

## **HARESCOMBE PARISH COUNCIL**

### **MINUTES OF THE MEETING HELD ON LINE ON 22ND JULY 2020 8PM**

Present : Cllrs Andy Buckmaster (Chairman), Mike Hyett, Daffyd Lawday, Kath Pritchard, Caroline Ratcliffe (Vice Chair) and Sheila Murray (Clerk).

There were no members of the public present.

#### **1/7.20 Public Question Time (limited to 15 minutes)**

None

#### **2/7.20 To receive apologies for absence**

There were no apologies received from the County or District Councillors. Mrs Murray to make enquiries about their continued absence.

#### **3/7.20 To approve minutes of the meeting held on 20<sup>th</sup> May, 2020**

The minutes of the meeting held on 20<sup>th</sup> May, 2020 were accepted and approved as a true record. To be signed at an appropriate time by Cllr Buckmaster on behalf of the Council.

#### **4/7.20 Matters arising from the Minutes not covered on the Agenda.**

None

#### **5/7.20 Member's declaration of interest to items on the Agenda.**

None

#### **6/7.20 Report on roads, ditches and footpaths in the Village**

**6.1** Cllr Pritchard made enquiries about the "20 is plenty" signage but was advised that research has shown that there is very little impact on the use of such signage. Cllrs debated other signage options including a gated entry to the village and "please drive carefully" signs. They expressed their concern about the cost of these options and concluded that no further action should be taken at this time.

**6.2** Cllr Buckmaster is waiting to hear back from Highways regarding issues around cars parked on the road and locals hard coring the verge and the landslide at Gruntas Lane which remains closed to vehicles.

#### **7/7.20 County Councillors Report**

None

#### **8/7/20 Planning SDC decisions and new applications**

**8.1** Helen Hutton pre-application information was provided to the Councillors and no objections were raised. The clerk confirmed that Helen Hutton was proceeding with a planning application.

**8.2** S20/1088/AGR Traditional Barn – Councillors debated the application for the use of this Barn but found no planning reason to object. They were minded that the Barn may be converted at a later date which will require a change of use notice. Cllr Buckmaster proposed to give no response vote: unanimous.

### **9/7.20 Finance**

All documents were emailed to Councillors prior to the meeting.

**9.1** Councillors approved the Financial report year to date v budget and the bank reconciliation.

**9.2** Councillors approved a diagnostic check to the value of £25 by Delta Computers in Stonehouse. Cllr Buckmaster will decide if this is required.

**9.3** Councillors unanimously agreed for the following invoices to be paid. Cheques are to be signed at a convenient time.

#### **Invoices / cheques for payment**

<b>Date</b>	<b>Chq</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Power</b>
22/07/20	433	GAPTC	Internal Audit	£165.00	LGA 1972 s.111
22/07/20	434	Mrs Murray	Salary May/Jun	£139.37	LGA 1972 s.111(2)
22/07/20	435	Mrs Murray	Salary Jul	£ 95.37	LGA 1972 s.111(2)
22/07/20	436	HMRC	PAYE Jun/Jul	£ 58.60	LGA 1972 s.111(2)
22/07/20	437	PATA	Payroll Services	£ 12.75	LGA 1972 s.111

### **10/7.20 Administration**

All documents were emailed to Councillors prior to the meeting.

**10.1** The retrospective letter of appointment for the Internal Audit by GAPTC services was approved by the Council.

**10.2** Councillors resolved to approve the Governance Statement for 2019/2020.

**10.3** Councillors resolved to approve the Annual Accounting Statement for 2019/2020.

**10.4** Councillors reviewed and gave approval of the Fixed Asset Register.

**10.5** Councillors approved the Certificate of Exemption – AGAR 2019/20 Part 2.

**10.6** Councillors noted the dates for the Notice of Public Rights being from 1<sup>st</sup> September 2020 to 12<sup>th</sup> October, 2020.

**10.7** Cllr Buckmaster confirmed the Contract of Employment has been signed for Mrs Murray with an amendment to the hourly rate to 2.5hrs. Councillors approved the Contract of Employment.

**10.8** Mrs Murray confirmed the cost for additional work required to support the internal auditor was £50. Councillors authorised a payment of £50 to Mrs Murray as a one off payment.

**10.9** Mrs Murray presented the Internal Audit report of findings with actions required by the Clerk. Councillors approved the Report.

#### **11/7.20 Accessibility Statement**

Mrs Murray submitted a statement relating to the reasons for the Accessibility Statement. She advised that the website framework and the website content required updating to comply with the Accessibility regulations.

Cllr Pritchard proposed that a) the quotation of £140 from Town and Parish Websites be approved and b) that Mrs Murray be assigned the work to update the content to a maximum of 25 hours. Seconded by Cllr Ratcliffe vote: unanimous.

#### **12/7.20 Correspondence**

Councillors confirmed for Mrs Murray that there are no allotments in Harescombe.

#### **13/7.20 Councillors' Submissions**

Cllr Buckmaster advised that he has approached Haresfield Parish Council about the opportunity to merge with Harescombe and is awaiting their comment.

The next meeting of the Parish Council will be on 16<sup>th</sup> September 2020 8pm.

There being no further business the meeting closed at 9.15pm.