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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 18th May 2020 at 7.30pm via Zoom Video Conferencing

Present: Cllrs Reed, Hoey, Bannister, Chappell, Boylan, Logan, Martin, Weltman and Williams.

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Resolved: Apologies for absence were received from Cllr Jewitt (business).

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Resolved: No members declared interests in any items on the agenda

3. **Public Open Forum**

Noted: No members of the public were in attendance.

4. **PCSO**

a) To receive a report from PCSO Phil Hambleton

Noted: PCSO Hambleton was not in attendance but had provided a written report prior to the meeting. The report was reviewed, and it was noted that there had been anti-social behaviour on St George's Field. The Clerk gave an update that the PCSO had been the field prior to the meeting following further reports of youths digging holes to make bike ramps, The youths had filled in most of the holes which would need assessing to see if further works were needed to repair the damage. Members agreed to review the site damage and report back if any further action was needed.

5. **Approval of Minutes**

a) To approve the minutes of the Ordinary Meeting held 20th April 2020

Resolved: It was resolved to approve the minutes of the Ordinary Meeting held 20th April 2020

b) To approve the minutes of the Extra Ordinary Meeting held 28th April 2020

Resolved: It was resolved to approve the minutes of the Extra Ordinary Meeting held 28th April 2020 subject to the clarification of wording in relation to seeking references from other tree contractors for consideration with any future quotations.

6. **Annual Meeting**

a) To agree when to hold the Annual Meeting of the Council

Resolved: It was resolved to delay the Annual Meeting of the Council until September, subject to school availability and circumstances permitting.

7. Election of Chairman

- a) To elect a new Chairman (at the request of the current Chairman, Cllr Reed)

Resolved: As Cllr Reed has requested to step down after 6 years of being Chairman, it was resolved to elect Cllr Hoey as Chairman and Cllr Bannister as Deputy Chairman. It was agreed that Cllr Hoey could sign the Declaration of Office later in the week with the Clerk to sign as witness.

ACTION: SM/LH

8. Finance and administration

- a) To approve the current account bank reconciliation to 31-04-2020

Resolved: It was resolved to approve the current account bank reconciliation to 31-04-2020

- b) To approve the Nationwide 45 Day Saver account reconciliation to 01-05-2020

Resolved: It was resolved to approve the 45 Day Saver account bank reconciliation to 01-05-2020

- c) To approve the Nationwide 125 Day Saver account reconciliation to 01-05-2020

Resolved: It was resolved to approve the 125 Day Saver account bank reconciliation to 01-05-2020

- d) To approve accounts for payment May 2020

Resolved: It was resolved to approve the payments listing for May 2020 for a total of £14,789.22 including £2,062.73 of VAT:-

Lloyds Bank	DD	76.28	1.50	4230	120	26.92 Stamps
				4236	120	3.00 Land Registry search
				4205	120	3.00 Card fee
				4236	120	7.49 Computer wire
				4236	120	19.98 Computer accessories
				4236	120	14.39 Zoom video conferencing
Caddis Ltd	BACS	720.00	120.00	4340	130	600.00 Coronet Pond Spring
WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4300	130	4,860.00 Maintenance Contract April
Shires Pay Services	BACS	112.20	18.70	4215	120	93.50 1st quarter payroll and set up
Caddis Ltd	BACS	4,416.00	736.00	4340	130	3,680.00 Sluice pond de-silt (2019)
Rhod Taylor	BACS	37.20		4360	130	37.20 Ashton Close tree survey
Caddis Ltd	BACS	60.00	10.00	4360	130	50.00 Ashton Close fallen limb remov
Caddis Ltd	BACS	756.00	126.00	4360	130	630.00 Ashton CI tree works
New Cheshire Business Park Ltd	BACS	104.00	17.33	4237	120	86.67 Hire of storage unit May
JDH Business Services Ltd	BACS	346.80	57.80	4210	120	289.00 Internal audit ye 31-03-20
Telecoms World Plc	DD	20.40	3.40	4235	120	17.00 April VOIP
S MORGAN	BACS	1,422.60		4000	110	1,422.60 May salary

Cheshire Pension Fund	BACS	501.67	4030	110	501.67 May pension
HMRC	BACS	384.07	4010	110	384.07 NI and Tax payments

ACTION: SM

- e) To note accounts paid in April 2020

Noted: The accounts paid in April 2020 were reviewed and noted.

