

## BARNWELL PARISH COUNCIL

### Minutes of the Meeting held on Tuesday 19<sup>th</sup> May 2020 via ZOOM at 3.00pm

**Present:** Councillors H Hanlon (Chair), D Brown, G Shacklock (Parish & Ward Councillor), N. Bould, C Soans, J DeBock, G Wise

**In attendance:** Mrs N Phillips (Clerk), 1 x member of public

<b>20/05/085</b>	<p><b>To elect the Chair</b></p> <p><b>Resolved:</b> Councillor Hanlon agreed to stand for a further year. All in favour. Councillor Hanlon to sign Declaration of Acceptance in the presence of the Clerk.</p>
<b>20/05/086</b>	<p><b>To elect the Vice Chair</b></p> <p><b>Resolved:</b> Councillor Brown agreed to stand for a year. All in favour.</p>
<b>20/05/087</b>	<p><b>Declaration of Members Interests</b></p> <p>Members were reminded that any changes needed to be reported to ENC.</p>
<b>20/05/088</b>	<p><b>To receive and approve apologies for absence</b></p> <p>None</p>
<b>20/05/089</b>	<p><b>Public participation session</b></p> <p>None</p>
<b>20/05/090</b>	<p><b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b></p> <p>None</p>
<b>20/05/091</b>	<p><b>To receive and approve for signature the minutes of the meeting held on Tuesday 28<sup>th</sup> April 2020.</b></p> <p><b>Resolved:</b> All present being in agreement the minutes were signed by the Chairman as a correct record.</p>
<b>20/05/092</b>	<p><b>To note any matters arising from the minutes not included on this agenda for report only</b></p> <p>Item 24/04/082 – it was requested that the Clerk note that Cllr Hanlon would now speak to resident face to face re weed-killing rather than by letter</p>
<b>20/05/093</b>	<p><b>To receive a report from County Councillor W Brackenbury</b></p> <p>No report due to Cllr Brackenbury not being present</p>
<b>20/05/094</b>	<p><b>To receive a report from District Councillor G Shacklock</b></p> <p>No report due to all matters being included on agenda</p>
<b>20/05/095</b>	<p><b>To make note of the findings of the Internal Audit</b></p> <p>No issues picked up</p> <p><b>Resolved:</b> No action needed</p>
<b>20/05/096</b>	<p><b>To receive and approve Section 1 - Annual Governance Statement – Annual Governance &amp; Accountability return 19/20 Part 2.</b></p> <p><b>Resolved:</b> Annual Governance Statement received and approved</p>
<b>20/05/097</b>	<p><b>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance &amp; Accountability return 18/19 Part 2.</b></p> <p><b>Resolved:</b> Accounting Statement received and approved</p>
<b>20/05/097 (a)</b>	<p><b>To resolve to declare BWPC exempt from external audit for the year ending 31.03.2020</b></p>

	<p><b>Resolved:</b> BWPC declared exempt from external audit for the year ending 31.03.2020 due to the higher of gross income or expenditure being less than £25,000</p>
20/05/098	<p><b>To receive and approve Finance Regulations, Standing Orders, and Code of Conduct</b></p> <p><b>Resolved:</b> To approve the above documentation.</p>
20/05/099	<p><b>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors</b></p> <p><b>Resolved:</b> To approve the above documentation.</p>
20/05/100	<p><b>To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, General Privacy Notice and Councillor/Staff Privacy Notice</b></p> <p><b>Resolved:</b> To approve all of the above documentation.</p>
20/05/101	<p><b>To receive and approve the Assets Register</b></p> <p><b>Resolved:</b> To receive and approve the Assets Register.</p>
20/05/102	<p><b>To receive and approve the Financial Risk Assessments, and General Risk Assessments.</b></p> <p><b>Resolved:</b> Financial Risk Assessment and General Risk Assessments received and approved.</p>
20/05/103	<p><b>To note the results of the Insurance Review</b></p> <p><b>Resolved:</b> To move to BHIB due to lower policy costs and to tie into a 3 year long term agreement.</p>
20/05/104	<p><b>To review Councillor's, and others, roles and responsibilities</b></p> <p>Cllr Brown indicated his willingness to continue as Flood Warden and councillor responsible for trees, Cllr de Bock to take responsibility for Internal Financial Control, Cllr Wise to carry on with Highways and Street-lighting. Cllrs Hanlon and Shacklock to continue to attend Oundle Area Council meetings and JAG meetings. Cllr Bould Barnwell Country Park, Cllr Soans Rights of Way, Cllr Hanlon Trustee for Parson Latham's Hospital, Cllr Shacklock will continue to look after the mowing, and Cllr Bould Traffic Calming. All Cllrs have responsibility for planning, and playground inspections</p> <p><b>Resolved:</b> All thanked for their work over the past year and willingness to undertake the above responsibilities for the coming year.</p>
20/05/105	<p><b>To receive and approve the Balance of Accounts/Bank Reconciliation</b></p> <p><b>Resolved:</b> The balance of accounts and the bank reconciliation was approved and to be signed by Cllr Hanlon</p>
20/05/106	<p><b>To examine and approve the Bank Statements</b></p> <p>Bank balance stands at £37264.07</p> <p><b>Resolved:</b> Bank statements approved and to be signed by Cllr Hanlon</p>
20/05/107	<p><b>To resolve that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £150 to St Andrew's Church towards churchyard maintenance.</b></p> <p><b>Resolved:</b> £150 grant to be made under LGA 1972 s137/139 for churchyard</p>

