on successful applicant are expected to be processed before the next meeting; in the hope that we can report the person in post in September 2020. <i>Action; Clerk to email advert to Cllr Remzi to print posters and put these up in the village</i> <i>Action; Clerk to forward applications to all councillors for shortlisting bar Cllr Bradshaw as his wife would potentially like to apply</i></p>		
11.	<b>Clerks Report</b>	
<p><b>a. End Year Accounts summary – circulated prior to meeting</b></p>		
<p>The clerk went through the End Year Accounts summary which gives a comparison of this year's spending against last year and there were no questions from the council, it is a self-explanatory document and the council are aware of all transactions throughout the year. These are the figures used for Annual Governance and Accountability Return, the auditor has signed these off.</p>		
<p><b>b. Ext Audit WPC Explanation Variances 2019_20 – circulated prior to meeting</b></p>		
<p>Official variances to submit for external examination if required</p>		
<p><b>c. WPC Asset Register 2019_20 – circulated prior to meeting</b></p>		
<p>List of assets owned by the council, addition this year was the replacement of the toddler swings at the playground. The asset valuations are as from initial purchase costs which were confirmed as correct the auditor.</p>		
<p><b>d. WPC Bank Recon End Year 2019_20 &amp; Statement – circulated prior to meeting</b></p>		
<p>Signed off and agreed by the auditor, to be signed by the Chair later today.</p>		



<b>12.</b>	<b>Finance &amp; Year End Audit</b>		<b>- Annual Governance &amp; Accountability Return 2019/20</b>	
	<b>a.</b>	<b>Certificate of Exemption</b> – circulated prior to meeting		
		AGAR Page 3 of 6 - Was considered, and recorded as agreed and will be signed by the Chairman and clerk later today to confirm the following:- Woolsthorpe by Belvoir Parish Council is a smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption. Confirmation that Woolsthorpe by Belvoir Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor. These documents must still be published on the parish council website. <i>Action; Clerk to meet Chair later today to sign off documents.</i>		
	<b>b.</b>	<b>Confirmation Internal Audit Report completed</b> – circulated prior to meeting		
		Confirmation checked by Chairman that AGAR Page 4 of 6 had been signed and dated on 29 <sup>th</sup> May 2020 by Jane Bratton, internal auditor.		
	<b>c.</b>	<b>Section 2 – Confirm Accounting Statement 2019/20 has been signed &amp; certified by Responsible Financial Officer (Clerk) – Page 6</b> – circulated prior to meeting		
		AGAR Page 6 of 6 Confirmation Accounting Statement 2019/20 checked by Chairman that had been certified and signed by RFO (Clerk) and dated on 5 <sup>th</sup> June 2020		
	<b>d.</b>	<b>Section 1 - Annual Governance Statement 2019/20</b> – circulated prior to meeting		
		AGAR Page 5 of 6 - Annual Governance Statement 2019/20 to be approved and signed by Chair & Clerk		
		i. Consider the findings of the review were considered by the members of the authority as a whole		
		ii. Annual Governance Statement was approved by resolution of the members of the meeting as a whole		
		iii. Annual Governance Statement was approved and will be signed by both Chair & Clerk later today. <i>Action; Clerk to meet Chair later today to sign off documents.</i>		
	<b>e.</b>	<b>Section 2 – Accounting Statements 2019/20 – revisit Page 6</b> – circulated prior to meeting		
		AGAR Page 6 of 6 having been checked as signed by clerk - was checked by members of meeting as a whole, approved then to be signed and dated by Chairman later today and minute referenced		
		I. Findings of the statement of accounts were considered by the members of the meeting as a whole		
		II. Statement of accounts was approved the by resolution of the members of the meeting as a whole		
		III. Statement of accounts was approved and will be signed by Chair later today <i>Action; Clerk to meet Chair later today to sign off documents.</i>		
<b>13.</b>	<b>Correspondence</b> -circulated prior to the meeting.			
	<b>a.</b>	P Hammond Village Surgery – extremely concerned resident submitted a letter regarding potential closure of the local GP surgery in the village. The surgery says they do not have the capacity to open safely during COVID. This is meant to be temporary measure; however the worry is that this will be a permanent closure. Chair agreed to contact the practice manager to confirm exactly what their future plans are. <i>Action; Chair to contact practice manager.</i>		
	<b>b.</b>	Household Waste Recycling Centres to reopen – poster to be displayed in the village		
	<b>c.</b>	Thanks Letter ex councillor		
	<b>d.</b>	Domestic Violence - Are You Safe - Poster.pdf		
	<b>e.</b>	Highways report		
<b>14.</b>	<b>Planning</b>			
	<b>a.</b>	<b>Hedge Removal S20_0793</b> - PROPOSAL: Removal of hedgerow totalling 869m AT: Street Record Woolsthorpe Lane Stenwith Lincolnshire FOR: Duchess Emma Rutland – Comments by 1 <sup>st</sup> July 2020		
		The parish council had viewed this proposal circulated prior to the meeting and all considered there was no obvious issue with the application and therefore no submission would be required.		
<b>15.</b>	<b>Documented Accounts paid - April</b>			
	<b>a.</b>	HMRC PAYE Cont. Period 10,11 & 12 (2019/20)	£169.20	100978
	<b>b.</b>	Clerks Salary & Exp, April 2020	£212.16	100979
		<b>Total</b>	<b>£381.36</b>	
<b>16.</b>	<b>Documented Accounts paid - May</b>			
	<b>a.</b>	The Community Heartbeat Trust (Solutions) Ltd Annual Support Cost pa	£151.20	100980
	<b>b.</b>	ICO Data protection annual fee	£40.00	100981
	<b>c.</b>	Zurich Insurance plc invoice	£403.18	100982
	<b>d.</b>	Wave, Anglian Water (Dec to March Cobleas Cemetery)	£13.35	100983
	<b>e.</b>	LALC Invoice 2020_21 Subs	£145.30	100984
	<b>f.</b>	Clerks Salary, Hol Pay & Exp, May 2020	£271.17	100985
		<b>Total</b>	<b>£1024.20</b>	
<b>17.</b>	<b>Accounts for payment – June 2020</b>			
	<b>a.</b>	Clerks Salary & Exp, June 2020	£201.53	100986
	<b>b.</b>	Stacey Woodward, Cut/Strim Playground area (Mar Apr & May)	£244.97	100987
	<b>c.</b>	HMRC PAYE Cont. Period 01,02 & 03 (2020/21)	£163.80	100988
		<b>Total</b>	<b>£610.30</b>	
<b>18.</b>	<b>Items for next month's agenda/AOB</b>	Clerk was instructed to set up Pro Zoom account and be reimbursed		

Next meeting Monday 21<sup>st</sup> September 2020

There being no further business the meeting closed at 7.05 p.m.

Signed:   
Chairman, Woolsthorpe by Belvoir Parish Council

Date: 5.10.20.