

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 7th May 2020 at 19:00
via the Zoom platform.

Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman),
A Jones, D Perkin, C Wallis, C Coffey, P Roberts.
Borough Cllrs M Flood & D Coole & County Cllr A Gibson

Members of the Public: 7

Minutes: Mrs C L Cotterell – Parish Clerk

Meeting started at 19.03

AGENDA ITEM	MINUTES	ACTION
1	<p>Chairman's Opening Remarks</p> <p>Chairman advised all present on the format of the meeting and on the order of debate laid down in Standing Orders. Members of the public were asked if they wished to speak about any items on the agenda. The Chairman confirmed the meeting would take a short break at 8pm to Clap for Carers.</p> <p>The Chairman thanked members of the community, including the support group and the shop, for ensuring that the most vulnerable members of the community were looked after. The Chairman thanked all members of the Council and the Clerk for making the Business Continuity measures work to keep essential Council business running.</p>	
2	Apologies for Absence – None.	NOTED
3	<p>Declarations of Interest</p> <p>There were no declarations of interest for any items on the agenda.</p> <p>All Cllrs present confirmed they had no amendments to their Register of Interests form.</p>	NOTED
4	<p>Cllrs to agree the minutes to be an accurate record of the meetings held on:</p> <ul style="list-style-type: none"> a) 5th March 2020 – Full Council Meeting – Proposed Cllr Jordan, seconded Cllr Howard, voted 6 for, 1 abstention due to absence from the meeting. b) 13th March 2020 – Extraordinary Meeting – Proposed Cllr Jordan, seconded Cllr Wallis, voted 4 for, 3 abstentions. c) 20th March 2020 – Extraordinary Meeting – Proposed Cllr Jordan, seconded Cllr Jones, voted 3 for, 4 abstentions. 	
5	<p>Actions/Updates</p> <p>Cllrs to note actions and updates already circulated and published.</p> <p>Cllrs noted the request from Cllr Coffey to split the Sports and Recreation portfolio, removing the Play Areas from the portfolio, details will be agreed out of Council meeting.</p> <p>Cllrs noted reports from the Clerk and for the portfolios:</p> <ul style="list-style-type: none"> Amenities Environment Development & Infrastructure – Cllr Roberts added he had received information about the drainage/flooding from Cllr Flood and will summarise in a report before the next meeting. Wellbeing Policy Sports & Recreation – no report. 	NOTED Cllr Roberts
6	<p>Borough and County Councillor Reports</p> <p>Cllrs to note Borough and County Councillor reports.</p> <p>Cllrs noted the reports received from Cllrs Flood and Gibson – the reports will be published with the draft minutes. Cllr Gibson added the household waste recycling centre will re-open on Monday 11th May.</p>	
7	<p>Internal Audit Report 2019/20</p> <p>Cllrs to receive the internal audit report and agree any actions required.</p> <p>The Chairman commented that these are an outstanding set of accounts and the Clerk should be commended for her diligence. Cllrs noted the Internal Auditor's report and the auditor's recommendations:</p> <ul style="list-style-type: none"> a) that the Burial and Sportsfield Committees should be clearly designated and treated as working parties, and b) regarding Members portfolios – care should be taken to ensure that members do not make individual spending or commitment decisions without a prior minute approval. <p>It was confirmed that the Burial Committee has already been dissolved, the Sportsfield Committee is under consideration as the next item on the agenda and that Portfolio Holders have no financial delegation – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed. Thanks were given to the Clerk for her work on the audit.</p>	

