

The Minutes of the Meeting of Guilsborough Parish Council (held remotely by video conference) on

Monday, 13 July 2020 at 7.15 pm

Present: Cllr A Hart (Chairman), Cllr S Jaggard, Cllr D Wooldridge, Cllr G Ashworth, Cllr I Miller, Cllr G Metcalfe, Cllr K Fulcher, Cllr S Harris, Cllr D O'Neil and Mrs C James (Clerk)

105.2020 Public Forum

There were no members of the public requesting attendance at the remote meeting

106.2020 Resolution to accept apologies for absence

None

107.2020 Declarations of interest for items on the agenda.

None

108.2020 Resolution to consider written requests for dispensations on agenda items

None received.

109.2020 Resolution to sign and approve the minutes from the previous meeting held on 8 June 2020

The minutes were circulated prior to the meeting. The Chairman asked if there were any amendments required. It was then resolved to approve the minutes and the Chairman signed them as a true record (copy to be scanned to Clerk)

110.2020 Matters arising (for information only)

None

111.2020 Village and Other Matters

111.2020/1 Adoption and improvement to roadway outside Village Hall

No updates since last meeting.

A handwritten signature in black ink, appearing to be 'C. Hart', is located in the bottom right corner of the page.

111.2020/2 Consideration of Council's response to ongoing Coronavirus pandemic and current lockdown

The Chairman stated that the playground could now re-open. After discussion, it was agreed that users would be responsible for cleaning the equipment before use. It was decided that it would not be cost effective to provide hand sanitiser units due to recent acts of vandalism and that notices to this effect would be put on the entrances and Youth Shelter. Clerk to liaise with NCALC and insurers for appropriate wording. Cllr O'Neil agreed to laminate the notices once prepared.

It was resolved that in the absence of any alternative suitable venue the September Parish Council meeting would be held by Zoom video conference.

111.2020/3 Update on lease on Small Playing Field

The Chairman stated that a response had now been received from Mr Lowther and the Council had been offered a 20 year rolling lease on the area with the playground equipment and a one year rolling lease on the football pitch. It was agreed that this was a very reasonable offer from the landlord and that the Clerk should write to accept the offer after liaising with Chairman/Cllr O'Neil over the wording.

111.2020/4 Update on response from Highways regarding repairs to footpath from Pells Close to West Haddon Road

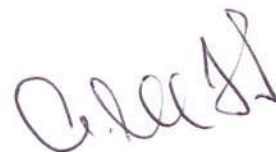
Cllrs Wooldridge and Ashworth stated that they had had no response from Mr Wedgbrow.

111.2020/5 Approval of Payment of £1,229.33 subsidy contribution for continuation of bus route 56/60 to 31 March 2021

Payment of £1,229.33 to Spratton Parish Council who are co-ordinating the subsidy payment was unanimously approved.

111.2020/6 Consideration of Draft Housing Needs Survey report for Guilsborough

It was unanimously resolved to approve the draft Housing Needs Survey report that had previously been circulated to the Council by DDC for comment. Clerk to advise Catherine Day.

A handwritten signature in black ink, appearing to be 'C. Day', is located in the bottom right corner of the page.

111.2020/7 Guilsborough Neighbourhood Plan Review

Cllr O'Neil stated that the GNP needed to be updated to ensure compliance with the recently updated Local and National Plans. The Planning subgroup had met by video conference and advised that it would not be appropriate to identify specific sites for development given that the Neighbourhood Plan had only recently been adopted and this would become a major departure. The Parish Council then agreed that no specific sites would be identified.. It was agreed that Cllr O'Neil would chair the GNP review committee and with Cllrs Hart, Wooldridge, Metcalfe and Miller together with a couple of parishioners not on the Council should meet to discuss the matter further.

111.2020/8 Approval of Fixed Assets Schedule for 20/21

The Council unanimously resolved to approve the fixed assets schedule that had been circulated by the Clerk prior to the meeting. Chairman to upload to the website.

111.2020/9 Consideration of approval of Complaints Procedure

The Council unanimously resolved to adopt the Complaints Procedure circulated by the Clerk prior to the meeting. Chairman to upload to the website.

112.2020 Planning

112.2020/1 New applications

DA/2020/0433 – York Cottage, Nortoft, Guilsborough

Two storey side and first floor rear extension including first floor rear balcony

No observations

112.2020/2 Completions

DA/2019/1001 – The Skerries, High Street, Guilsborough

Creation of second storey to existing bungalow to create four bedroom dwelling

Permission granted

DA/2020/0145 – Seaton Business Centre, High Street, Guilsborough

Construction of new staircase and enclosure to side to access first floor flats, alterations to door and windows on side and rear elevations

Permission granted



DA/2020/0270 – Cranage Close, The Green, Guilsborough

Demolition of existing conservatory. Construction of two storey rear extension and single storey side extension.