- f) To note financial position/management accounts to end May 2020

Noted: The financial position/management accounts to end May 2020 was noted.

- g) To approve the updated asset register 2019-2020

Resolved: It was resolved to approve the updated asset register for 2019-2020 with a value of £134311, taking the revised value for the previous year to £122030.

- h) To receive the minutes of the Finance Committee Meeting held 4th May 2020

Noted: The Chairman of the Finance Committee gave a summary of the minutes including an explanation of recommendations to be considered in item 9.

- i) To approve insurance arrangements for 2020-2021

Resolved: It was resolved to approve the quotation from Came and Co for AXA at £1515.54 for three years. Other structures such as the pagoda and play equipment will be considered for itemised inclusion on the policy once these have been assessed.

ACTION: SM

9. Review of the Effectiveness of Internal Control

- a) To note the internal auditor's report

Noted: The internal auditor's report was reviewed and noted.

- b) To consider the findings of the review of the effectiveness of the system of internal control (*ref Finance Committee Minutes*)

Noted: The findings of the review of the effectiveness of the system of internal control as detailed in the Finance Committee Minutes were reviewed and it was agreed that this was moving forward with a plan to address issues that had been raised.

- c) To approve a Purchase Order policy

Resolved: It was resolved to approve a Purchase Order policy ([Annex A](#)).

- d) To approve an amendment to the Financial Regulations in relation to the Clerk's credit card spending limits

Resolved: It was resolved to approve an amendment to the Financial Regulations to include the spending and transaction limit for the Clerk's credit card at £500 as the maximum transaction limit and limit for overall spend per month.

ACTION: SM

- e) To consider recommendations and further actions in relation to procurement

Resolved: It was resolved that an 'approved suppliers' list would be put together to ensure that contractors had the required qualifications and references to complete works to a sufficient quality with good health and safety standards. An additional contract for extra items was discussed, however it was considered that some of the additional works could not be included in a contract, except for tree works which were being reviewed by the working group.

- f) To agree further actions based on recommendations regarding internal control

Resolved: It was resolved to make no further recommendations in relation to internal control and noted that the Clerk would be carrying out VAT checks on new suppliers as agreed by the Finance Committee.

ACTION: SM

10. Annual Governance and Accountability Return 2019-2020

- a) To consider section 1, Annual Governance Statement 2019-2020

Noted: Each section of the Section 1 of the Annual Governance Statement 2019-20 was reviewed.

- b) To approve and sign section 1, Annual Governance Statement 2019-2020

Resolved: It was resolved to approve section 1 of the Annual Governance Statement 2019-20 which was signed by the Chairman.

- c) To consider section 2, Accounting Statements 2019-2020

Noted: Section 2 of the Accounting Statements 2019-20 was reviewed.

- d) To approve and sign section 2, Accounting Statements 2019-2020

Resolved: It was resolved to approve section 2 of the Accounting Statements 2019-20 which was signed by the Chairman. It was agreed that the Clerk would make arrangements to sign the approved copy.

ACTION: SM/LH

11. Working Groups

- a) To consider a report on the working group structure and terms of reference

Noted: The report was reviewed and noted.

- b) To approve actions in relation to the working group and committee structures

Resolved: It was resolved to dissolve the Youth and Newsletter Working Groups and to merge the 'Estates, structures, paths and fences' and 'Landscaping, trees and ponds' working groups into a new Environment Working Group with six members. It was agreed that Cllr Hoey would step down from the newly merged working group and Cllr Weltman would join the Village Hall working group. The other committees and working groups would remain and updated terms of reference would be brought for approval at the next meeting.

ACTION: SM

12. Fencing at Ellingham Way

- a) To consider actions in relation to fencing on Ellingham Way

Resolved: The report was considered and it was resolved that the fencing would be replaced.

