

MINUTES OF ETCHILHAMPTON PARISH COUNCIL (VIRTUAL) MEETING HELD ON THURSDAY 11 JUNE 2020 AT 7.30PM

Present: Mrs Clark, Mr Hanson, Mr Nash, Mr Smith and Mr Woods (Chairman)

Apologies:

In Attendance:

AGENDA

1 Declarations of Interest and Dispensations Requests

Mr Woods declared his interests in Item 13 as a neighbouring landowner. It was resolved to continue Mr Woods' existing dispensation to talk and vote and for him to take any further steps he thought needed to pursue the Council's objections.

2 To receive apologies for absence

None.

3 COVID - new rules - Virtual meetings, postponement of Annual Meetings, continuation of Officers and amendment of Standing Orders

It was resolved:

- a To allow the Council to hold virtual meetings under Covid restrictions and take any other relevant actions
- b To postpone Annual Meetings until 2021
- c That all officers remain in office until 2021
- d That the Clerk amend Standing Orders appropriately

4 Minutes of the last meeting

The Minutes of the last meeting were approved and signed by the Chairman.

5 BACS Payments

It was resolved:

- a To allow payments to be made by BACS as well as cheques
- b To authorise all cheque signatories also to be BACS "signatories"
- c To require all invoices to be circulated to Councillors by email before authorising BACS payments and to require signatories to notify the Clerk that they have confirmed BACS payments against invoices
- d To authorise the Clerk to amend the Standing Orders accordingly

6 Matters Arising

- a Playground – Safety Report – Mr Woods reported that Mr Roberts had Covid protected the play equipment with barriers as the tape surrounding it had been removed and to ask Mr Roberts to continue safety checks in preparation for his annual report for year ending July.
- b Stewards/Flooding outstanding jobs – Mr Woods reported that the Stewards had been repeatedly reminded about unfinished jobs as requested in March and April this year. Councillors commented that the grips in the C60 and some small potholes had been done but not the larger ones. Work had also been done on the Coate Road. Mr Hanson had sealed off the BT manhole at the Coate road junction so that water should not flow down the hill and into the BT network. However the BT manhole in the path to the Eastern part of the village had not been done and water continued to flow out. Mr Woods would continue to press Wiltshire about flooding as a priority amongst the unfinished jobs.
- c VE Day WWII names – Mr Woods updated the Council. Progress had been delayed by Covid but the Rector was onboard subject to the need for a Church faculty depending on what form any final proposal took. Mr Woods would continue to pursue finding the names of those villagers who fought in WWII.

7 Questions/Points from the Public

None.

8 RFO's Report

Mr Nash reported:

- Precept received 24th April - £3,750.00
- Lloyds Bank balance - £6,786.39

Invoices ratified:

- Community First subscription - £40.00
- DPR Environmental for safety fencing tape - £58.98
- Zurich Insurance - £446.66
- D L Stevens grass cutting £375.00
- Churchyard Maintenance - £300.00
- WALC subscription - £60.77

It was resolved that all these payments be authorised/ratified for payment by Mr Nash by cheque or BACS.

9 AGAR

The Council considered the accounts and AGAR governance papers as follows:

- a Council accounts and list of expenditure over £100, including invoices – This was approved.
- b Register of Assets – This was approved.
- c Risk Register, analysis and safety Report from Mr Roberts – These were approved.
- d Internal Auditor's Report and internal controls – This was approved. It was agreed to send Mr Garland a thank you letter for his work.
- e Annual Governance Statement – The Annual Governance Statement was approved by unanimous resolution. Proposer Mr Woods, Seconder Mr Smith.
- f Annual Accounting Statements - The Council approved the RFO's statements.
- g Formal approval of Annual Accounting Statements – The Council resolved to approve the Statements. Proposer Mr Woods, Seconder Mr Smith.

Mr Nash was thanked for his hard work over the past year.

- h Dates for Public Inspection of Accounts. Mr Nash proposed dates for public inspection of the accounts. These were agreed and would be put on the notice board.
- i Annual Exemption Certificate - The Council approved the Exemption Certificate for accounts below £25,000. This would be sent to PKF.
- j Any other documents for publication – None

10 Covid-19 - Caring groups

Mr Woods reported the creation of the geographical Contact/Help Sub-Groups to cover the needs of all residents. It was resolved to send a thank you note to all the Group leaders.

11 Correspondence and Consultations

- a VE Day celebrations – These had been cancelled
- b Wiltshire Council's Surveys on buses, infrastructure, households and green spaces – all had been completed and sent to Wiltshire
- c Items in Annex – No further action

12 Reports of meetings

None.

13 Planning Applications

Manor Farm, All Cannings – 19/10845. Mr Woods had declared his interests as per Item 1 above. Dispensation had been granted.

Mr Woods reported that there would be no Eastern Area Planning Committee meeting until at least September. Mr Simon Rodwell had agreed to attend if required. Mr Woods had circulated correspondence with the Planning Officer to which no satisfactory reply had yet been received from him. It was resolved that he would continue to submit any appropriate letters and take any other relevant action.

14 Any Other Business

The Council thanked Mr Woods and Mr Nash for all their work throughout the year and Mr Woods especially for organising the virtual meeting.

There being no further business the meeting closed at 8.05pm.

ANNEX

- 1 – Wiltshire Council's updates
- 2 – Police warnings
- 3 – Insurance Claims Guidance
- 4 – Garden Waste changes to chargeable collection service renewal process