Permission granted

113.2020 Finance

113.2020/1 Receipts

The Clerk stated that she had now received the rentals due for the Cob Barn and the Storage Lock-ups amounting to £800.

113.2020/2 Payments

It was resolved to approve and sign the following cheque payments.

Details of Payee	Amount (£)	Invoice number	Cheque Number
Mrs C James – Clerk's July Salary	347.05	n/a	102262
HMRC – PAYE on Clerk's salary	86.60	n/a	102263
Mrs C James – Office Expenses	33.80	n/a	102264
Maximow – mowing small playing field and weed killing	306.60	202032	102265
M Hazle (Elm Tree Garden Maintenance) – Mowing Village	570.00	599/6	102266
E-on Street Light Maintenance (April to June 2020)	206.96	099046	102267
E-on Street Light Electricity (April to June 2020)	756.44	H18A69FF31	102268
Village Link Advertising	105.00	n/a	102269
Spratton Parish Council – Bus Subsidy Contribution	1,229.33	n/a	102270

113.2020/3 Bank reconciliation

The Clerk presented the bank reconciliation for the period ended 30 June 2020 showing balance at bank was £27,488.86 of which £782 ring fenced for cemetery projects.

113.2020/4 Consideration of action to be taken following receipt of internal audit report

Following consideration of the internal auditor's report and comments (previously circulated to Councillors), the Council resolved to carry out the actions listed below:

- Budget to be approved under separate agenda item to the Precept
- Minute reference to be added to the expenditure spreadsheet
- S137 column to be added to expenditure spreadsheet



- Invoice numbers to be added to payments schedule in minutes
- Clerk's employment contract to be updated
- Grass cutting and electricity supply contracts to be uploaded to website
- Complaints procedure to be adopted
- Fixed Asset Schedule to be approved annually
- Review of additional policies to be undertaken following consultation with NCALC
- Review of back-up of data with use of Onedrive to be considered

113.2020/5 Consideration and approval for Clerk to access internet/telephone banking with HSBC

After discussion, it was unanimously resolved that the Clerk should be allowed access to the telephone service to query payments/order cheque books, etc. Form to be signed by Cllr O'Neil as Vice Chairman and Cllr Metcalfe. With regard to setting up internet banking it appeared that the form provided to the Clerk by HSBC did not seem to allow for approval of payments made online by a second person. Clerk to visit branch and ascertain whether a different form is required to be completed

113.2020/6 Submission of annual VAT return for period ended 31 March 2020

The Clerk stated that she had submitted the annual VAT return and claimed a refund of £1,081.50 to be paid directly into the Council's bank account.

113.2020/7 Quarterly Budget Update

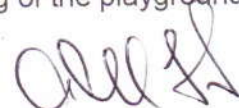
The Clerk stated that she had emailed all Councillors with a copy of the quarterly budget for the period to 30 June 2020 prior to the meeting. There were no queries.

113.2020/8 Internal Finance Checks

The Chairman stated that he had carried out the internal finance checks on 14 May 2020. He stated that, as Chairman, he should not be doing these checks and he asked Cllr Harris (who was not authorised to sign cheques) if she would take over the role from him which she agreed to do.

114.2020 Playground

The Chairman stated that Tilly Houghton had volunteered to do some litter picking in the playground and around the village as part of her Duke of Edinburgh award and the Council thanked her for her efforts. See also minute 111.2020/2 re the re-opening of the playground.



115.2020 Highways

Cllr Woolridge stated that he had nothing to report.

116.2020 Street Lights

The Clerk stated that she had reported the faulty light on the West Haddon Road but had yet to receive an update so would chase this up.

117.2020 Parish Assets

Cllr Miller stated he was in the process of making plans to start refurbishing the telephone box and queried whether the budget that was set aside the previous year for the work to be carried out was still available. This was agreed.

118.2020 Footpath Report

Cllr Ashworth stated he had nothing new to report.

119.2020 Village Link

Cllr Fulcher stated that she would include the playground re-opening, litter picking being carried out and the bus subsidy in the next issue.

120.2020 Correspondence received

- Notification from DDC that next Parish and Town Council's meeting due to be held on 29 October 2020 - noted

121.2020 Items for next meeting – Monday, 14 September 2020 at 7.15 pm

- Adoption and improvement to Roadway outside Village Hall
- Consideration of making application for internet banking with HSBC
- Review of Guilsborough Neighbourhood Plan update
- New noticeboard – digging of holes (quotes)
- Permanent home for the bookswop
- Review of any new Council policies

Meeting closed at 8.40 pm

A. H. H. 13th Aug '20