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BURTON OVERY PARISH COUNCIL

MINUTES OF A REMOTE MEETING HELD – Tuesday 19th May at 7.45pm

Present : Cllr Carolyn Carson (Chairperson)
Cllr Kate Goddard
Cllr Dave Fletcher
Cllr Bob Warwick

The Clerk

20/205. Election of Chairperson – Cllr Carson agreed to act as Chairperson until May 2021. There were no other nominations and Cllr Carson was unanimously elected. The Declaration of Office was duly signed remotely, in view of all participants, and signed by the clerk subsequently.

20/206. Election of Vice Chairperson - Cllr Rankine agreed to act as Vice Chairperson until May 2021. There were no other nominations and Cllr Rankine was unanimously elected.

20/207. Apologies for absence - Apologies were received and accepted from Cllr Rankine.

20/208. Questions from members of the public – None. It was agreed that notice of the meeting and publication of draft minutes would be notified on the BOPC Info. & Social Whatsapp group.

20/209. Declarations of interest – None.

20/210. Approval of Minutes 21.04.20 – Approved and signed remotely in view of all participants.

20/211. Matters arising not on the agenda – None.

20/212. To consider emergency Covid 19 information and measures that have arisen between meetings – None.

20/213. BOPC Volunteer & Support Scheme – It was agreed that the email and Whatsapp groups were working well and would be kept under review. It was noted that not all residents wished to be part of the scheme and identified potentially vulnerable residents were in contact with other village residents. Cllr Carson to follow up.

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20/214. Covid 19 related village signs – It was noted that the council had received a mixed response to the privately erected signs. The council didn't have any powers to remove them but now the Government allowed free, unlimited access to the countryside for exercise they were irrelevant. Cllr Goddard to follow up.

20/215. To receive a report about the LRALC virtual meeting training – It was noted that the training was of limited benefit. However, it would be good practice to make decision making more formal in these circumstances so that there could be no ambiguity. Also, given that it was legal to record meetings, if any members of the public were present at a meeting Cllrs should assume that it is being recorded and act accordingly.

20/216. To receive the Chairperson's Annual Report 2019-20 – Cllr Carson was thanked for her well written report summarising the work of the council during the year. It was agreed that it would be a useful article for the village newsletter. Clerk to contact the editor.

20/217. Planning to consider

a. Village Greens – It was noted that HDC had originally suggested that the parish council might consider the registration of the green triangle at the end of Scotland Lane as a village green. It was agreed that advice was needed regarding the legal interpretation of the term 'as of right' and other matters, before further consideration could be given to this. Cllr Fletcher to follow up.

b. Visual access to local green space – Cllr Warwick reported that he had spoken to the landowner and that the hedge on the designated Open Green Space opposite The Paddocks would be cut in September.

c. Ref. No: 20/00542/PCD – Manor House Farm, Main Street. Discharge of Conditions noted.

d. Ref.No: 20/00565/FUL – Egerton Cottage, Back Lane. Comments from neighbours were noted. It was agreed however that the revised application reflected the spirit of the Neighbourhood Plan and that any parish council comments could only be made on the basis of the HDC core planning rules and the Neighbourhood Plan. After discussion it was agreed to make no comment.

20/218. Planning decisions – Noted.

20/219. Finances

The Clerk reported that payment of the Clerk's salary had been missed off the agenda in error. This payment could have been made between meetings but in the interests of transparency would be considered now. Payment of the Clerk's May salary of £264.07 gross was agreed. Bank transfers of £211.27 net salary and £52.80 PAYE were agreed. Clerk to set up and Cllr Rankine to authorise.

a. On-line bank payments of £152.33 (LRALC annual subscription), £104.29 (HDC dog waste collection), £211.27 (Clerk's net salary), £124.87 (Clerk's expenses) and £30 (broadband) were noted and initialled by the chairperson remotely in view of all participants.

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Receipts of £5,132.50 (precept) and £500 (transfer made from the PC Business Instant Account) were noted. In addition, the standing order payment of £264.07 made in error to the Clerk and the subsequent refund this amount by the Clerk, was noted. It was noted that this Standing Order had now been cancelled.

b. To review and agree the remote meeting medium – It was agreed that the simplest version of Zoom Pro, at £11.99 excluding VAT billed monthly, had more functionality and would be a better quality experience than Skype. It was agreed that the Clerk should set this up for a trial meeting in June.

c. Payments and Receipts book – Photographs of the transactions for the year 2019/20 were received for information and approval at the next meeting.

d. i. A copy of the AGAR was received for information and approval at the next meeting.

ii. The evidence for the Governance Statements was received for information.

iii. The Bank Reconciliation 2019/20 was received for information and approval at the next meeting.

iv. The Explanation of Variances was received for information and approval at the next meeting.

e. Internal Audit – It was noted that the audit had begun and was expected to conclude in time for the next meeting.

20/220. VE Day Grant – It was noted that HDC had asked councils whether they wished to spend the £500 grant made to assist with VE Day celebrations on a commemorative item, relating to VE Day, instead. It was agreed in principle that this would be a good idea. Cllr Goddard to report to the next meeting what might be available.

20/221. Data Protection Policy – The Clerk reported that no changes had been necessary and that the annual review was a useful means of re-familiarising the council with documents and policies.

20/222. Items for the next agenda – Audit 2019/20, VE Day grant & village greens.

20/223. The date of the next meeting was confirmed as Tuesday 16th June.

The meeting finished at 8.45pm

Signed

Date

Members of the public are invited to all Parish Council meetings