

MINUTES of the ANNUAL PARISH COUNCIL MEETING

held on Monday 4th May 2020 at 7pm using a remote access platform.

PRESENT:	Councillor	Phil Maude (Chair)		
	Councillors	Joanne Austin	Glyn Davies	Graham Slater
		Howard Bedford	Claire Hassell	Stella Walsh
		Karen Dales	Paul Remmer	Jaqueline Ward

In attendance: Four residents and the Clerk.

1 RECORDING VOTING. It was **resolved** that due to the meeting being held by remote access, that the Clerk count votes on resolutions by asking each Councillor in turn to express their position on the proposal under consideration, all in favour.

2 ELECTION OF CHAIR. Cllrs. Maude and Slater were both proposed and seconded for the office of Chair and following a vote, Cllr. Maude was duly elected. It was agreed that he sign declaration of acceptance of office after the meeting. He thanked Cllr. Hassell for her contribution and hard work as the outgoing Chair. Cllr. Maude encouraged Councillors to submit reports ahead of meetings and to brief the Clerk to reduce meeting discussion time.

3 ELECTION OF VICE CHAIR. Cllr. Hassell was proposed and seconded for the office of Vice-Chair and was duly elected.

4 APOLOGIES. None

5 DECLARATIONS OF PECUNIARY INTEREST. None.

6. PUBLIC PARTICIPATION.

A resident had submitted questions ahead of the meeting regarding the Parish Council (PC) boundary wall on Scholes Lodge Lane. These were referred to the Finance and General Purposes (F&GP) Committee.

The four residents in attendance were each given opportunity to speak. A query about historical expense claims was referred to the F&GP Committee. **ACTION F&GP Agenda**

7. COMMITTEE MEMBERSHIP FOR 2020/21 The Chair suggested that this item be deferred to the next meeting to allow him time to speak to Councillors individually and establish committee membership in line with Councillors skills and availability. **ACTION Chair**

8 VACANCIES. It was noted that since the March meeting, Cllr. Moreland had resigned and the deadline for electors to request that this vacancy be filled by election had passed and that the PC could now fill both vacancies by co-option. It was agreed not to fill these whilst self-isolation restrictions are in place and to review this position at the June meeting as a possible agenda item for the July meeting.

9 RETROSPECTIVE APPROVAL OF DECISIONS TAKEN PRIOR TO THE 2020 EMERGENCY LEGISLATION.

It was **resolved** to retrospectively approve the following decisions taken before the 2020 emergency legislation empowered decision making at remote meetings;

- A decision to give the Clerk delegated authority to respond to non-contentious planning and tree works applications (following advice from members of the Planning Committee).
- A decision that, following consultation with the Chair and Vice-Chair, and where appropriate advice from members of the F&GP Committee for the payment of invoices, or the full Parish Council for other matters,

the Clerk is empowered to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable.

- A decision that the Parish Council provides an emergency grant of up to £1,000 in each village to each Community Response Team to cover printing and other material costs and to underwrite any out of pocket expenses of a volunteer in the event that the recipient of essential items purchased is unable to pay.
- Adoption of a policy to deal with vexatious matters (using the policy recommended the Yorkshire Local Councils Associations)
- Agreement of payments presented by the Responsible Financial Officer at the remote meeting of 6th April 2020.
- Approval of the purchase of the Zoom remote access platform.
- Agreement that the April 2020 newsletter be available in digital only format.
- Agreement that the two Internal Auditor's reports into expenses claims be published.
- Agreement that the Cllr. Hassell approach a suitably qualified local resident to consider options for the extension of Barwick Village Hall to provide toilets and changing facilities.
- Agreement that the Cllr. Hassell approach a local architect to consider where he is suitably qualified to comment on the repair of Scholes Lodge Lane wall.
- To note the report produced by Cllr. Maude regarding the Parish Boundary review.
- Cancellation of April 2020 meetings of the Parish Council, both Playing Fields Committees, Planning Committee, F&GP Committee, the April surgery and closure of the Pavilion as a venue.

It was resolved that the Annual Parish Meeting be postponed, all in favour.

It was noted that there was an error in the draft minutes of 2nd March 2020 regarding item 9.15. Corrected draft minutes would be presented to the next meeting for approval. **ACTION Clerk**

10 FINANCE

10.1 The **cash book** showed ten BACS payments to be made in May amounting to £1,556.85. The Responsible Financial Officer advised the meeting of a further three payments received since distribution of agenda paperwork totalling £374.25. There were also four anticipated direct debits.

10.2 2019/20 Annual Governance Statement (AGAR 2019/20 Part 3).

10.3 Accounting Statements 2019/20.

It was resolved to refer items 10.2 and 10.3 to the F&GP Committee for consideration.

11 OTHER ITEMS

11.1 Business Continuity Plan. Consideration was given to having an emergency back-up plan to protect against the Clerk being unable to continue his duties and against loss of data. The Clerk had begun keeping a record of passwords he used in carrying out his duties. Options were considered for secure storage of this information and for appropriate back up of data in the event of computer failure. The Clerk would produce a report for consideration at the next meeting. **ACTION Clerk**

11.2 Revised Standing Orders allowing for meetings to be held remotely. A suggested addendum to Standing Orders produced by the Yorkshire Local Councils Associations had been circulated ahead of the meeting. Cllrs. Hassell and Walsh would consider the addendum and present it with any necessary changes to the next PC meeting for adoption. **ACTION Cllrs. Hassell and Walsh**

11.3 Insurance. Three quotes had been received, each with options for 12-month and 36-month terms. Cllrs. Davies and Slater agreed to look at the policies to ensure adequate cover, in particular regarding assets and discounts. The F&GP Committee would then consider their recommendations.

ACTION Cllrs. Davies and Slater

11.4 Training and Events Attended. It was noted that Cllr. Slater had attended webinars on 3rd March (Committee Structures), 6th March 2020, 9th April, 16th April and 23rd April, that Cllrs. Davies and Slater attended to Outer North-East forum on 4th March and the Scholes Lodge Farm working party met on 11th March and that minutes have been circulated or reports uploaded onto the shared drive as appropriate.

12 DATES OF FUTURE MEETINGS

The next PC meeting would be held by remote access on Monday 18th May 2020 at 7pm.

There being no further business the meeting closed at 8:20pm.

Signed

Chair
18th May 2020