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8	<p>Sportsfield and Pavilion</p> <p>Chairman introduced the agenda item and confirmed that the following proposals required urgent attention:</p> <p>a) Cllrs to dissolve the current Sportsfield Committee – Cllrs agreed to dissolve the Sportsfield Management Advisory Committee (SMAC) – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>b) Cllrs to arrange establishment of a Working Group, consisting of at least 3 members, one of whom will be a Parish Cllr, and arrange establishment of Terms of Reference.</p> <p>Cllrs discussed the proposal to establish a working group to plan, control usage, set hire charges and seek to improve the facility. Accounts should be maintained and audited within the Parish Council accounts. Currently the establishment of the working group and terms of reference should remain with the Chairman until a new portfolio lead is in place. Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>c) Cllrs to agree arrangement of accounts handover from The Friends, reconciliation/audit of balances and recovery of monies owed – The Chairman introduced this item and confirmed that AAPC has not yet been prepared to accept handover of the accounts due to some reservations which require resolution. AAPC are of the opinion that that the accounts relating to maintenance/running costs and the pavilion fund represent public money and as such need to be placed into the Parish Council account, as specific purpose funds, and subjected to audit on handover and annual audit thereafter.</p> <p>Cllr Jordan proposed that the Parish Council ask The Friends to transfer the funds relating to both the sportsfield maintenance and pavilion funds to the Parish Council account for audit, any adjustment required by the auditor is carried out and thereafter maintained as specific purpose funds for use solely on the sportsfield and pavilion, for which they were originally intended – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>A short break was taken at 19.55 – meeting resumed at 20.05.</p>	<p style="text-align: center;">Cllr Jordan</p> <p style="text-align: center;">Clerk</p>																																								
9	<p>Grounds Maintenance Contracts Update</p> <p>Cllrs to receive an update on the Grounds Maintenance Contracts.</p> <p>An update was circulated before the meeting, both contracts appear to be working well. The Chairman thanked Cllr Jones and the Clerk for getting the contracts up and running.</p>																																									
10	<p>S106 Funding</p> <p>AAPC to prepare a list of priority projects with rough order costs.</p> <p>Cllrs were requested to provide outline proposals for some small, medium or large projects, ready to be able to bid for s106 monies when they become available. Cllr Roberts happy to engage with Paul Jackson, Head of Planning for views on seeking support for s106 funds. Suggestions including The Green, tennis courts and carrying out a community consultation were discussed. It was noted that other groups in the parish can also apply for s106 funds.</p>	<p style="text-align: center;">Cllrs</p>																																								
11	<p>Finance</p> <p>a) Cllrs to approve the Financial Statements for 1st to 31st March and 1st to 30th April 2020 – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>b) Cllrs to approve the Annual Statement of Accounts for the year ending 31st March 2020 – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed</p> <p>c) Cllrs to approve the payment schedules for April and May 2020 – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Clerk office/expenses (Mar/Apr)</td> <td style="text-align: right;">£53.82</td> <td>TVBC (waste collection 19/20)</td> <td style="text-align: right;">£1,440.00</td> </tr> <tr> <td>Salaries (Mar/Apr)</td> <td style="text-align: right;">£1,699.68</td> <td>TVBC (Election costs May 19)</td> <td style="text-align: right;">£1,897.35</td> </tr> <tr> <td>HCC Street Lighting</td> <td style="text-align: right;">£202.91</td> <td>Countrywide Grds (March 20)</td> <td style="text-align: right;">£957.35</td> </tr> <tr> <td>Do the Numbers (Int Audit 19/20)</td> <td style="text-align: right;">£240.00</td> <td>Pavilion utilities bills</td> <td style="text-align: right;">£105.51</td> </tr> <tr> <td>HMRC PAYE Q4</td> <td style="text-align: right;">£160.64</td> <td>Pension Contributions (Mar/Apr)</td> <td style="text-align: right;">£145.60</td> </tr> <tr> <td>BT Quarterly bill (Mar 20)</td> <td style="text-align: right;">£ 71.07</td> <td>Support group website setup</td> <td style="text-align: right;">£282.00</td> </tr> <tr> <td>HALC/NALC affiliation fees</td> <td style="text-align: right;">£441.32</td> <td>Larkstel Ltd (Grds Main- Apr)</td> <td style="text-align: right;">£422.00</td> </tr> <tr> <td>Vitaplay Ltd (play inspections)</td> <td style="text-align: right;">£235.20</td> <td></td> <td></td> </tr> <tr> <td colspan="4"><u>Bank Balance as at 30th April 2020 - £46,839.71</u></td> </tr> </tbody> </table>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk office/expenses (Mar/Apr)	£53.82	TVBC (waste collection 19/20)	£1,440.00	Salaries (Mar/Apr)	£1,699.68	TVBC (Election costs May 19)	£1,897.35	HCC Street Lighting	£202.91	Countrywide Grds (March 20)	£957.35	Do the Numbers (Int Audit 19/20)	£240.00	Pavilion utilities bills	£105.51	HMRC PAYE Q4	£160.64	Pension Contributions (Mar/Apr)	£145.60	BT Quarterly bill (Mar 20)	£ 71.07	Support group website setup	£282.00	HALC/NALC affiliation fees	£441.32	Larkstel Ltd (Grds Main- Apr)	£422.00	Vitaplay Ltd (play inspections)	£235.20			<u>Bank Balance as at 30th April 2020 - £46,839.71</u>				
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13	<p>Next Meeting - Date of next meeting - Thursday 4th June 2020 – via video conference call.</p>																																									

Meeting closed at 20.43

These minutes were approved at the meeting held on 4th June 2020