	maintenance and no other purpose.				
<b>20/05/108</b>	<b>To approve and authorise payment of the following invoices</b>				
	<b>Cheque</b>	<b>Payee</b>	<b>Item</b>	<b>Amount</b>	<b>Net of VAT</b>
	100615	N A Phillips	Apr expenses + March carried over + Zoom	£47.32	£46.02
	100616	Barnwell PCC	Churchyard grant	£150.00	£150.00
	100617	N A Phillips	May Salary + April underpayment	£223.60	£223.60
	100618	N A Phillips	June Salary	£211.40	£211.40
	100619	BHIB	Insurance 1 yr of 3 yr LTA	£359.11	£359.11
	100620	Turneys	May mowing (2/7)	£189.96	£158.30
	100621	Volunteer Action	Grant towards costs	£250.00	£250.00
					<b>Power to pay</b>
					LGA 1972 S111
					LGA 1972 S137/139
					LGA 1972 S112
					LGA 1972 S112
					LGA 1972 S111
					Highways Act 1980, s90
					LGA 1972 s137
	<b>Resolved:</b> All payments authorised – Cllr Hanlon and Clerk to sign cheques				
<b>20/05/109</b>	<b>To review the bank mandate</b>				
	<b>Resolved:</b> To remove Cllr Holden from the mandate and to add Cllr Soans				
<b>20/05/110</b>	<b>To consider and resolve the Council's response to planning application received.</b>				
	None received				
<b>20/05/111</b>	<b>To note planning decisions made by ENC</b>				
	None received				
<b>20/05/112</b>	<b>To receive a report from Cllr Brown on work to the Village trees and to make arrangements for basal growth trimming of the limes</b>				
	<b>Resolved:</b> Basal growth trimming postponed to September. J Rowlett to attend on May 21 <sup>st</sup> to remove overhanging bough and dead branches, Cllr Brown to request he checks for nesting birds prior to work. Cllr Brown to talk to NCC to request work is carried out on the trees to the west of the brook now that some work has been carried out on the east side, and to contact Open Reach re overhanging branches interfering with phone cables.				
<b>20/05/113</b>	<b>To receive a report from Cllr G Wise on issues concerning the highways and rights of way and to discuss and to resolve what action, if any, to be taken.</b>				
	Handrail to bridge repaired. Discussion took place on seeding an area of the verge near to the junction with Hemington Road to create an area for wildflowers.				
	<b>Resolved:</b> To apply to Ward Cllr Shacklock Members Empowerment Fund for a grant, Cllrs Hanlon and Soans both offered to contribute to the costs. Cllr Shacklock to speak to contractor re preparation of area. Area to be cordoned off and signs erected to allow area to recover and plants to get established.				
<b>20/05/114</b>	<b>To receive a report from Cllr H Hanlon on the provision of a children's playground and to decide what action if any to be taken.</b>				
	Cllr Shacklock met with Kompan engineer and minor works needed after annual inspection were carried out. Problems still with gate closer				
	<b>Resolved:</b> Cllr Hanlon to continue to search for replacement closer for gate, Cllr Soans to continue with inspections once playground reopens.				
<b>20/05/115</b>	<b>To receive a report from Cllr H Hanlon on the Neighbourhood Plan and to discuss and resolve what action, if any, to be taken.</b>				
	Design Statement still being worked on, when completed draft plan will be				

	<p>presented to BWPC before going out for consultation and referendum</p> <p><b>Resolved:</b> No action needed</p>
20/05/116	<p><b>To receive a report from Cllr Hanlon and Cllr Bould on the provision of visual speed indicator signs and other traffic calming measures and to resolve what action, if any, to be taken.</b></p> <p>Covid 19 has caused a delay in posts and signs being delivered.</p> <p><b>Resolved:</b> Cllr Bould to continue to work with supplier to solve problems</p>
20/05/117	<p><b>To note the hours worked by the Clerk</b></p> <p>Clerk currently owed around 10 hours but as May is always a busy time this should settle down over rest of year.</p> <p><b>Resolved:</b> No action needed.</p>
20/05/118	<p><b>In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council only in such circumstances where no Cllr is available to consult with, and where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place</b></p> <p><b>Resolved:</b> All in favour</p>
20/05/119	<p><b>To resolve that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant (amount to be decided) to support the work of Volunteer Action.</b></p> <p><b>Resolved:</b> To give a grant equivalent to the amount granted last year being £250.00, all in favour.</p>
20/05/120	<p><b>Correspondence</b></p> <p>The Clerk requested guidance on the many emails currently being received asking for links to various organisations to be placed on the BWPC website.</p> <p><b>Resolved:</b> To only place advertisements or links for Barnwell village activities</p>
20/05/121	<p><b>To set the dates for meetings for the year 2020/2021 as Jul 21<sup>st</sup>, Sept 15<sup>th</sup>, Nov17<sup>th</sup>, Jan 19<sup>th</sup>, Mar 16<sup>th</sup>, May 18<sup>th</sup>.</b></p> <p><b>Resolved:</b> Dates set and to be displayed on noticeboard and website.</p>
20/05/122	<p><b>To confirm date of the next meeting of the Parish Council as 21<sup>st</sup> July 2020</b></p> <p><b>Resolved:</b> Meeting date confirmed</p>
20/05/123	<p><b>To close the meeting</b></p> <p>The meeting closed at 4.00pm</p>

Signed:

Dated: