

WHISSENDINE PARISH COUNCIL

Minutes of Parish Council Meeting held on **Monday 3 May 2021**
7.15 pm, virtually via Zoom

Present.

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

In attendance

Also in attendance.

Dr S Lammin (Parish Clerk)
County Councillor Mrs Powell (part)
Ms Newell, Mr Edwards, Mr Harman, Mr Fairbrother and Mr Williams.

The Chairman opened the meeting at 19:15 hours.

13403 Election of Council officers:

- a) Chairman: Mr Will Farr was proposed as Chairman by Mr Hatton, seconded by Mrs Lake. 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 declaration was deemed signed and will be signed at the earliest opportunity.
- b) Vice-Chairman: Mrs Cynthia Moss was proposed as Vice-Chairman by Mr Hatton, seconded by Mr Farr. There being no other nominations Mrs Moss was declared elected. Due to Covid19 restrictions the Declaration of Office of Chairman could not be signed at the time so the declaration was deemed signed and will be signed at the earliest opportunity.

13404 To take any questions or comments from the public:

Mr Fairbrother asked whether repairs to Main Street were planned and was advised that RCC would programme street works but information about whether a defect had been reported would be on RCC's Fix-my-street.

Mr Fairbrother also wished to know the reasons for a historic decision related to a request to trim trees affected by TPOs at an address on Main Street, He was advised that the decision was RCC's as planning authority and that the reason for that decision was detailed in full on the RCC Planning Portal.

13405 Apologies for absence: Mr Harris

13406 Declaration of any pecuniary interests: None

13407 To review, amend and agree administrative matters:

- a) New Standing Orders were circulated prior to the meeting. They were still based upon NALC Model Orders July 2018 and modified to reflect loss of empowerment within the Coronavirus Act 2020 and associated 2020 Regulations to hold virtual meetings. These were AGREED.
- b) The inventory of land and assets form part of the Parish Council's statement of Accounts for the year ending 31/3/2021 (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 as Fields in Trust and LRALC.
- e) The Council's complaint's procedure was circulated prior to the meeting and was AGREED.
- f) The Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation were reviewed (*see also standing orders 11, 20 and 21*) and were AGREED.
- g) The policy for dealing with press/media enquiries was reviewed and it was AGREED that the Clerk should provide details of any Parish Council decisions made on request and any query that the Clerk couldn't address would be referred to the Chairman.
- h) It was AGREED the Council's employment procedures should include the Equality and Diversity Policy 2021.
- i) It was AGREED that the time of ordinary meetings of the Council up to and including the next annual meeting of the Council, will normally be the first Monday of each month; unless it is a Bank Holiday, then the next Monday. There will be no meeting in June 2021. The next Annual Meeting will be Monday 9 May 2022.

13408 Minutes of the meeting held on 12 April 2021 were approved, proposed by Mrs Lake and seconded by Mrs Moss.

13409 Reports from County Councillor:

Mrs Powell had left the meeting but lodged notes with the Clerk: The Rutland Future, Conversation continues with on-line surveys and forums. The 'Climate' Conversation launches 12 May.

13410 Appointment of representatives to outside bodies:

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

13411 Planning matters:

- a. Report from the meeting of the Neighbourhood Plan Steering Group (21 April 2021): Mrs Powell left notes: The group is starting the process of appointing consultants. A leaflet is being produced that will go to residents during June. The Neighbourhood Plan webpages should be up and running from June.
- b. To consider plans received between 12 April 2021 and 3 May 2021:
2021/0387/PTA Prune/trim back to allow more light and make safe 5 trees, Tigh An Lagan, Hortons Lane. – No comments offered.
2021/0372/FUL Proposed rear extension 27 The Nook – No comments offered
- c. Planning update received: **2021/0162/CLP**: Land to the north of Stapleford Rd; resurfacing farm tracks with stone accepted as lawful by RCC.

13412 Any matter requiring attention on The Banks: Stream cleared of plastic and missing Cow Lane padlock replaced this weekend.

13413 Highways and Village Maintenance matters for report and to agree any necessary action: It was noted that complaints of the road sinking outside the school date back to March 2021 on RCC's Fix My Street. The Clerk was asked to contact RCC Highways to enquire whether they are in talks with STW to co-ordinate the pipework repairs and the repair of the road surface.

13414 Annual risk assessment

- a Update on insured risks [see 13407c) 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 potential disruption due to loss of power to hold to virtual meetings while Covid infection controls persisted was noted.

13415 Financial Business

a Adoption of audited accounts 2020-21:

The accounts have been subject to internal audit by Mrs Joan Edwards of LRALC Internal Audit Service and her report was circulated. No amendment was made to the accounts. The comments offered were that the Parish Council should have an Equal Opportunities Policy (Policy adopted minute 13407h); and that the Clerk should have a written contract of employment (Contract now committed to paper and signed by Chairman).

The RFO suggested the value of assets should be reduced to £93610.59 to reflect the adoption of the street lighting in the village by RCC (it will now form part of RCC's inventory); and this was AGREED. The audited accounts were duly signed as correct by the Chairman, having already been signed by 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 2020/21 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 (30 April 2021) and was duly signed by the Chairman.

The dates for public examination of the records were AGREED as 14 June to 23 July 2021.

c Financial report for May 2021

The report of expenditure and income in April 2021 was received and the reconciliation with the bank statements noted. A CIL payment of £984.30 has been received as has a CIL Compensatory Payment of £7133.35 these monies are ringfenced for expenses related to infrastructure in the next 5 years, and expenditure is subject to referendum of electors within the parish. As of 30 April 2021, before this month's invoices are paid, the PC holds £36965.10.

The bank mandate was reviewed and it was AGREED fit for purpose with no need to change signatories.

- 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 31/3/2021 (Page 3). It was noted the limit for 2020-21 was £8844.16 and the grants and relevant subscriptions came to a total of £875.00.

e Invoices received since 12 April 2021:

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|-----------------------------------|----------|
| Zoom renewal 29/4/2021 to 28/4/22 | £ 143.88 |
| Insurance renewal (inc. tax) | £ 707.02 |
| Banks maintenance (April) | £ 276.00 |
| Village Caretaker | £ 56.46 |
| Clearing brook of debris | £ 70.00 |
| Printer inks* | £ 54.00 |

The payments were AGREED

*Note: Both the Zoom licence and printer inks were bought online in the name of Whissendine Parish Council and was paid for at time of order by the Clerk, the Clerk was reclaiming the costs.

13416 Ongoing business:

- a Mr Comber reported attending the Parish Forum on 19 April and noted discussions concerned tree loss, loss of habitats and pressure on species in Rutland.
- b It was reported that a donor had offered to fund planting of 100 trees in the parish. It was AGREED this should be put on the July agenda.

13417 Correspondence:

14/4/2021 Email from Mr R Drabble re RCC's Draft Local Plan and process.
16/4/2021 Email from Sarah Press re Rutland and Stamford Sound, community radio.
19/4/2021 Email from Mr R Drabble follow-on from 14/4/2021
20/4/2021 Email from Mrs D Norwood re quality of road-repairs: Cow Lane, referred to RCC
22/4/2021 Email from Came and Co re insurance renewal
22/4/2021 Email with Fol request from Mr K Thomas
22/4/2021 2 No. Emails from Mr R Drabble follow-ons from 14/4 and 19/4
28/4/2021 Email: Rural Community Council (Leicestershire and Rutland): Coffee Van
29/4/2021 Email from Mr R Drabble follow-on from 14/4, 19/4 and 22/4

Meeting closed at 20.39 hrs

Next meeting 5 July 2021 in person.

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