

WHISSENDINE PARISH COUNCIL

Minutes of Parish Council Meeting held on **Monday 11 May 2020**
7.15 pm, virtually via Zoom

Present. **Mr Will Farr (Chairman)**
Mr D Hatton, Mr Comber, Mrs Arnold, Mrs Moss, Mr Greenlay and Mrs Lake.

In attendance **Dr S Lammin (Parish Clerk)**
Also in attendance. **County Councillor Mrs Powell**

The Chairman opened the meeting at 19:15 hours.

13250 Election of Council officers:

- a) Chairman: Will Farr was proposed as Chairman by Mr Hatton, seconded by Mrs Moss. There being no other nominations Mr Farr was declared elected. Due to Covid19 restrictions the Declaration of Office of Chairman could not be signed at the time so the 2019 declaration will roll over.
- b) Vice-Chairman: No person volunteered for the post so it was left vacant..

13251 To take any questions or comments from the public: None received.

13252 Apologies for absence: None received

13253 To review, amend and agree administrative matters:

- a) New Standing Orders were circulated prior to the meeting. They were based upon NALC Model Orders July 2018 and modified to support empowerment within the Coronavirus Act 2020 and associated 2020 Regulations. These were AGREED and allow for virtual meetings.
- b) The inventory of land and assets form part of the Parish Council's statement of Accounts for the year ending 31/3/2020 (Page 2). The inventory was AGREED.
- c) Insurance arrangements and the associated insurance cover, including statement of needs and risk assessment was reviewed. The schedule of insurance was circulated prior to the meeting and the insurance arrangements were AGREED.
- d) The subscriptions were reviewed and it was AGREED they remained unchanged.
- e) The Council's complaint's procedure was circulated prior to the meeting and was AGREED.
- f) The draft freedom of information policy and schedule of published data was circulated prior to the meeting and it was AGREED it should be adopted.
- g) A draft policy for dealing with press/media enquiries was circulated prior to the meeting and it was AGREED it should be adopted.
- h) It was AGREED the Council's employment procedures should remain as followed in 2019.
- i) It was AGREED that Zoom would be used as the platform for virtual meetings of Whissendine Parish Council, any sub-committees or working-groups up to and including the next annual meeting of the Council, in 2021.

13254 Declaration of any pecuniary interest in any matter on the agenda: None

13255 Minutes of the meeting held on:

- a) 2 March 2020 were approved, proposed by Mrs Moss and seconded by Mr Hatton.

- b) 11 March 2020 (The Village Meeting) were approved, proposed by Mr Hatton and seconded by Mrs Moss.

13256 Reports from County Councillor:

Mrs Powell thanked the Parish Council for their efforts during the Coronavirus emergency. She noted the Parish Council and County Council maintained regular communications via a weekly conference-call and twice-weekly email briefings. The progress of the draft Local Plan is temporarily halted. Development control is continuing but Planning meetings are delayed. Rutland's Cabinet will meet via Zoom on 20 May. The CA sites are currently closed but RCC is working towards opening one in the near future, demand is expected to be high and queues likely.

13257 Appointment of representatives to outside bodies:

Representatives -	Parish Forum: Mrs Lake and Mr Comber
Community Positions -	Village Hall Committee: Mrs Moss
	WEG: Mrs Moss
	Sports Club Liaison: Mr Greenlay
	Grapevine Group: Mrs Moss
Responsibilities -	Tree warden and fences: Mrs Moss
	Play Area: Mrs Moss

13258 Planning matters:

- a To consider plans not yet determined and received between 3 March 2020 and 11 May 2020:
- i. 2019/1361/FUL Manor Farm Station Road
There is an extant permission and the parish council considered the new plans at an earlier meeting so no further comments offered.
 - ii. 2020/0305/FUL 3 Ashwell Road, revised plans for rear garden room extension: It was noted that this is a listed building and the neighbour has registered concerns about the flue height. No comments are to be offered.
- b. Planning update received: 2020/0096/FUL: 89 Main St; erection of summer house granted by RCC

13259 To consider request for a Heritage Register for Whissendine

Mr Drabble's emails were circulated prior to the meeting and a register was considered a good idea. Mrs Pat Lake agreed to lead on this and work with the village History Society to compile an initial list to bring back to a future Parish Council meeting.

13260 The Banks

No current issues. The playareas remain closed due to Covid19 restrictions but the Banks are open to walkers.
The Play Area inspections will be completed in May and the reports will come to the June meeting.

13261 Highways and Village Maintenance matters for report and to agree any necessary action:

It was noted that water is seeping from the kerb outside the school entrance. This is a persistent problem, believed to be caused by a collapsed road drain and the escaping water is lifting the road surface. County Councillor Mrs Powell agreed to pursue the matter with RCC Highways.

