

CLOTTON HOOFIELD PARISH COUNCIL

ANNUAL GENERAL PARISH COUNCIL MEETING

Thursday 21ST May, 2020 at 19:00 via Zoom

MINUTES

PRESENT

Cllr Peter Manby, Cllr Jane Nicholas, Cllr Geoffrey Bibby, Cllr Charles Kinsey, Cllr Richard Roberts
Public – 1

APOLOGIES

Cllr H Tonge (CWaC) and Cllr J Leather (CWaC)

APPOINTMENT OF CHAIR

1. **Resolved** – that Cllr Roberts, proposed by Cllr Manby, seconded by Cllr Nicholas be elected as Chair for 2020-21. Cllr Manby thanked Cllr Roberts for standing as Chair. Cllr Roberts thanked Cllr Baker for all of the years of work that she had undertaken as Chair of the Parish Council.
2. **Resolved** – that Cllr Kinsey, proposed by Cllr Roberts, seconded by Cllr Bibby, & that Cllr Nicholas proposed by Cllr Manby and seconded by Cllr Bibby be elected as Vice-Chair for 2020-21.
3. **Resolved** to accept the resignation of Cllr J Baker received by the Vice-Chair in March 2020 and Cllr O'Sullivan received by the Clerk on 21st May, 2020.

DECLARATION OF INTERESTS

None

PUBLIC PARTICIPATION

Mr R Salmon asked for his thanks to be recorded for the gift he was presented with following his resignation as Clerk of Clotton Hoofield Parish Council and also thanked everyone for his time with the Parish Council which he enjoyed.

Cllr Bibby asked if residents could be emailed to advertise the meeting to allow residents to attend. It was suggested that a mail drop be sent out asking for resident's email address so that we can communicate with them in that manner.

MINUTES

4. **Resolved** that the Minutes of the Parish Council Meeting held on 23rd January, 2020 were accepted as a true record and signed by the Chairperson.

ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting that were not otherwise on the agenda:-

- CWaC had provided the criteria for speed reduction of highways for the Parish Council's consideration.
- Precept had been submitted.
- Missing Rubbish Bin on A51 Layby had been reported to CWaC
- An updated on the A51 Speed Reduction had been received and would be prioritised once lock-down was removed.

Actions to be captured that need carrying out.

- Review the Roles and Responsibilities at the next meeting
- Work that has been carried out since the last meeting: to be captured in a newsletter to be sent to all households, newsletter to also include an update on the Neighbourhood Plan, Covid-19 community support, next meeting information and best way to contact residents – **ACTION:** Cllr Roberts to draft. Could we update the website and put a comments box to allow people to register their own email address – Clerk to undertake.
- Source two new parish council noticeboards and review locations (Hoofield could we apply to put it by the postbox next to the 50p shop?) – **ACTION:** Cllr Manby to explore this.

PLANNING

The Planning Register dated 14th May 2020 was circulated for Parish Councillors consideration. New applications and actions on outstanding applications were noted.

Cllr Manby reported about the resubmission of the planning applications of 20/01268/FUL & 20/01269/LBC.

Cllr Nicholas reported upon the Planning Training; Cllr Nicholas confirmed that the ability to respond to planning application was limited until the Neighbourhood Plan have been approved.

AUDIT

Summary of Accounts for 2019-20

5. **Resolved** to accept the accounts for the year 2019-20.
Certificate of Exemption
6. **Resolved** that the Council wish to certify themselves as exempt from a limited assurance review.
Annual Internal Audit Report for 2019-20
The council noted the report dated 10th April 2020 from the Internal Auditor.
Annual Governance Statement 2019-20
7. **Resolved** that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2019-20.
Accounting Statement for 2019-20
8. **Resolved** that the Council agree the accounting statement of the AGAR 2019-20.
Notice of Public Rights
9. **Resolved** that the Council accept the signing of the Notice of Public Rights.

