

## BEYTON PARISH COUNCIL

<p align="center"><b>Minutes of the Parish Council Meeting held on Monday 6 July 2020</b></p>
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**PRESENT:** Cllrs G Jones (Chair), A Alderton, J Clark and A Newberry

**IN ATTENDANCE:** Co Cllr P Otton, Dist Cllrs H Richardson and W Turner, 2 Members of the Public and the Parish Clerk

	Cllr Jones welcomed everyone to the PC's first Meeting using Zoom teleconferencing technology.	
20/001	<b>APOLOGIES:</b> Cllr P Orsler	
20/002	<b>DECLARATIONS OF INTEREST:</b> None	
20/003	<b>COUNTY COUNCILLOR'S REPORT:</b> Cllr Otton's report had been circulated and is attached.	
20/004	<b>DISTRICT COUNCILLORS' REPORTS:</b> The reports of Dist Cllrs H Richardson and W Turner are attached.	
20/005	<b>DECLARATIONS OF INTEREST:</b> None	
20/006	<p><b>PUBLIC FORUM:</b> A member of the public had submitted two questions by email (6.7.20) re</p> <p>(a) Confirmation of expenditure reported on the Public Agenda for the PC meeting 6 July. The Agenda was found to be incorrect and the member of the public was notified immediately. The budget expenditure for the year 2019/20 was £13,434, actual expenditure £12,156</p> <p>(b) A payment of £900 for work carried out to re-establish and strengthen the edge of the green/one-way street; the parishioner questioned whether the Parish Council had followed fiscal procedure and obtained 3 quotations prior to commencement of the work. The financial regulations suggest that 3 quotations are obtained, however, not mandatory. In this case the job was given to the person with a long history of excellent work for the village and no other quotations were sought.</p>	
20/007	<b>MINUTES OF PC MEETING HELD ON 2 MARCH 2020:</b> These were approved and signed.	
20/008	<p><b>FINANCE</b></p> <p><u>Financial Year 2019/2020</u></p> <p>Bank accounts for the Year Ending 29 March 2020.</p> <p>Barclays Community Account £14,471.59</p> <p>Barclays Business Premium £100.52</p> <p><u>Total £14,572.11</u></p> <p>Approved 6.7.20 and signed by Cllr A Alderton.</p> <p><u>Internal Audit:</u> Full information to be provided by 20 July 2020</p> <p><u>External Audit:</u> Full documentation to be provided by 30 August 2020</p> <p> </p> <p><u>Financial Year 2020/2021</u></p> <p>Bank Account Balances as at 30.6.20: Community: £22,911.50, Deposit: £100.48:</p> <p>Total: £23,011.98</p> <p><u>Receipts</u></p> <p>£8,311: 1<sup>st</sup> part of Precept</p> <p> </p> <p>The following payments, paid prior to this meeting, were ratified:</p> <p><b>15.3.20:</b></p> <p>Geosphere: Mapping Software: £81.00 (101241)</p> <p>Mr H Streatfield: Tree Works (Leaning Pollard on Green): £680.00 (101242)</p> <p><b>20.3.20:</b></p> <p>Mr J Wilson: NP Survey Envelopes: £56.92 (101245)</p> <p><b>27.3.20:</b></p> <p>Mr J.Wilson: Printing Paper (NP): £10.00 (101246)</p> <p>Mr J Wilson: Reimbursement of Kall Kwik invoice (NP): £612.62 (101247)</p> <p><b>19.6.20</b></p> <p>Mr A Rollett: Work to the western edge of the Green: £900 (200023)</p> <p><b>23.6.20:</b></p> <p>(Society of Local Council Clerks: £78.00 (101249)</p>	<p>Clerk Clerk</p> <p> </p> <p>Clerk</p> <p> </p> <p>ALL</p>