It was also noted that the repair at the junction of Main Street and Oakham Road had been poorly finished. Cllr Mrs Powell agreed to take this matter up too.

13262 Annual risk assessment

- a Update on insured risks [see 13253 c) above]-. It was AGREED the insurance cover was fit for purpose and could be renewed.
- b. Review of areas of risk: It was considered that uninsured risks were adequately controlled and required no further action. The new threat of Coronavirus and potential disruption to virtual meetings by interruption of power or internet connection was noted.

13263 Financial Business

a Adoption of audited accounts 2019-20:

The accounts have been subject to internal audit by Hills Accountants (Oakham) Limited. No amendment was made to the accounts and no comments offered. The RFO noted the earmarked reserves from 2019-20 included contract costs for the programmed repair/replacement of fences in the children's play areas and hedge control. Those two contracts have been let but could not be fulfilled due to flooding. (They should be fulfilled in 2020-21.) The value of assets has been increased to £99007.39 to reflect the provision of new play equipment. The audited accounts were duly signed as correct by both the Chairman and the Parish Clerk (as RFO).

b Completion of the annual governance statement:

The reporting requirements of the external auditor were considered point by point. It was AGREED that positive confirmation could be given on each point and the Annual Governance and accounting statements should be approved. The Annual Governance and Accountability Return 2019/20 Part 3, page 4 of 6 was duly signed by the Chairman [and will be signed by the Clerk prior to submission]. Page 5 of 6 had already been signed by the Clerk (5 May 2020) and was duly signed by the Chairman.

c Financial report for April 2020

The report of expenditure and income in April 2020 was received and the reconciliation with the bank statements noted. The precept of £30689.96 has been received as has a CIL payment of £127,85 and most payments for April have not been cleared so have been carried forward to May on the expenditure/cash flow sheet. The cashbook and bank statement reconcile.

d Review of Council's expenditure, under s137 of Local Government Act 1972.

The details had been circulated prior to the meeting within Statement of accounts for the Year Ended 31/3/2020 (Page 3). It was noted the limit for 2019-20 was £8639,68 and the grants totaled £4352.

e Invoices received in April and paid on 6 April under emergency delegation:

Regulation 4.1 allows expenditure on revenue items to be determined by the Clerk, in conjunction with the Chairman for any items below £750. Regulation 4.5 allows the Clerk to authorise expenditure up to a limit of £750 in an emergency.

LRALC membership 2020-21	£337.02
Village shop for village meeting items	£ 24.27
The White Lion room rental 11/3/2020	£ 50.00
Banks maintenance (March).	£168.00
Village Caretaker	£ 43.10

The Parish Councillors noted the payments made on behalf of the Parish Council in April and approved the payments retrospectively.

- f. To agree the new rate of pay for the Village Caretaker
On 5 November 2018 (minute 13058c) it was agreed that the rate of pay should be National Minimum Wage plus 50p per hour. It was noted the NMW for 2020-21 has increased to £8.72. It was AGREED the arrangement of NMW + 50p should persist.
- g. To agree arrangements for paying the Caretaker whilst Coronavirus restrictions/ arrangements are pertinent.
It was noted the Government are furloughing staff at 80% of wages. It was AGREED the Caretaker will be paid for nominal hours based on the average hours worked per month in 2019-20. The rate shall be 100% of the agreed rate (and reflect the agreed increase in May 2020). The payments for April and May have been calculated at 80% so it was AGREED backpay will be included with June's payment.
- h. To consider the invoices received in April and May 2020 and approve payments as appropriate:
The following payments were approved:
- | | |
|--------------------------------------|-----------|
| Insurance Premium | £ 707.02 |
| Rutland CC (HR services) | £1528.31 |
| Internal Audit | £ 252.00 |
| Banks maintenance (April). | £ 252.00 |
| Village Caretaker | £ 45.58 |
| Graveyard maintenance | £ 900.00 |
| Annual licence for Zoom (to 28/4/21) | £ 143.88* |
| New printing ink cartridges | £ 85.98* |

*Note: the Zoom licence and the printing ink were bought online in the name of Whissendine Parish Council as emergency requirements and needed to be paid for at point of order by the Clerk, the Clerk was reclaiming the costs.

13264 Ongoing business: None raised

13265 Correspondence:

10/3/2020 Email from Mr Fay re Bird Scarers

2/4/2020 Email from Mr R Drabble requesting Heritage Register

12/4/2020 Email from Mr Drabble with further information re heritage registers.

24/4/2020 Email from Mr R Drabble ditto

Official correspondence re Coronavirus too numerous to list.

Six (6) residents have submitted views about parking and parking restrictions, these have been forwarded to RCC's Parking Manager.

Meeting closed at 20.06 hours.

Next meeting 1 June 2020.

Any member of the public may view copies of letters and documents held by the parish council by appointment with the Clerk: whisspcclerk@gmail.com