

# WOOLSTHORPE by BELVOIR PARISH COUNCIL

Minutes of Woolsthorpe by Belvoir Annual Meeting of the Parish Council

(this annual meeting is rolled over from May 2020)

Date: Wednesday 5th May 2021

Venue: Virtual Zoom meeting at 6-30 p.m.

Councillors present Cllr T. Packer (voted in as Chairman at this meeting)  
Cllr S Remzi (voted in as Vice Chairman at this meeting)  
Cllr M. Bradshaw  
Cllr P. Randell

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.

## Open session

<b>1.</b>	<b>Chairman's Welcome Remarks</b>
	The previous chair Cllr T Packer welcomed all to the Annual Meeting of the Parish Council and thanked those attending this zoom Annual Meeting of the Parish Council. It was also to be noted that the council would pick up to have that APM at a let date in the year once face to face was back in place.
<b>2.</b>	<b>Apologies</b>
	Received from District Cllr P. Bosworth and Cllr M Whittington. Cllr J. Salmon was not in attendance. Reasons for absence were noted & accepted.
<b>3.</b>	<b>Election of Chairman and declaration of acceptance of office</b>
	Councillor Bradshaw nominated Councillor Packer as a candidate for Chairman, which was seconded by Councillor Remzi. There were no other candidates. Councillor Packer confirmed his standing and accepted the position; however he wished to state that he would be more than happy for another person to have a turn and take up the mantle. The motion was passed by resolution of the Council. The Chair duly completed and signed his declaration of acceptance of office which was witnessed virtually and this hard copy will then be signed by the Clerk 6 <sup>th</sup> May 2021.
<b>4.</b>	<b>Election of Vice Chairman and declaration of acceptance of office</b>
	Councillor Bradshaw nominated Councillor Remzi as a candidate for Vice-Chairman, which was seconded by the chairman. There were no other candidates. Councillor Remzi confirmed her standing and the motion was passed by resolution of the Council. The Vice-Chair duly completed and signed her declaration of acceptance of office which was witnessed virtually and this hard copy will then be signed by the Clerk 6 <sup>th</sup> May 2021.
<b>5.</b>	<b>i   Acceptance of Office for councillors</b>
	Acceptance of Office documents had previously been emailed out to members' pre meeting. Those present signed theirs witnessed virtually and hard copy will then be signed by the Clerk.
	<b>iii   Disclosable Pecuniary Interests</b>
	DPI documents had been emailed out to members' pre meeting. Documents to be signed by members, clerk to collect, record and submit to SKDC.
<b>6.</b>	<b>Disclosure of interest in agenda items – Nil</b>
<b>7.</b>	<b>To approve Minutes of meeting held on the 22nd March 2021</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 to get a physical signature on the documents.
<b>8.</b>	<b>Risk assessment - Cllr Packer</b>
	Copy of Risk Assessment sent to all councillors. Chair confirmed he had been through the Risk assessment thoroughly and went on to highlight the changes. 1b, 1e, 3b more work to do, 8a & b.more work around pursuing potential available grants, councillors to check through these themselves to ensure they are happy with these, no comments received on these updated items. Hope to be more proactive as we recruit to member vacancies going further in to the year as more freedom is allowed. Agreed by council, Risk Assessment to review again 03/22.
<b>9.</b>	<b>Financial Regulations - Clerk</b>
	No changes but annual review and agreement from the council to sign off if all happy, Seen by auditor at review. Agreed to sign off, to be reviewed again March 2022.
<b>10.</b>	<b>Clerks Report</b>
	<b>a.   End of Year Finance Comparison 2020-21</b>
	Having been emailed round to all councillors prior to the meeting the clerk asked if all were happy with account summary and if anyone had any questions. No questions were asked and all agreed they were happy. Clerk confirmed that these figures used for Annual Governance and Accountability Return and had been audited and agreed by internal auditor. The clerk went through the percentage differences to explain the notes further.

