

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 3rd June 2020, 7.30pm via Zoom Video Conferencing

Cllrs present: Chris Coath – Chair (CC), Chris Biggs (CB), Martin Skidmore (MS), Jacky Phoenix (JP),

Cllrs absent: John Chilvers (JC)

Other: Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB), Margaret Dewsbury (MD), no members of the public were present.

This meeting took place via video conference due to the current Coronavirus outbreak and guidelines to stay at home.

1. Apologies for Absence
 - 1.1. JP was experiencing technical difficulties and was not able to be present at the beginning of the meeting. The Council **RESOLVED** to elect Chris Coath as Chair for the meeting. Apologies were received and accepted from John Chilvers (JC).
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1. There were no declarations of interest in any items on the agenda.
3. To approve and sign the minutes of the Parish Council meeting on 6th May 2020
 - 3.1. The minutes of the meeting held on 6th May 2020 were received and read by Councillors prior to the meeting. No amendments were requested and the Council **RESOLVED** to approve the minutes. The Clerk will liaise with CC to sign the minutes after the meeting.
4. To report on progress of matters arising from previous meetings and review the action log
 - 4.1. The Clerk has been liaising with the football team in preparation for the next season. It has been proposed that representatives of the Council meet with the team manager prior to the start of the season to agree what work is required on the football pitch.
 - 4.2. YB asked for an update on the new fence at the playing field, a grant of £1000 had been provided by YB. JP reported this had been delayed as the hedge could not be trimmed back in preparation for the hedge due to it being nesting season for birds.
5. To note correspondence received
 - 5.1. Parish Friends of the mobile library service
The following correspondence has been withdrawn and will be reissued later in the year.
MD explained that the proposed scheme had been distributed without full consultation of managers and as such had been withdrawn until a more suitable time.

JP joined the meeting at 7.55pm. CC remained as Chair for the remainder of the meeting.
6. To review the asset register
 - 6.1. The Clerk summarised the amendments to the asset register. No additions had been made or assets removed however further detail had been added such as purchase dates and clearer descriptions of assets. CC queried why past assets were still included if they had already been disposed of. These will be removed under the next update of

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the register. The Council **RESOLVED** to approve the asset register as an accurate record. The Clerk noted that she will also be researching replacement value of the assets at the next update.

7. To consider and agree the insurance policy renewal

7.1. The insurance policy schedule had been shared with Councillors prior to the meeting. The Clerk noted the following amendments; cost of swings increased to £3800, addition of building and contents insurance for The Hut at the playing field with the hut valued at £16,000. The Clerk had estimated this value based on recent quotes for the renovation of the Hut.

7.2. The Clerk identified that the Hut must be covered by the insurance policy under the terms of the lease for the playing field. The addition of this has increased the policy by £117.40 to £476.42. Discussions took place about the replacement cost, JP felt based on quotes it should be £20,000. Councillors also expressed concerns whether the policy covered new for old.

ACTION – JP to call insurance company to confirm if cover is new for old and amend value of the Hut.

The Council **RESOLVED** to approve the insurance policy and associated invoice by email after JP had obtained answers to the queries on the policy.

8. Finance

8.1. To receive the bank reconciliation for April/May 2020 and approve the following payments:

The Council reviewed the bank reconciliation, no questions were received. The Council **RESOLVED** to approve payments 8.1.2 and 8.2.3. Payment 8.1.1 for the insurance will be approved via email to ensure payment is made by the deadline (see 7.2). The Clerk will arrange for JP and MS to sign the cheques outside of the meeting.

	Description	Cheque Number	Amount
8.1.1	Zurich – Insurance Policy Renewal	To be approved via email	£476.42
8.1.2	HMRC – Employers PAYE	100580	£7.80
8.1.3	Jordana Wheeler – Clerks Salary & Expenses (May 2020)	100579	£264.88

9. To agree trailing on Website Accessibility for the Clerk

9.1. The Clerk reminded Councillors of new regulations coming into force in September regarding website accessibility. This is particularly relevant for the Council as there are many documents which the Council has to publish which must meet these regulations. Having spoken to other Clerks there is more work required than initially thought. The training on offer is a 1-2-1 session, the cost is £24, if all of the Clerks Councils agree to the training this will reduce the cost to £8.00 per Council. The Council **RESOLVED** to approve for the Clerk to attend Website Accessibility training.

10. To consider matters in relation to the annual audit for financial year ending 31 March 2020

10.1. To consider the Internal Auditors report for the financial year ending 31 March 2020 and consider recommendations

The Clerk explained the purposes of the 2 reports and the process by which they were completed. Recommendations from the auditor focused on the updating of the Councils policies. The Clerk noted this would be focused on over the next year to bring the

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Council up to date. Councillors had no further comments. The Council **RESOLVED** to accept the auditors report.

- 10.2. To agree the accounts for the financial year ending 31 March 2020
- 10.2.1. The accounts had been circulated prior to the meeting, the Clerk summarised the key points;
- Total income was £13380, this was considerably higher than normal due to receipt of CIL money
 - Total expenditure was £5212
 - Reclaiming of VAT was up to date
 - Significant overspend was under Gralix Hall Hire and Training/Admin categories. The Clerk explained the reasons for this
 - General Reserves at the end of the year were £3073. This is equivalent to 5 months of the 2020-21 precept. A Reserves Policy will be produced before the next budget to ensure this remains at the appropriate level.
- 10.2.2. CC queried when the football rent is reviewed for the year, this is due for discussion at the next meeting. It was also clarified that the CIL money had to be spent within 5 years. The Council **RESOLVED** to approve the accounts for 2019-20.
- 10.3. To consider whether to exempt the Council from an external audit and if so to authorize the Clerk and Chairman to sign the form
The Clerk noted the Council was eligible to be exempt from an external audit as both income and expenditure for the year was below £25,000. The Council **RESOLVED** to declare itself exempt and authorized the Chairman and Clerk to sign the form.
- 10.4. To consider the assertions on, and complete, the Annual Governance Statement 2019-20 and to authorize the Clerk and Chairman to sign
The Clerk summarised the purpose of the form, the Council considered the assertions and completed the responses. The Council **RESOLVED** to approve the Annual Governance Statement and authorized the Chairman and Clerk to sign the form.
- 10.5. To consider and approve the Accounting Statement 2019-20 and to authorize the Chairman to sign
The Clerk summarised the Accounting Statement. The Council **RESOLVED** to approve the Accounting Statement and authorized the Chairman to sign the form.

All forms will be signed outside of the meeting following current guidelines and returned to the Clerk to submit.

11. Opportunity for public participation

- 11.1. No parishioners were present for this item.

12. To confirm the date of the next meeting - Wednesday 1st July 2020

- 12.1. The next Parish Council meeting will take place via video conference on Wednesday 1st July 2020, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.40pm.

13. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:

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13.1. To consider the annual increase in the Clerk's salary

The Clerk noted her current payscale and the next increment increase, referring to the conditions on her contract of employment. The Council considered the conditions and **RESOLVED** to approve a 1 scale point increase from 1 April 2020.

The confidential meeting closed at 8.45pm.