Atworth Parish Council

Minutes of a CONFERENCE Meeting of Atworth Parish Council held on 15th April 2020

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Invited:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC) (vice-chair) and Cllrs. Heather Chaplin (HC), Andrew Gooding (AG), K. Hartley (KH)

Clerk: Philip McMullen

Ref. **Agenda items**

137/20 1. **Introduction**

The Clerk explained that Further to the Prime Minister's announcement at 8.30pm on Monday 23rd March regarding the COVID-19 pandemic, the Government has now passed an Act allowing us flexibility in meetings during the Coronavirus lock down. This was affective from Saturday, 4th April 2020. Details would be given in his report.

http://www.legislation.gov.uk/…/392/…/uksiem_20200392_en.pdf

138/20 **2. Receive Reports from External Agencies**

2.1 Police Report

ED12 Beat Code monthly report figures from March 2020
for April 2020 Parish Council Meeting

Atworth

02/03/20	A365 - Child to notice report following sec 23 drug stop.
06/03/20	Bath Road - Unknown male was rude and abusive towards the RP. The incident was over a parking matter at the hall.
13/03/20	Bath Road - Taxi driver has overtaken the rp who is driving a bus which is stopped at a zebra crossing. 2 young females were crossing when the taxi drove at speed over the crossing narrowly missing the females.
17/03/20	Bath Road - 3 x unknown male suspects have caused damaged to the IPs vehicle by smashing the rear windscreen. When the IP has approached them they have thrown a rock at him hitting his leg causing no injury. Spare tyre had been stolen from car.

2.2 The Clerk reported that he had held a useful update meeting with PCSO Janet Gould on 14th April.

139/20 **3. Planning Applications**

The Clerk reported that no Planning Applications had been received in the preceding month

140/20 **4. Finance**

4.1 Approval of Payment Schedule and authorisation of cheques

Approvals for the meeting taking place in			April 2020				
Date	**Payee Name**	**DD/Chq No**	**Net £**	**VAT £**	**Gross £**	**Payment Details**	**Approved By**
	Wiltshire Council	DD	178.04	-	178.04	Recreation ground rates	EGS 6/4
	Wiltshire Council	DD	157.10	-	157.10	Village hall rates	EGS 6/4
	Wessex Water	DD	145.68	-	145.68	Water rates	EGS 6/4
	IdVerde	DD	310.28	62.06	372.34	Grounds Maintenance Works April	
	BHIB Insurance	DD	1,476.06	-	1,476.06	Annual Parish Council Insurance	
	Philip McMullen	DD	497.60	-	497.60	Salary and Office Allowance	
	HMRC	DD	124.40	-	124.40	HMRC income tax for wages	

RC proposed, AG seconded and all were in favour.

4.2 Approval to accept Budget Monitoring Statement to end of the Financial Year (March 2020)

Atworth Parish Budget Monitoring 2019/20
April 2020

	Annual Budget	Spend to date	Balance Remaining	CODE
Expenditure	£	£	£	
CLERKS SALARY	5,600	5,735	(135)	**4000**
CLERK'S OFFICE EXPENSES	560	574	(14)	**4005**
WI VILLAGE CLEAN & TIDY	580	644	(64)	**4010**
GENERAL ADMIN	250	256	(6)	**4020**
INSURANCE	4,300	2,119	2,181	**4030**
WALC	500	454	46	**4050**
SLCC	50	43	7	**4052**
BENCHES	2,300	1,841	459	**4065**
SID DEPLOYMENT	400	429	(29)	**4070**
VILLAGE MAINTENANCE	1,690	665	1,025	**4100**
AUDIT FEES	300	275	25	**4157**
VILLAGE HALL RATES	130	135	(5)	**4200**
REC RATES	170	171	(1)	**4201**
VILLAGE HALL	4,500	4,815	(315)	**4203**
WATER RATES	160	143	17	**4205**
GRASS CUTTING	4,500	4,560	(60)	**4215**
ARMISTICE WREATH (S.137*)	20	17	3	**4250**
YOUTH CLUB RENT	30	25	5	**4261**
PRESENTATIONS	100	65	35	**4265**
HIGHWAYS WORK	2,500	-	2,500	**4300**
COMMUNITY RESILIENCE EQUIPMENT	200	-	200	**4320**
NOTICE BOARDS	1,500	1,489	11	**4335**
VILLAGE ENHANCEMENTS	1,250	182	1,068	**4336**
CLOCK TOWER SITE IMPROVEMENTS eg	250	4,094	(3,844)	**4337**
VAT ON PAYMENTS		2,578	(2,578)	**515**
HMRC overpayment refund		1,241	(1,241)	**120**
Total Expenditure	**31,840**	**32,550**	**- 710**	
Income	**£**	**£**	**£**	
PRECEPT	28,521	28,521	-	**1176**
B/F from existing balances	3,319		3,319	**1180**
Rates b/f from last year		306	(306)	**1050**
Interest			-	**1190**
HMRC		-		**120**
VAT refund		7,975	(7,975)	**115**
refund from Noticeboards Online	-	90		
Total Income	**31,840**	**36,712**	**(4,962)**	
Net Expenditure	**-**	**(4,162)**	**4,252**	