	<p>(ALCC: £40.00 (101248)  Came &amp; Co: PC Insurance Renewal 2020/21: £961.37 (101250)  <u>Payments for Approval:</u>  Clerk's Salary &amp; Mileage: Apr-Jun 2020: Total: £641.05 (101180)  HMRC: PAYE: Apr-Jun 2020: £143.60 (200062}  MSDC: Litter &amp; Dog Bin Emptying 1.4.20-31.3.21: £629.12 (101182)  Came &amp; Co: Shortfall in Payment for Insurance 2020-21 (Total: 997.82-chq 961.37=<u>£36.45</u>) (101183)  Community Heartbeat Trust: 1 Rescue Safety Kit for Defib: £15.60 (101184)  TC Forestry &amp; Fencing: Invoice 246 re Grounds Maintenance Mar/Apr/May: £646.00  Information Commissioner's Office: DP Renewal: £40.00 200063  The above payments were approved.</p> <p>Bank Reconciliations: April, May and June 2020 are to be provided for the next meeting.</p> <p>CIL (Community Infrastructure Levy): Sum carried over from 2018/19: £55.89 (to be spent by September 2023)  MSDC advised on 6.4.20 that the NP portion of CIL (received between 1.10.19 and 31.3.20) due to Beyton PC is £7,258.46 (this amount to be paid into BPC's account by 28 April 2020, but has yet to be received. The Clerk was asked to investigate the current situation.  Cllr Clark asked as on what the CIL money could be spent. The Parish Clerk advised that it should be used on work pertaining to developments (residential etc), but, anecdotally, has apparently been used for many varied applications.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
20/009	<p><b>ADMINISTRATION</b></p> <p>As agreed at the last meeting, the following document had been updated and circulated in readiness for use in the forthcoming financial year 2020/21. It was agreed to adopt the Standing Orders (2018 plus updates) and to issue the Financial Regulations (2019).  Review of the Risk Assessment (including Internal Control) and Register of Assets is to be carried over to the next meeting.  <u>PC Vacancies:</u> Interest had been expressed by one parishioner, once he has completed his Neighbourhood Plan responsibility.  <u>Village Green Lease:</u> No response has been forthcoming from the Ladies of the Manor. Messrs Ashton Legal advised that they would not be able to hold this file after 2026. Members agreed that the file would be collected and passed to the Parish Clerk for safekeeping.  <u>Leaning Poplar adjacent to road on Green:</u> This tree work was carried out shortly after the last meeting.</p>	<p>Clerk</p> <p>Clerk GJ</p>
20/010	<p><b>HIGHWAYS</b></p> <p>Flood Prevention Work: SCC has confirmed that this work will be done before the year end of this financial year. Cllr Jones has requested a copy of the proposed works – before commencement.</p>	<p>GJ</p>
20/011	<p><b>PLANNING</b></p> <p>(i) Decision Notices: None  (ii) Withdrawn Applications: None  (iii) New Planning Applications: None  (iv) Enforcement Matters: None  (v) Appeals: AP/19/00220: The Badgers, Church Road: Erection of 1 no Detached Dwelling. Dismissed.  (vi) Other Planning Matters  Neighbourhood Plan/Housing Needs Survey: The first draft of the Neighbourhood Plan had been given to the NPWP.  A Design Statement is awaited from AECOM;  it is hoped that this will be received before the end of August. It is hoped that application for further grants will be submitted before the year end. Cllr Newbury is awaiting a date in this regard from Sunila (CAS).</p>	
20/012	<p><b>COMMUNITY</b></p> <p>Litter Pick: A litter pick/opportunity to also thank the staff of the White Horse for the support in providing takeaway meals during the Covid-19 lockdown period. This will only take place provided the White Horse can meet the Covid-19 secure requirements and, providing the Litter Pick arrangements also comply with the regulations/advice. (Post Meeting: Jane Waterman confirmed that the White Horse will be compliant based on our usual number of</p>	

	15 volunteers. Provisional date Saturday 25 July.) A further Clean-up normally held at the end of October is anticipated. Possible Fencing of Play Area: It was agreed to carry over this item to the next meeting.	GJ Clerk	
<b>20/013</b>	<b>CORRESPONDENCE:</b> Nothing to report		
<b>20/014</b>	<b>MATTERS OF REPORT ONLY:</b> Nothing to report.		
<b>20/015</b>	<b>MATTERS FOR CONSIDERATION AT NEXT MEETING:</b> Consideration of Updated Financial Regulations and Review of the Risk Assessment (including Internal Control) and Register of Assets.	Clerk	
<b>20/016</b>	The meeting closed at 2030 hours.  <b>DATE OF THE NEXT MEETING:</b> Monday 7 September – using Zoom.		