

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9th JUNE 2020 ON THE VILLAGE GREEN, WEST FARLEIGH

PRESENT: Cllrs J Morgan, M Moy, H Swan and Mrs A Broadhurst, Clerk

1. APOLOGIES

No apologies had been received.

2. ELECTION OF A CHAIRMAN FOR THE MEETING

Cllr Morgan offered to Chair the meeting and this was agreed by all present.

3. COUNCILLOR DECLARATIONS

There were no Declarations of Interest.

4. MINUTES of the Meeting held on 16th March 2020

The Minutes of the meeting had been previously distributed and Cllr Swan proposed that the minutes were a true record. This was seconded by Cllr Moy, with all in favour. The Chairman signed off the official copy.

5. FINANCE

5.1 Annual Return of Accounts and Audit 2019/20 – To approve

The Clerk reminded all present that the Internal Audit report had been circulated along with the documents to be approved. The report had only highlighted one item that would require attention. This was that the Parish Council currently only has two signatories. The Clerk confirmed that this was an issue that Councillors were already aware of and it had been hoped that the matter would be resolved at the Elections, which should have been held in May 2020, but had been postponed. Unfortunately, due to the current Covid-19 situation, this item would have to be deferred. However, it was noted that the Clerk can carry out bank transfers to pay invoices if required.

5.1.1 Annual Accounts for 2019/20

It was proposed by Cllr Swan, seconded by Cllr Morgan “**that the Council’s Accounts should be Approved**”. This was **Agreed** by all present.

5.1.2 Annual Governance Statement 2019/20 (Section 1 of Annual Return)

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 to 9 can all be answered “Yes”. It was proposed by Cllr Morgan, seconded by Cllr Moy “**that the Statement is Approved**”. This was **Agreed** by all present.

5.1.3 Accounting Statement 2019/20 (Section 2 of Annual Return)

It was proposed by Cllr Swan, seconded by Cllr Morgan “**that the Statement of Accounts contained on Page 5 of the Annual Return should be Approved.**” This was **Agreed** by all present.

5.2 To note Budget Monitoring Report to 31st May 2020

The Budget Monitoring Report was **Noted**.

5.3 To note Transactions since March meeting

Income:

MBC Precept	£25,500.00
MBC Parish Service Scheme (1 st half)	£ 373.00

Expenditure:

Cheques:

101272	KALC - Annual Subscription	£274.42
101273	Came & Company - Annual Insurance	£388.06
101274	Wicksteed Leisure Ltd – Annual Play Equipment Safety Inspection	£ 72.00

Telephone Transfers

David Bucket (Internal Audit) £275.00

Standing Orders

Salary (April) £720.00

Salary (May) £720.00

Direct Debits

Pension (April) £55.00

Pension (May) £55.00

5.4 Application for Parish Council Co-Operative Bank Charge Card

The Clerk reported that the purchase of a domain name for the new website needs to be arranged by credit card as there were no companies that can set it up with a direct debit. The Clerk has contacted the Co-operative Bank and they confirmed that the Parish Council can apply for a charge card, with a £2 monthly charge. The Clerk suggested that a limit of £1,000 be placed on the card, with any balance being cleared by direct debit monthly (as required). It was proposed by Cllr Moy to apply for the charge card, with a £1,000 credit limit. This was seconded by Cllr Swan, with all in favour.

6. Covid-19 (Coronavirus) Emergency Powers

Members were requested to re-adopt the following statement, as advised by NALC:

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 where such decisions cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. 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.

It was proposed by Cllr Morgan to readopt this statement. This was seconded by Cllr Moy, with all in favour. It was noted that the current system has been working well, with the Clerk emailing all Councillors when an invoice is received, for payment to be approved.

7. PLANNING

7.1 Planning Decisions

7.1.1 Applications Approved by MBC

19/505820/FULL - Elmscroft Cottage, Charlton Lane

Use of dwelling, outbuildings and land for purposes under class D1 of use classes order 1987 and carrying out associated development including alterations to existing buildings, erection of small buildings and structures and stationing of a mobile home

20/500288/FULL - 2-3 Bow Meadow Cottages, Bow Hill

Creation of a 100m2 pond, roughly circular with shallow, sloping sides and maximum depth of 1.2m. Spoil to be used to create banks, with larger bank on downward slope.

20/500281/FULL – Byways, Charlton Lane

Erection of a single storey rear extension, two storey side extension and loft conversion.

20/500952/FULL - Court Lodge Park, Lower Road

Provision of ancillary residential accommodation for residents of Court Lodge, to provide a study/ reading area, a gym, sauna and shower/ changing area, a spa room and a relaxation room within the existing stables building.

20/500953/LBC - Court Lodge Park, Lower Road

Listed Building Consent provision of ancillary residential accommodation for residents of Court Lodge, to provide a study/ reading area, a gym, sauna and shower/ changing area, a spa room and a relaxation room within the existing stables building

20/501091/FULL - 3 Bow Hill Cottages, Bow Hill

Demolition of existing side extension, erection of two storey side extension with insertion of dormer and rooflight, Juliet balcony to side and erection of front porch.

8. DATE OF NEXT MEETING

Due to the current situation, it was agreed that this would need to be confirmed at a later date.

With no further matters to discuss, the meeting was closed at 11.05am.