

Great Oxendon Parish Council

Minutes of the Annual Parish Council Meeting held on 11th May 2020

Video Conferencing Meeting

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

Present:	Councillor Steedman, Councillor Rumsey, Councillor Robert Barker, Councillor Carolyn Jones, Councillor Hogarth, Councillor Evans, Councillor Debbie Jones and Councillor Patel-Brown
Apologies	None
Absent:	None
Also Present:	Peter Rowbotham (Parish Clerk) and Councillor Richard Auger – until 815pm (Daventry DC)
Members of the Public:	None

2235 Welcome

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

District Councillor Richard Auger addressed the Parish Council. He said that Daventry District Council would now be holding its scheduled meetings again using video technology. He thanked communities for distributing the Covid 19 leaflets and said that the Council had delivered grants to businesses and helped in food distribution. The Daventry building programme was ongoing. The number of volunteers stepping forward had been exceptionally high and not all offers of help were taken up. Although Local Government Reorganisation was scheduled for 2021, he assured the Parish Council that this would only take place if it was safe and legal to do so. The new Authority must be viable and sustainable to progress.

2236 Election of Chairman to the Parish Council 2020 2021

Councillor Roseanne Steedman was duly elected Chairman of the Parish Council. This was proposed by Councillor Barker and seconded by Councillor Hogarth. Unanimous. The Acceptance of Office would be signed as soon as practical.

2237 Apologies

No apologies had been received.

2238 Declarations of any Personal & Prejudicial Interests

None.

2239 Minutes of the Meeting held on 6th April 2020 and any matters arising

The minutes of the Parish Council of 6th April 2020 were accepted as a true and accurate record. The minutes were proposed by Councillor Carolyn Jones and seconded by Councillor Debbie Jones. Unanimous.

2240 Minutes of the Meeting held on 27th April 2020 and any matters arising

The minutes of the Parish Council of 20th April 2018 were accepted as a true and accurate record. The minutes were proposed by Councillor Evans and seconded by Councillor Hogarth. Unanimous.

2241 Election of Vice Chairman to the Parish Council 2020 2021

Councillor Carolyn Jones was duly elected Vice Chairman of the Parish Council. This was proposed by Councillor Rumsey and seconded by Councillor Debbie Jones. Unanimous.

2242 Calendar of Meetings 2020 2021

The Parish Council had received the proposed meeting diary for 2020/2021. The dates were agreed by the Parish Council. This was proposed by Councillor Carolyn Jones and seconded by Councillor Patel Brown. Unanimous

2243 Appointment of Parish Council Representatives 2020 2021

The following representatives were appointed:

- Village Hall – Councillor Carolyn Jones
- Cross Border – Councillor Carolyn Jones
- Planning – Councillor Hogarth
- Highways: Roads, Footpaths & Trees - Councillor Carolyn Jones
- Public Rights of Way – Councillor Barker
- Police & Community Safety – Councillor Barker
- Environment - Councillor Rumsey
- Community – Councillor Debbie Jones & Councillor Patel Brown
- Finance – Councillor Debbie Jones
- Armed Forces – Councillor Evans

The above nominations were proposed by Councillor Debbie Jones and seconded by Councillor Barker. Unanimous.

2244 Banking Arrangements 2020 2021

The banking arrangements were agreed by the Parish Council. The authorised signatories for the Council's bank accounts and invoices were agreed as follows:

- Councillor Steedman
- Councillor Barker
- Councillor Carolyn Jones
- The Parish Clerk and Responsible Financial Officer)

This was proposed by Councillor Evans and seconded by Councillor Patel Brown. Unanimous.

2245 Annual Review of Documents

The following documents were agreed by the Parish Council: All documents had been updated on the web site.

- Members Code of Conduct
- Standing Orders
- Financial Regulations
- Asset & Land Register
- Risk Register
- Complaints Procedure
- Freedom of Information Model Publication Scheme
- Data Protection Policy
- Data Breach Policy
- Records Retention Policy
- Privacy Policy

This was proposed by Councillor Barker and seconded by Councillor Carolyn Jones. Unanimous.

