

Hemswell Cliff Parish Council

Notes of the responses by email from the Councillors of Hemswell Cliff Parish Council in lieu of the Ordinary Meeting of the Parish Council that was due to be held on Monday 6 April 2020 in the Room of Requirement at Hemswell Cliff Primary School.

Responses received from: Councillors Prestwood (Chairman), Beevers, Hann, Kirman (Vice-Chairman), Richardson, Sankey and Shaw.

Parish Clerk H Reek

Email updates provided by Councillors Paul Howitt-Cowan and Clio Perraton-Williams, Shay Towns – West Lindsey District Council and PCSO Julie McFaul from Lincolnshire Police.

Minute Number	Item
<u>Procedural Items – items not requiring written notice</u>	
1	<p>Apologies</p> <p>None</p>
2	<p>Declarations of Interest</p> <p>Cllr Prestwood in accounts.</p>
3	<p>Minutes of the Ordinary Parish Council Meeting held on Monday 2 March 2020</p> <p style="text-align: center;">RESOLVED:</p> <p>That the minutes of the meeting be accepted as a true and proper record.</p> <p>All actions from the meeting had been completed (Minute 253 refers) except for:</p> <p>VK – Visit village sign at Haxey (on hold) HR – Enter next year’s budget into Rialtas HR – Dates for next year’s meetings</p>
4	<p>Contingency Planning</p> <p>A) Safety Statement</p> <p style="text-align: center;">RESOLVED:</p> <p>That all meetings be cancelled for an initial 4 month period (or as circumstances dictate).</p>

Minutes Verification. Signature: Date:

B) Annual Meetings (Cancellation)**RESOLVED:**

- (1) That the Annual Meeting of the Parish Council (scheduled for 11 May 2020), the roles of Chairman, Vice-Chairman and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.
- (2) That the Annual Parish Meeting will not be convened as scheduled on 27 April 2020 and instead the Parish Council will convene at a future date.

C) Suspension of Standing Orders**RESOLVED:**

That the Clerk be given delegated authority, in consultation Chairman/Vice Chairman of the respective substantive Committees to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of no longer than 4 months (or as circumstances dictate), with the Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting for scrutiny.

D) Staffing Matters**RESOLVED:**

That the annual review of the Clerk be delayed and any monetary awards be backdated (once and if approved) to the relevant date.

E) Policy Updates**RESOLVED:**

That the Clerk be delegated to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Council at a future meeting. Where any legislative changes are necessary, the Clerk will update relevant documentation and implement any necessary changes.

F) General Information Updates

	<p>RESOLVED:</p> <p>That elected Councillors (via email / telephone calls) and members of the public (via the Parish Council website and Facebook (where / when relevant and practicable) be kept updated on advice from (and as relevant):</p> <ul style="list-style-type: none"> • the World Health Organisation • Central Government & the NHS • Lincolnshire Resilience Forum (LRF) / Emergency Planning Team • the National Association of Local Councils (NALC) • the Lincolnshire Association of Local Councils (LALC) • any other recognised public or national body <p>G) Orders for Payment</p> <p>RESOLVED:</p> <p>That the Clerk be given delegated responsibility along with those elected Members with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery with ratification by the Parish Council to be made at the earliest and safest opportunity.</p> <p>H) Budgetary Control and Authority to spend</p> <p>RESOLVED:</p> <p>That the Clerk be authorised for a temporary increase in the spending limit, in consultation with the Chairman / Vice Chairman of the Council, from any item below £250 to any amount below £1,000 in respect of any emergency or Health & Safety matter.</p>
<p>5</p>	<p>Regular Updates</p> <p>Regular updates were and will continue to be circulated by email from the following:</p> <ul style="list-style-type: none"> • District and County Councillors and HRC: emails forwarded on receipt by the Clerk. • Police and WLDC officer: monthly emails to be circulated. • Update from Committees: Updates were circulated by email. Noted that the Ball Park has been closed and taped off as a result of the latest Government Guidance. All litter picks have been suspended. • Chairman’s and Clerk’s updates to be circulated by email.

<u>Business Items – Items requiring written notice</u>	
6	<p>Finances</p> <p>A) Payments for approval</p> <p style="text-align: center;">RESOLVED:</p> <p>That the following payments be approved, cheques drawn up after the meeting and electronic payments made by the Clerk where indicated (all costs include VAT where applicable):</p> <ol style="list-style-type: none"> 1) WLDC CCTV Monitoring - £1,000 2) Smart Water renewal £99 (plus VAT) 3) LALC membership – to be confirmed by email. <p>Council noted that the following payments were made between the last meeting of Council and this one for contractual reasons, legal reasons, following a decision of Council or were made through delegated powers:</p> <ol style="list-style-type: none"> 1) BHIB Insurance £600.84 2) H. Reek Clerk Pay for March - £316.80 3) HMRC March – £79.20 4) Glendale Managed Services for February and March - £349.06 (plus VAT) and new monthly cost of £159.75 5) G Prestwood for 1&1 IONOS £5.17 plus VAT but there will be further payments to be made. 6) Total Accounting for payroll £10 per month plus VAT 7) Rialtas annual cost for software to be confirmed by email. <p>B) Budget 2019/20</p> <p>The budget monitoring for year end (period 12 March) was circulated by email. This gave an update on the year end position from both the current and reserves. VAT reimbursement for the period April 2019 to February 2020 had been received and estimated underspend was £1,687.37. The sum of £500 had been moved to reserves on 1 April which had been budgeted for. The Clerk would move further amounts into reserves once the budget had been checked and finalised. VAT reimbursement would be sent to HMRC for March and April 2020 because of the large invoices paid. The deposit account has a balance of £5,853.64 as at 1 April 2020 (please note that in the email I stated that the £500 was to be added to this amount which is incorrect).</p>

	<p>C) Budget 2020/21</p> <p>The budget for 2020/21 to be set up once the 2019/20 accounts were finalised and the Clerk will continue to circulate monthly reports by email.</p> <p>D) AGAR</p> <p>Detailed guidance on year end accounts had not yet been issued.</p>
7	<p>Planning Matters</p> <p>Lincolnshire County Council PL/0031/20 retain an external storage area and new processing bridge, Cleantech UK Ltd. Support the application.</p>
<u>Next Ordinary Meeting – items not requiring written notice</u>	
8	<p>Items for inclusion on the next Ordinary Meeting agenda</p> <p>To be confirmed when meetings are established but agreed to suspend Village Signs and Straw on the roads from this meeting.</p>
9	<p>Actions to be undertaken before the Next Ordinary meeting</p> <p>VK – Visit village sign at Haxey (on hold) HR – Enter next year’s budget into Rialtas HR – Dates for next year’s meetings HR – Inform contractor for the Ball Park Maintenance</p>
10	<p>Date and time of the next Ordinary Meeting</p> <p>RESOLVED:</p> <p>That all meetings be suspended for a four month period (or whenever circumstances dictate).</p>
11	<p>Exemption</p> <p>RESOLVED:</p> <p>That the meeting move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the tenders.</p>
12	<p>Ball Park Maintenance</p> <p>The Parish Council considered a report setting out quotes from three companies in relation to maintenance of the Ball Park.</p>

	<p style="text-align: center;">RESOLVED:</p> <p>That the quote from Synthetic Turf Maintenance at a cost of £395 per visit and £1,185 plus VAT for 3 visits per year if required be approved and can be found in this year's budget. The Parish Council will review future maintenance requirements after the first visit.</p>
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Document published on:

Signed:

Print Name:

Date: