

Kinnersley & District Group Parish Council
Minutes of a meeting held on 4th August 2020 at Norton Canon Village Hall

The meeting was compliant with Covid-19 workplace regulations. It was held outside on the grass, starting at 6.30pm, social distancing was maintained and hand sanitiser and tissues were available.

Present

Roger Bowen, Rosie Davidson (chairman), Janet Greenfield, Robert Humphreys, Reece Jones Tom Jones, Malcolm Lewis, Roger Marshall, Mark Serjeant, Colin Thomas (Bert), Patrick Wrixon Clerk in attendance, Ruth Lovelace.

Visitors

Cllr Graham Jones, Mike Truelove

1. Apologies

There were none, all members were present at the meeting.

2. Minutes of the last meeting on 4th February. Members ratified approval of these minutes (approved using delegated powers, on 18th April, after consultation with members) which were then signed by the chairman.

3. Any Declarations of Interest as required under the code of conduct

There were none.

4. Matters arising from the last meeting

- 4.1 Members ratified adoption of KDGPC Co-option Policy (adopted using delegated powers, on 9th April, after consultation with members)
- 4.2 Members ratified adoption of amended Standing Orders, including the policy relating to members' absence (adopted using delegated powers, on 15th April, after consultation with members)
- 4.3 Members ratified the decision to send the Lengthsman's Annual Maintenance Plan for 2020/21 to BBLP and to re-appoint the existing contractors for Lengthsman and Footpath work from 1st April (decided using delegated powers on 19th April after consultation with members)
- 4.4 Proposed speed indicator device for Kinnersley – update given just for information, BBLP had been due to carry out the speed assessment, but this has been postponed for the time being due to reduced traffic flow caused by the pandemic. BBLP will look at resuming the assessment in October.

5. The following additional decisions made since the last meeting were ratified (proposed Janet Greenfield, seconded Robert Humphreys).

- 5.1 Decision to apply for a Drainage Grant (decided using delegated powers, on 16th June, after consultation with members)
- 5.2 Decision to appoint Paul Russell as internal auditor (decided using delegated powers, on 26th June, after consultation with the chairman and vice chairman. This decision had to be made urgently as the internal auditor who had previously been appointed, and to whom the accounts had been delivered on 30th May, became unable to complete the work due to ill health)

6. Co-option to fill vacancies left since the election in May 2019

Caius Hawkins had applied to be co-opted as a member for Kinnersley, and he was duly co-opted (proposed Roger Marshall, seconded Janet Greenfield).

ACTION: the clerk will arrange for Caius Hawkins to sign the Declaration of Acceptance of Office and to complete the form stating his Registrable Interests as soon as possible.

7. Correspondence

Stephen Turner had sent an email resigning from the parish council.

Electoral Services had been informed and would be sending out the Notice to advertise a Casual Vacancy.

ACTION: the clerk to write to Stephen on behalf of the parish council thanking him for his long service (nearly 8 years) including two spells as vice-chairman, and all the work he did on the parish plan and the Parish Plan Working Party, including setting up and running the successful Community Email system, also co-ordinating responses to planning applications and kindly monitoring emails to the parish council whenever the clerk was away on leave.

The clerk stated that she would be prepared to take on the running of the Community Email system if no-one else came forward to do it.

8. Request by the clerk to join the Society of Local Council Clerks

at a cost of £65 per year, with an additional £5 joining fee in the first year. By joining, she would have access to advice and support, both via the SLCC website and by phone. This was agreed (proposed Malcolm Lewis, seconded Roger Bowen) with the money coming from the training budget.

9. Clerk's contract of employment

The clerk had prepared an updated contract of employment to apply from 1st April 2020, following her salary increase as agreed on 3rd December 2019. This was signed by the chairman and the clerk.

10. Proposed Community Event

Rosie Davidson had been developing an idea of running a Community Event in the four parishes which would, in part, be a celebration of having got through the Covid-19 crisis. It was agreed to "adopt" this as a Parish Council event (proposed Janet Greenfield, seconded Tom Jones). Bearing in mind that in spite of positive signs, the virus is still with us, it was felt that it will be more realistic to hold the event in 2021, hopefully in the spring.

11. Planning matters

Patrick Wrixon had taken over co-ordinating responses to planning applications in Norton Canon and Sarnesfield.

Recent applications and decisions are listed at the end of these minutes.

12. Accounts for 2019/2020

12.1 The internal auditor had examined and signed off the accounts, and stated "The accounting records are well organised and the information provided enabled the internal audit review to be carried out." He made comments / suggestions as follows.

a) He suggested that minutes should be numbered sequentially throughout the accounting year (1st April to 31st March) starting with paragraph 1 for the first meeting of the year.

b) He recommended that the backup procedures for parish council data should be reviewed regularly

c) He suggested that bank reconciliations be presented to the council on a more regular basis.

d) He commented that the parish council carries out its financial processes in line with its Standing Orders, but recommended that the council develops and adopts its own Financial Regulations.

ACTION: the clerk to address these points.

12.2 The external auditors are PKF Littlejohn of Canary Wharf, London and they had sent the AGAR (Annual Governance and Accountability Return). The chairman read out AGAR Section 1, the Annual Governance Statement, and the meeting agreed "Yes" to statements 1 to 8 listed there; statement 9 concerns Trust Funds so is not applicable. The Governance Statement was then signed by the chairman and the clerk.

