

Horsington Parish Council Agenda

Parish Clerk – Melvin Grosvenor 01507 578657.

Dear Councillor

You are hereby summoned to attend the meeting of Horsington Parish Council on **Tuesday 13th October 2020**. Proceedings will commence **at 7.00pm via ZOOM**.

Please email Clerk for ZOOM login & registration details: horsingtonpc@outlook.com

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.

The recording at Council Meetings is permitted with the full knowledge of the Chairman of the meeting and must be conducted openly.

The agenda is set out below.

Melvin Grosvenor – Clerk to the Council *Melvin Grosvenor* Date of issue: - 6th October 2020

Agenda.

1020/17 Formal Appointment of New Clerk & Responsible Financial Officer.

1020/18 Apologies for absence

To receive apologies /reasons for absence.

1020/19 Public Participation

To resolve if necessary, to temporarily suspend the meeting for a period of no more than 15 minutes to allow for a period of public participation. Members of the public may raise subjects, which they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened.

1020/20 Declaration of Interest

- a. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b. To note dispensations given to any member in respect of the agenda items listed below.

1020/21 Minutes of Previous meeting

Minutes of the Parish Council meeting held on 2nd September 2020 to be approved and signed.

1020/22 Notice of Vacancy in Office of Councillor - Update Co-Option.

1020/23 Clerk's Report - Appendix A.

- a. Overview of New Clerk procedural actions since handover from Interim Clerk.
- b. To receive an update on items from the previous meeting.

1020/24 Reports from Elected Representatives.

- a. To receive a report from LCC Cllr. P Bradwell.
LCC review of bus services: safeguarding future of route 10 and Call Collect bus services in Horsington.

- b. To receive a report from ELDC Cllr. W Gray.
Proposed Community Orchard Cllr W Gray.

1020/25 Planning- All as previously circulated:

1- S/087/00332/20 - Enforcement Notification.

Progress of enforcement action by ELDC over possible breach of planning permission in Moor Lane "nature reserve".

1020/26 New Horsington Parish Council Website.

1020/27 Information Commissioners Office (ICO) (lapsed) registration & General Data Protection Regulation (GDPR) Compliance

1020/28 Finance

2019/20 Accounts

1 - *The following documents were signed and published on Notice Board*

- a. Annual Return Sect 1
- b. Annual Return Sect 2
- c. Certificate of Exemption AGAR and forwarded to PKF Littlejohn LLP
- d. Notice of Public Rights Amended and Published on Notice Board & Website.

2020/21 Accounts

1 - To approve Bank Mandate - *Change of Clerk & RFO Contact details.*

2 - To approve - circ 2105

R&H Plant Ltd Invoice 1/4/ - 31/10/2020.

@ £ 750.00 (368)

Interim Clerk Expenses (Final) 1/4/2020 - 10/09/2020

@ £1058.76 (369)

£1808.76

3 - *The following Bank statements were noted:*

No. 34 - 10/08/20 - 07083082 - £1,501.83

No. 85 - 16/07/20 - 00063388 - £2,621.84

£4,123.67

C/F **£2,314.91**

1020/29 Budget preparation - Precept 2021/22 Appendix b. Information only.

1020/30 Potholes & Infrastructure repairs. Progress.

1020/31 Emergency plan proposals. - Cllr R Howard.

1020/32 Remembrance Poppies Marking of Armistice Day.

(Where are the large poppies and how are they put up and removed/stored; does this council provide a wreath for any Remembrance event, such as at Woodhall Spa - if so, what do we have

1020/33 Correspondence for Discussion/Decision

None to report to date:

1020/34 Correspondence for Information

LALC E -News - as previously circulated

ELDC -Sept e-messenger news.

1020/35 Minor Items -

- a. To take any points from members.
- b. Matters of correspondence for information which arrived after the agenda was posted.

1020/36 To confirm the date and time of the next meeting as Wednesday 9th December 2020 @ 7.00 pm – venue to be confirmed.

Future PCM`s - 10th February 2021 14th April 2021.

1020/37 Agenda Items for the next meeting to be received by 25th November 2020.

1020/38 Resolved to exclude the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

- a. Finalising Appointment Clerk /terms and conditions - handover from Interim Clerk Brian Brooks and proposed Temporary Clerk Cllr P Bradwell.

Clerks Report - Appendix A.

Update.

Hand over docs from Interim Clerk & Lasing.

Updating & liaising with ELDC & LCC re passwords contact details etc.

Publishing Posting Notice of Vacancy of Councillor. Notice Board & Website.

Interim meeting with Chairman to sign & countersign 2019/20AG AR Annual returns &

Publish. Complete & Sign revised Bank Mandate change contact details. Further visit to Bank branch with Chairman revised Mandate removing all lapsed signatories.

Prepared & Published FOI Document

Review of Information Commissioners' Office ICO (lapsed)registration 2020/21

GDPR documentation Councillors Compliance Forms

HMRC review - PAYE Basic Tools

Review of ongoing Planning Applications

Expenditure Review of current & ongoing.

New Website prep arrangements

General Admin - ongoing.

Budget Preparation- Precept 2021/22 Appendix B.

INFORMATION ONLY.

Clerk's salary and expenses, stationery and postage.

Insurance cost review.

Grants – will village hall apply for a grant even though it is closed; ditto the church – and are we legally permitted to give a grant to a religious organisation? Section 8, 1894 Local Government Act).

Other discretionary grants

Training budget.

Maintenance of council owned assets such as bus shelters, notice boards (need re-varnishing), Grass cutting- Gross and Net of transition potential LCC transition relief.

Emergency plan costs

Annual subscriptions

Annual parish meeting (if one can be held) – hall hire + speaker

Any costs accruing from community orchard and fittings.

Other potential expenses. (Election expenses)

Reserves Contingencies.