<b>11.</b>	<b>Finance &amp; Year End Audit - Annual Governance &amp; Accountability Return (AGAR) 2021-21 - Clerk</b>
	<b>a. Certificate of Exemption</b>
	AGAR Page 3 of 6 - Was considered, agreed and signed by the Chairman and clerk 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. Agreed and signed by the Chairman subsequently by the clerk.
	<b>b. Confirmation Internal Audit Report completed</b>
	Confirmation checked by Chairman that AGAR Page 4 of 6 had been signed and dated on 4th May 2021 by Jane Bratton, internal auditor.
	<b>c. Section 2 – Confirm Accounting Statement 2020/21 has been certified by Responsible Financial Officer (Clerk)</b>
	AGAR Page 6 of 6 Confirmation Accounting Statement 2020/21 checked by Chairman that had been certified and signed by RFO (Clerk) dated on 4th May 2021
	<b>d. Section 1 - Annual Governance Statement 2020/21</b>
	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 today. <i>Action; Clerk to meet Chair later today to sign off documents.</i>
	<b>e. Section 2 – Accounting Statements 2020/21</b>
	AGAR Page 6 of 6 having been checked as signed by clerk - to be checked by members of meeting as a whole, approved then signed and dated by Chairman at this meeting 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 signed by Chair at the meeting 05/05/21.
<b>12.</b>	<b>Recruitment of new clerk – Update Chair/Cllr Randell</b>
	Chair gave an update on recruitment. Stating that post interview had two strong candidates and the post was offered to one applicant. Unfortunately whilst following the due diligence process certain issues highlighted meant we were unable to progress with this candidate and we had to withdraw our job offer. Subsequently we contacted the second applicant and when asked confirmed she was still interested in the job. She was then offered the job subject to checks and references; once these check are complete if satisfactory we will move forward with her if the council are in agreement. Once references are received and approved we will set up a start date hopefully at 1 <sup>st</sup> July with some hours in June to cover the handover. Clerk will liaise with Chair as things move forward.
<b>13.</b>	<b>Website - Clerk</b>
	Clerk informed all the historical info, minutes, agendas, audit and finance for the last five years is now on the new website. Policies and procedures will need reviewing and publishing on the website, hopefully the new clerk will pick this up once in post. Clerk will pass on contact details of support for website on to the new clerk.
<b>14.</b>	<b>Parish Speed Check Installation – Update on completion Cllr Bradshaw</b>
	Cllr Bradshaw informed the meeting that unfortunately though the clerk had given detail from Unipart that installation was due 27 <sup>th</sup> April he had not heard from them. <i>Action: Clerk will chase up and copy in Cllr Bradshaw to communications regarding this.</i>
<b>15.</b>	<b>Ground maintenance quotes - Cllr Randell &amp; Clerk</b>
	Clerk sent email circulation with comparison costs for two companies to enable an informed decision by the council. However at the meeting Cllr Randell informed the council he had managed to get a third quote from R J Gardening Services. Further discussion was had then comparing all three contractors and comparisons made between all three. Details will be kept on file. A decision was made by all to go with EnvironmentSK approved by resolution of the Council. Cllr Randell would discuss with them and get an agreement on a 6 month contract with a thirty day opt out clause and ask them to supply copy of their insurance. Public liability Insurance. <i>Action: Cllr Randell to get an amended quote removing the playground item and set up 6 month contract as above, along with requesting from them copies of appropriate certification and insurance details.</i>
<b>16.</b>	<b>New Parish Noticeboard (on hold) - update Cllr Randell re Utilities/Planning</b>
	Clerk confirmed she had sent through Utility contacts along with the Planning application form to Cllr Randell. Ref the planning side of the requirements, in summary Cllr Randell informed the council that there are 9 caveats to receiving permission to site the noticeboard at the suggested site and covered each of these in summary. Until we get more information this item remains on hold but the monies given by Cllr Bosworth if this does not go ahead would need to be re allocated and approved by SKDC. Could we replace the existing one? Could we site one in the bus shelter which we do own? Cllr Randell to investigate potential other options. <i>Action: Clerk to email Barrowby PC to enquire what process they followed.</i>

<b>17.</b>	<b>Correspondence</b> - circulated to all councillors prior to the meeting.		
	<b>a.</b>	Irresponsible dog owners, Woolsthorpe and surrounding areas	
		After discussion it was agreed the council would purchase some small notices to put up at the worst offending areas reminding people to pick up after their dogs. <i>Action; Clerk to email parishioner to inform them of the action being taken by the PC.</i> <i>Action; Clerk to purchase signs and be reimbursed.</i>	
	<b>b.</b>	Final post consultation letter email to stakeholders	
	<b>c.</b>	"Bump" Up Your Support for Road Safety	
<b>18.</b>	<b>Planning</b> (circulated)		
	<b>a.</b>	<b>Decision notice S21_0293 Reduction of conifers in rear garden by 2m</b>	
	<b>b.</b>	<b>Decision notice S21_0322 Conversion of existing garage to home office</b>	
	<b>c.</b>	<b>Decision notice S21_0365 Conversion existing barns to form 4 dwellings</b>	
	<b>d.</b>	<b>Decision notice S21_0475 Work to trees The Chequers Main Street</b>	
<b>19.</b>	<b>Documented Accounts paid – April 2021 – Approved via email</b>		
	<b>a.</b>	Clerks Salary, Hol. Pay, Exp. April 2021	£323.67 101018
	<b>b.</b>	Community Cleaner Salary, Hol. Pay April 2021	£86.82 101019
	<b>c.</b>	LALC Membership annual subscription	£148.02 101020
	<b>d.</b>	Wave (Anglian Water)	£15.90 101021
	<b>e.</b>	Community Heartbeat Trust	£151.20 101022
	<b>f.</b>	Zurich Insurance	£407.49 101023
	<b>g.</b>	ICO GDPR annual	£40.00 101024
		<b>Total</b>	<b>£ 1173.10</b>
<b>20.</b>	<b>Accounts for payment – March 2021– Approved via email</b>		
	<b>a.</b>	Clerks Salary, Hol. Pay, Exp. May 2021	£331.53 101025
	<b>b.</b>	Community Cleaner Salary, Hol. Pay May 2021	£86.82 101026
		<b>Total</b>	<b>£ 418.35</b>
<b>21.</b>	<b>Fencing and new gates at the cemetery - Cllr Bradshaw</b>		
	Cllr Bradshaw confirmed he has sent a message to Mr Dobson but is awaiting a reply. He will update all at the next meeting if reply is received to plan a meeting.		
<b>22.</b>	<b>Date next meeting &amp; items for next meeting agenda</b>		
	Confirmed date for next meeting which will be face to face in the village church is Monday 26th July. Follow up and planning re set up of this meeting will be between Janet Morton the new clerk who will be in post by then and Cllr Randell. Discussion should be had regarding payment for use of the church for meetings.		

There being no further business the meeting closed at 8-10 p.m.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman, Woolsthorpe by Belvoir Parish Council