12.3 The clerk had prepared a Receipts and Payments Account for 2019 to 2020 showing Receipts of £7,955.84 and Payments of £5,810 giving a balance of £3,163.25 carried forward. Copies of this account had been distributed to members. This account had been used to complete the Accounting Statements (AGAR Section 2). The accounts were approved (proposed Rosie Davidson, seconded Janet Greenfield) and the chairman and the clerk then signed Section 2.

12.4 Where neither receipts nor payments exceed £25,000, and the parish council's accounting procedures have been deemed satisfactory in previous years, the parish council is entitled to certify itself exempt from further review by the external auditors. As KDGPC meets these criteria, the necessary Certificate of Exemption was signed by the chairman and the clerk.

12.5 Electors' rights to examine the accounts will be publicised on the web-site.

12.6 It was noted that, due to Coronavirus, the Ministry of Housing, Communities and Local Government had extended the statutory audit deadlines for the current year. The external auditors had set the submission deadline as 31st July, but were prepared to offer extensions to that deadline where required. The clerk had requested an extension of the deadline until 10th August and this had been granted; the audit documents will be submitted as soon as possible after the meeting.

13. Payments

Retrospective agreement was needed for cheques paid since the last meeting:

Lengthsman: £218.75 on 18/3/20, £223.12 on 29/5/20; Footpaths contractor: £110.50 on 18/3/20
Orphans Press £140 on 18/3/20 for design of Parish Plan Review
BHIB Ltd £162.70 on 14/5/20 for KDGPC annual insurance premium (in a continuing long term agreement)
Electoral services £219.68 on 25/6/20 for the election in May 2019
Balfour Beatty: £90 (includes £15 VAT) on 25/6/20 for SID assessment (this amount has already been received from Kinnersley Parish meeting and should have been included in the payment to BBLP on 4/2/20 but was omitted due to an oversight)

Accounts for payment:

The clerk is normally paid in six instalments, one per meeting, but as the meeting scheduled for 26th May could not be held due to Covid-19, she was paid the first two instalments for the current tax year

Clerk's salary: £603.33 gross, £482.73 net, £120.60 payable to HMRC

Expenses: postage, printing, etc: £52.86

Membership of SLCC: £70 (paid to clerk who will then join online)

Hire of hall for meeting: £16

£90 to Microshade Business Consultants (includes £15 VAT) for the internal audit carried out by Paul Russell.

Lengthsman for work in June and July: £485.62

Roger Marshall, in his role as lengthsman administrator, submitted expenses claims for payments made to the lengthsman and the footpaths contractor in April when it was not possible to get cheques signed due to the pandemic. Lengthsman: £673.74 covering work done in January, March and April. Footpaths contractor: £132.50 for work covered by his invoice dated 31st March. Therefore the total due to RM was £806.24

All the above expenditure was agreed. (Proposed Roger Bowen, seconded Patrick Wrixon)

14 Items of parish interest

It was reported that the volunteer effort, co-ordinated by Rosie Davidson on behalf of KDGPC, to support vulnerable people in the four parishes during the pandemic had been, and continues to be a success with at least 25 on-going volunteers, and a similar number of households receiving, or having received, support over the period.

It was noted that Gigaclear had started work which will lead to provision of fibre broadband to many properties in the four parishes. Patrick Wrixon commented that he had gained a favourable impression of the way the work was being carried out, in particular the way in which the land is made good after the cable is laid.

There being no other business, the meeting was closed at 7.30 pm.

The next meeting will be on Tuesday 6th October at 7.30pm in Norton Canon Village Hall.

See over the page for new planning applications and decisions since the last meeting

Kinnersley & District Group Parish Council

New planning applications and decisions since the last meeting

Deadline for comments	Application number	Details	Parish Council response	Decision
24/8/20	202267	Land at Norton House School, Two houses with associated double garages		
17/7/20 extended to 22/7/20	201774	Norton House School Proposed double garage	Submit a general comment. A majority of the parish council members have no objections but a minority have concerns that it will impose unduly on the neighbouring plot due to its proximity and the large scale of the proposed building.	
7/7/20	201804	Little Parton Farm erect a new RSJ frame building with open sides to cover an existing silage pit	Support with comment = no objections	
18/6/20	201631	Land at Dairy House, Sarnesfield, HR4 8RD. (<i>in Weobley parish but close to the parish boundary</i>) Prior notification for change of use of an agricultural building to 2 dwellings Barn at New Dairy, Norton Canon. Determination of prior approval (class Q)	<i>The parish council cannot support or approve but could submit comments</i>	Prior approval is granted 20/7/20
6/6/20 extended to 23/6/20	201339	Land adjacent Brick House, Norton Canon. Conversion of a redundant agricultural building into a single residential dwelling	KDGPC submitted a comment as follows. Parish council members have concerns about vehicular access, particularly bearing in mind that Calver Hill is a one-track road with limited passing places and a T junction at the bottom. The point is made that new dwellings are often occupied by two-car households, and these days, delivery vans are, if anything, on the increase.	Refused 14/7/20