2246 Annual Subscriptions

It was agreed to renew the annual subscription to the Northants County Association of Local Councils. Parish Councillors were encouraged to take up the training opportunities with NALC. Newsletters would be shared as they were issued. This was proposed by Councillor Carolyn Jones and seconded by Councillor Barker. Unanimous.

2247 Financial Accounts 2019 2020

The Clerk had circulated the expenditure, receipts, reserves and bank reconciliation with the agenda. These figures would be used in the Annual Governance and Accountability Return (AGAR) Forms. The financial reports were received by the Parish Council.

2248 Approval of Payments/ Transactions

The Parish Council agreed the payments/ transaction for May 2020. This was proposed by Councillor Barker and seconded by Councillor Hogarth. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
1	BT	Broadband (21 st April 2020)	47.00	9.40	56.40	LGA 1972 s111
2	ICO	Annual Data Licence	35.00	0.00	35.00	LGA 1972 s111

Payments for approval - Financial Regulation 5.2 (via BACS)						
3	BHIB	Annual Insurance	385.93	0.00	385.93	LGA 1972 s111
4	EON	Street Lighting Electricity (Jan – Mar)	267.02	13.35	280.37	LGA 1972 s111
5	MJ King	Cleaning of Bus Shelters	40.00	0.00	40.00	LG (MP) A 1953 s4
6	Spendlove Contracting	Footpaths	1994.00	398.80	2392.80	HA 1980 s96
7	Leicestershire Gardens	Grass Cutting	230.00	0	230.00	HA 1980 s96
Total Expenditure this month			£2,998.95	421.55	3420.50	
Receipts						
8	DDC	Precept	7,655.00	0	7,655.00	LGFA 1992 s41
Total Income this month			7,655.00	0.00	7,655.00	

2249 Internal Auditor Report 2019 2020

The Internal Audit was underway but could not be signed off until the AGAR documents had been signed. The draft AGAR documents had been emailed to the Auditor. The Internal Auditors report would be submitted to the next meeting.

2250 System of Internal Control

The Systems of Internal Control document was reviewed and agreed by the Parish Council. This was proposed by Councillor Debbie Jones and seconded by Councillor Hogarth. Unanimous.

2251 Annual Governance Statement 2019 2020

The Parish Council reviewed and completed the Annual Governance Statement. The Parish Council agreed that the document be signed by the Chairman and be submitted to both the Internal and External Auditors. This was proposed by Councillor Debbie Jones and seconded by Councillor Hogarth. Unanimous.

2252 Accounting Statement 2019 2020

The Parish Council reviewed and agreed the Accounting Statement. The Parish Council agreed that the document be signed by the Chairman and be submitted to both the Internal and External Auditors. This was proposed by Councillor Debbie Jones and seconded by Councillor Barker. Unanimous.

2253 Notice of Public Rights 2019 2020

Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needed to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR is published and made available for public inspection and comment. The proposed dates of public inspection are commencing on Monday 15 June 2020 and ending on Friday 24 July 2020. The Parish Council noted this.

2254 Any Other Urgent Business

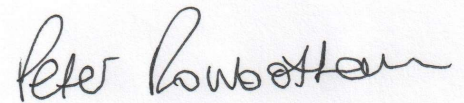
There was no urgent business.

2255 To note the dates of Future Meetings (Video Conferencing until further notice)

- Monday 8th June 2020
- Monday 6th July 2020
- Monday 10th August 2020
- Monday 7th September 2020
- Monday 12th October 2020
- Monday 2nd November 2020
- Monday 14th December 2020
- Monday 11th January 2021
- Monday 1st February 2021
- Monday 1st March 2021
- Monday 12th April 2021 (Parish Meeting followed by Parish Council)
- Monday 17th May 2021 (Annual Meeting of the Parish Council)

The meeting finished at 9.10 pm

Signed as a true and accurate record



Councillor Roseanne Steedman
Chair
Great Oxendon Parish Council
 8th June 2020

Peter Rowbotham
Parish Clerk
Great Oxendon Parish Council
 077 1212 0231
parishcouncil@greatoxendon.org
 13th May 2020