ACCOUNTS

10. **Resolved** to accept the cash book dated 20/04/20.
11. **Resolved** to accept the income of £6,030.24

Natwest Compensation	£100.00
Dunham Hill Parish Council	£40.00
Willington Parish Council	£40.00
HMRC VAT	£290.24
CWaC Precept	£5,560.00

12. **Resolved** to accept the payments since the last meeting of £2,048.17

HMRC		£107.80
HMRC		£107.60
Clerk's Salary	Tax point 11 & 12	£431.12
Clerk's Salary	Tax point 1 & 2	£431.32
Mr P M Manby		£24.40
Duddon & Clotton & District War Memorial Hall		£120.00
Natwest Charges		£48.00
P Sanders	Internal Auditor	£51.00
Clerk's Expenses		£344.33
Clerk's Expenses		£23.00
Ruth Colton	NDP	£150.00
Old Chad Orchards	Members Training	£210.00
CHALC	Subscription Fee	£126.36

Banking Update

Natwest bank account has been closed since 31st March 2020 and a new Lloyds Bank account has been opened. Current signatory is Cllr Manby. Clerk is currently trying to update the Mandate to include additional signatories of Cllr Roberts, Cllr Nicholas and Cllr Bibby.

Auditor for 2019-20

13. **Resolved** following P Sanders undertaking the Internal Audit for 2019/20. The Clerk circulated the comments of the Auditor together with suggested amendments, these were agreed.

Payments for approval in-between meetings for 2020-21

14. **Resolved** to approve the payments of the following items in between meetings for 2020-21 in line with budget: -

Clerk's Salary, HMRC Payments, Payroll Payments, Mileage, Training, Insurance, Internal Audit, Website, Room Hire, Planter Maintenance, Membership & Subscriptions, Data Protection, Admin, Post, Office Allowance & Stationery.

NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Manby provided the Parish Council with an update following the submission of the Neighbourhood Plan to CWaC. Parish Council approved the NPD content, Ruth Colton updated the plan following the Assessors comments. CWaC have amended maps more in line with the Parish Boundaries. CWaC have now formally approved that it goes to referendum, however, because of COVID-19, they were unsure as to when it will go to referendum. Cllr Manby felt that the community should be encouraged to vote.

ACTION: Cllr Manby to update the planning template and circulate. Cllr Manby agreed that he would be happy to review planning applications together with Cllr Bibby to ensure that planning applications are in line with the Neighbourhood Development Plan.

COMMUNITY COVID-19 RESPONSE

Cllr Roberts updated the Parish Council with the setting up of the Clotton Hoofield Volunteer Group. It started with Peter, Jane and Richard and was soon augmented by 3 further volunteers from the community. The group was registered on to CWaC's 'Live Well' website. Following this the NHS Volunteers Response Services went live and Cllr Roberts registered as a volunteer. Age UK and Opal Services in Tarporley have also contacted Cllr Roberts to agree collaborative working. CWaC have also sent out a postcard to all residents outlining services that are available to the vulnerable and isolated within the community.

Cllr Roberts would like to express his thanks to all those individuals who volunteered through the various volunteer services. Cllr Roberts said that it is heart-warming to see the sense of community that has been established during these difficult times.

Cllr Bibby asked if there had been demand for services within the area from the vulnerable/isolated requiring services. Cllr Roberts confirmed that there had been a number of requests earlier on and, at the same time family and friends as well as neighbours had been quick to help those in the vulnerable group.

HIGHWAY ISSUES

Condition of local roads: it was reported that Wood Lane, Cinder Lane and Corkscrew Lane in particular had several potholes that need reporting. It was suggested that a meeting with Highways be requested when lock-down is lifted to discuss the flooding, road condition and possible speed limits, as well as funding for cycle routes.

ACTION: Clerk to make contact with Highways. Cllr Kinsey and Cllr Bibby will attend said meeting once arranged.

Cllr Manby confirmed that following on an online request made in December, the footpath on the A51 has recently been repaired and reinstated by the Highways team.

POLICIES UPDATE

15. **Resolved** to adopt the following policies: -

Reserves Policy
Privacy Policy
Code of Conduct – Re-adopted.

