

Meeting of South Leverton Parish Council

Minutes of **South Leverton Parish Council** held on the 11th Mar 2021 virtually via Zoom, as per the regulations enacted under the Coronavirus Act 2020, the meeting commenced at 7:00pm.

Members Virtually Present	Cllr Catherine Hoyle	Chairman
Via Remote Attendance	Cllr Chris Buckland Cllr Ant Coultate	
Also, Virtually Present	Ed Knox Clerk/Responsible Financial Officer	
Via Remote Attendance	3 Public Devices Logged in	

1/21 Appointment of a Chairman for the meeting – Rotating Chair until a full Council is in place
After discussion, Cllr Buckland **Proposed**, Cllr Coultate **Seconded** and the Council **resolve** that 1) Cllr Hoyle be appointed Chairman. 2) The Chair will rotate as and when meetings are convened until after the Bi-Election. Cllr Hoyle signed the Declaration of Acceptance of Office of Chairman. A member of the public interrupted the meeting and was reminded not to do so.

2/21 To Approve Apologies for Absence
None.

3/21 To Record Declarations of Interest in any item to be discussed
None.

➤ Adjournment for Public Forum
The Chairman adjourned the meeting. A member of the public asked questions and made statements to the Parish Council. The Council had no comment to make, and asked them to put any questions in writing via email. The Chairman closed the public forum and reconvened the meeting.

4/21 To Approve Minutes of the Previous Meeting
After discussion, Cllr Hoyle **Proposed**, Cllr Buckland **Seconded** and the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

5/21 To Receive District & County Councillors Reports
Dist Cllr Coultate: The Notts County Council and Bassetlaw District Council Precepts have been set. Litter picking has been popular in Lockdown in various local parishes.
County Cllr Ogle - No report received and did not attend.

6/20 Finance:
Monthly Income & Expenditure
All payments made since the previous meeting have been in-line with the delegated authority. After discussion of the financial information circulated by email before the meeting, Cllr Hoyle **Proposed**, Cllr Buckland **Seconded** and the council the council **resolved** to accept them as a true and accurate record. Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
S Rockcliffe	Website Services- Oct, Nov, Dec	£75.00
S Rockcliffe	Website Services- Jan, Feb, Mar	£75.00
ICO	Commissioners Annual Fee	£35.00
Defib Pad.co.uk	Defibrillator Replacement Electrodes & Battery	£93.00
Amazon Eu Sarl	PPE for Lengthsman & Litter Picker	£19.44
Rock Salt Online Ltd	Salt for Grit Bins	£71.50
NALC	Cllr Training	£16.80
NALC	Annual Membership 2021	£117.70
Zaccaria Glass Ltd	Noticeboard Replacement Glass	£197.39
Burgess Print Ltd	Leaflet Printing	£79.00
Total Payments		<u>£779.83</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Total Receipts		<u>£0.00</u>
<u>Bank Balances</u>		
The Current Account Balance		<u>£10,068.88</u>
The Deposit Account Balance		<u>£5,708.59</u>

- 7/20 To Approve Website Provider Transfer
 The website administrator has given notice to quit at the end of the month and an alternative provider is required. The Website needs to be easy to administer by the Clerk role. 2Commune Ltd, who provide websites to various parish councils in the Country including Tuxford, Sturton, N&S Wheatley, and North Leverton in the local area can provide a suitable website in the same style as these Council's together with the Clerk.Gov.UK email address for £735 year one and £400 in year two, the initial price is reduced by taking on the website transfer order before 31st March. After discussion, Cllr Hoyle **Proposed**, Cllr **Buckland** Seconded and the Council resolved to transfer the website to 2Commune Ltd with immediate effect.
- 8/20 To Discuss Replacement Benches for Retford Road and Church Street at the bottom of the hill
 After inspecting the benches, Cllr Buckland felt that they did not warrant immediate replacement but were nearing the end of their natural life, therefore the matter will be put forward to the meeting after the Bi-Election.
- 9/20 To Approve a Leaflet Drop informing the public of the pending Bi-Election
 After Discussion, Cllr Buckland **Proposed**, Cllr Coultate **Seconded** and the Council **resolved** to arrange a leaflet drop of the parish informing them of the pending Bi-Election, encouraging people to both put their names forward to Bassetlaw Council to be considered and to vote when the time comes. The Leaflet will also include the budgetary information for 2021/22. The drop will be conducted in a Covid-19 safe manner in line with whatever Covid regulations are in place at the time.
- 10/20 To Discuss Staffing matters
 The same member of the public interrupted the Council meeting for 2nd time demanding to know who was virtually present in the meeting. The Council had no way of knowing this at this point, as two of the devices logged in was a member of the public who was not speaking. The member of the public demanded that the Chairman answered if she had anyone else at home who might be able to see or hear this agenda item. The Council does not answer questions from the public during the meeting and the public are not allowed to interrupt the meeting. The Chairman then informed the member of the public that the council did not have to answer this. The reason for this is that it is not their concern; the council is perfectly able to check that members of the public are not in a closed session once a closed session commences.
 In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Council Cllr Hoyle **Proposed**, Cllr Coultate **Seconded** and the council the council resolved that this item shall be closed to members of the public due so that the Council can discuss Staffing matters (including, but not limited, to contracts of employment, salaries, HR Policies, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual).
 The Chairman asked the members of the public to log out of their meeting on their devices. Once the devices were no longer logged into the meeting, the three Councillors confirmed to the Clerk that they did not have anyone else in the same room who could see or hear their devices for this item.
 After discussion, the Council unanimously **resolved** to update the Clerk's contract to include the website administration once it has transferred to 2Commune Ltd. The Chairman and Clerk signed the updated contract of employment.
- 11/20 Closure of the Meeting
 There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 19:23pm.