- b) To note correspondence sent to the resident of Ellingham Way in relation to the fencing

Noted: It was noted that the resident affected by the fence works had been contacted and had now

responded stating that their preference would be for the fence to be replaced, with permission for access now given for quotation and works.

- c) To approve quotations for works to fencing on Ellingham Way

Resolved: It was agreed to defer the approval of a quotation to allow for clarification on the installation method for the posts and copies of the original quotations to be sent out to members prior to the next meeting.

13. St George's Field

- a) To agree actions relating to fly tipping on St George's Field

Resolved: It was agreed that all residents of Lime Avenue whose properties back on to the field would be sent letters stating that the wildlife corridor would be inspected twice a year and residents would be asked to removed within 14 days any items that were left in the area. Resident access to the area would be reviewed if issues arise.

ACTION: SM/LH/EB

- b) To consider further actions in relation to damage to trees and fencing on St George's Field

Noted: It was noted that the removed fencing had been replaced and the damaged trees have been propped up following correspondence from the Clerk. No further specific actions were agreed in relation to this.

- c) To consider actions in relation to managing and maintaining the buffer strip

Resolved: It was agreed that the buffer strip would benefit from some Autumn maintenance (ie careful thinning and pruning) and recording of the condition of the area by photographing each section. Involving the school in project and requesting that signs are designed would also demonstrate the importance of the area and show that it is being cared for, therefore reducing the risk of waste being dumped.

14. Parks and play areas

- a) To note the temporary removal of the waste bin from the DW2 play area

Noted: It was noted that the waste bin had been temporarily removed by the contractor due to the amount of resident recycling waste being put in the bin, but this has now been returned.

- b) To consider additional planting of pyrocantha on Duke's Way (£15 each – verbal update)

Resolved: It was agreed that no additional planting of pyrocantha plants would be done by the pipe on Dukes Way at this time due to the dry weather, which would not allow the plants to become established without regular watering.

- c) To note letters sent to residents in relation to fly tipping on Woburn Cl. and Ellingham Way

Noted: It was noted that letters had been sent to residents who lived near to sites where fly tipping of green waste had taken place.

- d) To approve a budget and plan for replanting of the memorial garden

Resolved: It was agreed to approve a budget of £200 for the planting of the memorial garden to be arranged by Cllrs Hoey and Bannister and the Clerk

ACTION: SM/LH/EB

15. Drone Policy

- a) To consider a policy relating to the use of drones (*sample policy attached*)

Resolved: It was resolved not to proceed with the adoption of a policy and agreed that decisions regarding the flying of drones would be made on a case by case basis by the council.

16. **Trees and Ponds**

- a) To receive an update from the working group

Noted: It was noted that the working group had met and would be bringing a new policy for tree management to the next meeting for consideration.

17. **Close of meeting**

Noted: The meeting finished at 9.30pm.

Annex A – Purchase Order Policy

No purchase order - no pay

How we place orders with our suppliers

Before a supplier provides Kingsmead Parish Council with any goods and/or services, an official Purchase Order (PO) must be received from the Parish Clerk as the Responsible Financial Officer (RFO). This PO is a commitment by the Council to spend the value with a supplier; the PO number must be quoted on all invoices presented to the Council, if no PO number is quoted the invoice will be returned unpaid.

The addresses for both the delivery of the supplies/services and the receipt of invoices are clearly shown on the Purchase Order.

How we pay our suppliers

The standard payment terms for Kingsmead Parish Council are 30 days from receipt of a correct invoice. To ensure that payment is dealt with efficiently and to avoid delays we ask that the invoice:

- quotes a valid Purchase Order (PO) number
- is addressed to Kingsmead Parish Council
- be submitted to the postal or email address quoted on the order
- adds up correctly, particularly the VAT amount
- includes as much information as possible about what the payment is for
- only includes requests for payment of supplied goods, services or works.
- Includes a valid VAT number where applicable, which will be verified by the RFO before payment.

The Council makes payment by BACS in order to ensure that the payment is credited directly into the contractor's/supplier's bank account.

Any invoice that does not quote a valid PO number will be returned, unpaid to the supplier.

Enquiries regarding orders placed by the council should be made to the Parish Clerk at clerk@kingsmeadpc.org.uk or by calling 01606 533858