Polices for review and agreed reviewer before the next meeting are:

Complaint Procedure by Cllr Roberts
ICO Publication Scheme by Cllr Bibby
Information and Data Protection Policy by Cllr Nicholas
Councillor Lead – Duty Protocols by Cllr Kinsey.

RISK ASSESSMENT

16. **Resolved** to accept the Risk Assessment as submitted to the meeting.

PARISH COUNCIL ASSETS

17. **Resolved** to accept the updated Parish Council Asset Register as submitted to the meeting.

DATES OF MEETINGS FOR 2020-21

18. **Resolved** to accept that meetings after July to change to 3rd Monday evening in the month at 7.15pm for 2020-21.

PART TWO

CLERK

19. **Resolved** to advertise the position of Clerk to the Parish Council with deadline for applications on 5th June, 2020.
20. **Resolved** to request CWaC to advertise the 3 Parish Councillor vacancies.

DATE OF THE NEXT MEETING

The next meeting would take place on Thursday 16th July 2020 at 7.00pm.

The meeting closed at 8.54pm

Signed Dated

Trudy Ryall-Harvey, Temporary Clerk
21/05/2020

Items for Action

Date	Action	Responsible Person	Status
23/01/2020	Planters – explore possibility of further planters at the Bulls Head and Iddenshall Hall	Clerk	
23/01/2020	Community events 2020 – consider how best to encourage the residents to support community events.	Cllrs	
23/01/2020	Highways – A51 Speed Reduction	Cllr Tonge	On-going due to the COVID-19 delay in costing scheme.
23/01/2020	Highways – Cllr Roberts requested that a feasibility study be conducted with regards to reducing speed limit on Corkscrew Lane	Cllr Roberts	
23/01/2020	Community Clean -Up – Look to set up a Community Clean-up Event		
23/01/2020	Highways – Rubbish Bin on A51 Layby	Clerk	Chase CWaC for conclusion to reinstating the Rubbish Bin
22/05/2020	Roles & Responsibilities – Review at the next meeting	Clerk/Cllrs	
22/05/2020	Newsletter – Update residents in a Newsletter items to include: - <ul style="list-style-type: none"> - Achievements over last 12 months - Neighbourhood Planning - Covid-19 - Next PC meeting information - best way to contact residents (email) 	Cllr Roberts	
22/05/2020	Website – look to include a comments box allowing people to register their email address with Parish Council.	Clerk	
22/05/2020	Noticeboards - obtain costs and look at options for locations of Noticeboard in Hoofield.	Cllr Manby	
22/05/2020	AGAR – submit AGAR forms on website.	Clerk	
22/05/2020	Submit Certificate of Exemption forms to PKF Little John	Clerk	
22/05/2020	Exercise of Public Rights – publish on noticeboard the Exercise of Public Rights	Clerk/Cllr Manby	
22/05/2020	Highways - request meeting with Stuart Bateman to undertake walk around Clotton & Hoofield looking at condition of roads, in particular Cinder Lane, Corkscrew Lane & Windy Lane	Clerk to organise. Cllr Bibby & Kinsey to attend.	
22/05/2020	Policies for Review - <ul style="list-style-type: none"> - Councillor Lead-Duty Protocols - ICO Publication Scheme - Information & Data Protection Policy - Complaints Procedure 	Cllr Kinsey Cllr Bibby Cllr Nicholas Cllr Roberts	
22/05/2020	Adopted Policies – put policies on website and update policy schedule for: - <ul style="list-style-type: none"> - Reserves Policy - Privacy Policy - Code of Conduct 	Clerk	
22/05/2020	Vacancies – Advertise <u>Clerk's Vacancy</u> through Chalc, Website & Noticeboard <u>Parish Councillors Vacancy</u> – advertise through CWaC, Website & Noticeboard	Clerk	
22/05/2020	Meeting Schedule - update meeting schedule, circulate to all Parish Councillors and put on website.	Clerk	
22/05/2020	Risk Assessment – Update newly adopted Risk Assessment on Website	Clerk	
22/05/2020	Website - put agreed minutes on website for January, put draft minutes of May on website	Clerk	