

Great Oxendon Parish Council

Minutes of the Parish Council Meeting held on 6th April 2020

Video Conferencing Meeting

(The Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020)

- Present:** Councillor Steedman, Councillor Rumsey, Councillor Robert Barker (part), Councillor Carolyn Jones, Councillor Hogarth, Councillor Evans, Councillor Debbie Jones and Councillor Patel Brown
- Apologies** None
- Absent:** None
- Also Present:** Peter Rowbotham (Parish Clerk)
- Members of the Public:** 1

2215 Welcome

Councillor Steedman welcomed everyone to the March meeting of the Great Oxendon Parish Council. This was held using video conferencing.

2216 Apologies

No apologies had been received. Councillor Barker was having technical issues and would be joining the meeting late.

2217 Declarations of any Personal & Prejudicial Interests

None.

2218 Minutes of the Meeting held on 2nd March 2020 and any matters arising

The minutes of the meeting of 2nd March 2020 were agreed as a true and accurate record of the meeting. This was proposed by Councillor Carolyn Jones and seconded by Councillor Debbie Jones. Unanimous.

The Harborough Road footpath work had been completed and the invoice was awaited. The Planning Application DA/ 2019/ 1104 for a garage/studio/gym at 41 Main Street had been refused. The Chair was investigating projects which could attract funding from the Kelmarsh Windfarm Community Fund.

2219 Public Open Forum Session

No issues raised.

2220 Business Continuity

The Parish Council agreed the following -

Meetings

1. The Parish Council noted that it was no longer practical to hold face to face meetings and the use of video conferencing would be used for virtual meetings until further notice.
2. That such meetings would take place in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020
3. Meetings only take place where necessary and if essential business decisions are required. Non-essential business will to be deferred until later in the year.

Statutory Obligations

1. The Parish Council postponed the Annual Meeting of the Parish until further notice.
2. The Annual Governance and Accountability Return (AGAR) be dealt with via a meeting held via Video Conferencing.

Local Elections 2020

1. The Parish Council noted that the 2020 local elections have been postponed.

Services

1. Grass cutting, litter/ dog bin collection and grass mowing continue to be provided, subject to risk assessment and provision of PPE.

Staffing

1. The Parish Council notes the staffing position during the current Coronavirus Emergency.
2. The Parish Clerk recruitment process be delayed until after the current restrictions have been lifted

Delegation

1. In the event that it is not possible to convene a meeting of the council in a reasonable time, the Parish Clerk shall have delegated authority to make decisions on behalf of the council where such a decision cannot reasonably be deferred and must be made in order to comply with a deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council following closure of the current emergency'

Financial Regulations

The Parish Council agrees to update the Financial Regulations as follows -

Paragraph 4.1 -Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £2,500.

- the Clerk, in conjunction with Chairman of Council for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk (or email evidence), and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulation

Paragraph 4.5- In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work including addressing any safeguarding issues. This is whether there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Paragraph 7.9 – The Parish Clerk has delegated authority to ensure the prompt payment of monthly salaries and wages. These payments to be made to the timescale specified within the Contract of Employment and at the rates agreed annually by the Parish Council. All such payments to be made by BACS and reported to the Parish Council as soon as practical.

Paragraph 11h - When it is to enter into a contract of less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £1,000 but below £2,500 then the Clerk/ RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Ongoing Monitoring

The Parish Council noted that the valuable support it has received from NCALC in this emergency.

The above was proposed by Councillor Evans and seconded by Councillor Hogarth. Unanimous.

2221

Finance - Monthly Transaction (Including Approval of Payments)

The list of financial transactions and payments was approved by the Parish Council. All invoices for payment had been examined, verified and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. This was proposed by Councillor Rumsey and seconded by Councillor Evans. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
1	BT	Broadband (24th March 2020)	45.90	9.18	55.08	LGA 1972 s111
Payments for approval - Financial Regulation 5.2 (via BACS)						
2	Wages Q4	Peter Rowbotham	443.95	0.00	443.95	LGA 1972 s112
3	Employment Expenses Q4	Peter Rowbotham	76.44	2.99	79.43	LGA 1972 s112
4	HMRC	PAYE	111.20	0.00	111.20	LGA 1972 s112
5	EON	Street Light Electricity	37.37	7.47	44.84	PCA 1957 s3

6	Acorn Workshop	Noticeboard	1,195.00	239.00	1,434.00	LGA 1972 s142
Total Expenditure this month			1,909.86	258.64	2,168.50	
Receipts						
7	NCC	Grass Cutting	383.69	0.00	383.69	HA 1980 s96
8	HSBC	Interest 6th March 2020	1.93	0.00	1.93	LGA 1972 s111
Total Income this month			385.62	0.00	385.62	

2222 Grass Cutting

Tenders had been invited for the annual grass cutting service. Seven forms had been sent out to local contractors but only one form had been returned within the deadline date. It was agreed to accept the tender submitted by Leicestershire Gardens for £230 every 3 weeks from April to the end of October. This was proposed by Councillor Carolyn Jones and seconded by Councillor Rumsey. Unanimous.

2223 Finance - Bank Reconciliation

The Bank Reconciliation Report for 28th February 2020 was noted by the Parish Council. This indicated £6,688.71 within the Revenue Account (Community Account) and £3,869.97 within the Capital Account. (Money Manager Account).

2224 Finance - Statement of Reserves

The Statement of Reserves was noted by the Parish Council. This indicated £693.49 within restricted funds and £4,493.49 within earmarked reserves.

2225 Finance - Budget Monitoring

The rolling budget report was noted by the Parish Council. There were no areas to highlight.

2226 Any Other Urgent Business

Information only –

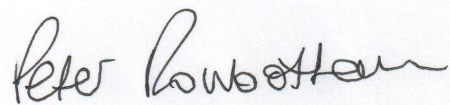
- Dog bin on Braybrooke Road to be moved
- The Parish Defibrillator had been used twice in the last month
- The traffic calming camera would be installed soon on Main Street.

2227 Future Dates of Parish Council Meetings

- Monday 11th May 2020 (Annual Meeting)

The meeting finished at 8.23 pm

Signed as a true and accurate record



Councillor Roseanne Steedman
Chair
Great Oxendon Parish Council
11th May 2020

Peter Rowbotham
Parish Clerk
Great Oxendon Parish Council
077 1212 0231
parishcouncil@greatoxendon.org
1st May 2020