Balance Brought Forward	***20,216***
Current Balance (Cashbook)	**24,378**
Current Balance (Deposit A/c)	**-**
-Current Balance (Bank)	**24,378**
=Unpresented cheques	*£1*

Acceptance of the Budget Monitoring Statement was Proposed by RC and seconded by AG and approved by all.

4.3 RESOLUTION: Councillors to consider approving the following statement

We, Atworth Parish Council, maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. We took all reasonable steps to

assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.

We took appropriate action on all matters raised in reports from internal and external audit. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.

RC proposed, AG seconded and all were in favour.

141/20 **5. Clerk's report**

5.1 Legislation update

The Clerk reported that the local authorities and police & crime panels (coronavirus) (flexibility of local authority and police & crime panel meetings regulations 2020) came into force 04.04.2020. In summary the relevant section for us is s.78.

The key points for us to bear in mind are:

- Reg 3 - Town and Parish councils are included within the definition of "local authority".
- Reg 4 - There is no requirement to hold an annual meeting of the parish council (which we would normally hold in May). This means where an appointment, for example the Chairman, would have been made at that time, the existing appointment continues until the next annual meeting of the council in 2021 (unless the council decides to hold a meeting). Currently the Clerk is of the opinion that we will keep the status quo, unless full council decides otherwise.
- Reg 5 - We can hold remote Town Council and Committee meetings until May 2021. Remote means the people attending the meeting do not need to be in the same place. "Place" includes electronic, digital or virtual locations.
    - This reg. also allows us to make standing orders to specify how voting will take place, how members and public access documents and how the press and public access the meeting.
- Reg 6 - Confirms that the term being present at local council meetings includes being present through remote access (e.g. via Skype, Zoom, etc).
    - There is no requirement to hold an annual meeting but this is optional (see Reg 4)
    - We are still required to hold at least four "meetings" in a year
- Reg 13 - We are deemed to have given notice of a meeting when the agenda is placed on the website in a prominent position – the requirement to also place on notice boards is suspended.
- Reg 17 - We are still required to keep a written record of the meetings and make these available on our website.

5.2 End of Year audit. The Clerk reported the External Auditors, PKF Littlejohn, had been in touch to explain that they would be issuing instructions in due course. He had followed the normal end of financial year procedures, closed down the accounts and prepared for an audit to take place at a

later date. The Clerk had also agreed with the Internal Auditor to be on "standby" for the time being.

142/20 **6. Agenda items**

All to be carried forward to after Covid-19 restrictions are lifted.

6.1 Film Club. Proposal from Cllr. Clark that the MPCL licence should be purchased by the village hall rather than a grant given to the Film Club for purchase of same as previously proposed. The Parish Council could still grant the hall the cost of the licence if they are minded to do so. That way if anyone hires the hall and shows a clip from a movie or a clip from a TV show, the Village Hall would be covered by the licence. If the licence was issued to the Film Club as previously proposed, the licence would be held only by the Film Club and others hiring the village hall would not be covered.

6.2 Flags. Proposal from EGS to purchase two new Union Flags.

6.3 Adoption of revised Code of Conduct

6.4 New bin at junction of Bath Road and Purlpit. EGS requested that the Clerk investigate the replacement of the litter bin.

6.5 Bath Road eastern bus shelter ivy cut-back, roof repairs and new window

6.6 Benches and noticeboard. Quote received to remove and replace the benches at the Clocktower for £100 each and the notice boards will be £90 each. c/f until after the removal of Covid-19 restrictions.

6.7 Annual Parish Assembly. The Clerk reported that this had been postponed until the lifting of Covid-19 restrictions in line with Government advice.

143/20 **7. Correspondence**

No correspondence of note had been received beyond that already discussed.

144/20 **8. Date of the Next Meeting of Atworth Parish Council**

To be advised. The Clerk will continue to maintain a documentary record of actions.

Signed…… **Date …….**