

## Meeting of South Leverton Parish Council

Minutes of **South Leverton Parish Council** held on the 9<sup>th</sup> Jun 2020 virtually via Zoom, as per the regulations enacted under the Coronavirus Act 2020, the meeting commenced at 5:45pm.

<b>Members Virtually Present</b>	Cllr Catherine Hoyle	Chairman
<b>Via Remote Attendance</b>	Cllr Chris Buckland Cllr Gordon Muir	
<b>Also, Virtually Present</b>	Sara Stilliard Clerk/Responsible Financial Officer (until item 2) Ed Knox Clerk/Responsible Financial Officer (from item 2)	
<b>Via Remote Attendance</b>	1 Member of the Public Dist Cllr Ant Coultate	

- 1 Appointment of a Chairman for the meeting – Rotating Chair until a full Council is in place  
After discussion, the Council held a vote by show of hands and all members in favour to **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.
- 2 Appointment of Locum Clerk  
After discussion, the Council unanimously **resolved** that Ed Knox be appointed locum clerk to the Council with immediate effect.
- 3 Delegation of powers to Locum Clerk to allow the day to day running of the Parish Council  
Prior to the meeting, upon the advice of Notts Association of Local Councils, the following delegated authority was circulated around the council members:

### Delegated Authority

To delegate all necessary powers to the Clerk for the day to day running of the council during the Covid-19 pandemic which has delayed a byelection. This delegation will cover matters that recur during the PC year. In the event of any unusual business an extraordinary meeting will be called.

Whilst not exhaustive the following items are typical of those which will be delegated to the Clerk for the duration of the activation of this period - i.e. until a full Council is in place.

**Planning applications** - after consultation with a minimum of 3 councillors, a summary response will be circulated to all councillors for comment prior to submission to Bassetlaw District Council by the Clerk. If a very contentious planning application was submitted it may be necessary to call a full Council meeting

**Finance** - all recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges / failure to meet contracted payment, such as salaries, Lengthsman services, grass cutting contracts, IT services etc.

Significant non-recurring payments, such as one-off costs relating to community projects or expenses to be authorised by a minimum of 2 councillors by e-mail prior to payment.

Where this policy is activated over the end of the calendar year, the RFO will prepare the suggested budget figures in accordance with normal procedures and circulate to all of the councillors. On the acceptance of 3 councillors, the budget will be agreed and a precept will also be set for the following financial year – this will be at a full Council meeting. The RFO will submit the precept request to Bassetlaw District Council.

Where this policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the councillors. On the acceptance of a minimum of 3 councillors, they will be signed by the RFO, Clerk and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting.

**Responses to other communications** - The Clerk will circulate at the earliest opportunity, any communication from any 3rd Parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate the summary response to the full council prior to responding to the 3rd Party.

The Clerk will be responsible for responding to any correspondence pertaining to previous Council matters (to the ICO for example) with the co-operation of existing Councillors and previous Councillors and the previous Clerk where necessary to expedite matters.

**Management of contracted services** – the Clerk will be the point of contact for the Lengthsman and Grass cutting suppliers / IT suppliers and will issue monthly instructions and ad hoc tasks – in conjunction with Councillors if necessary

**Reporting of village issues** – where a resident has reported an issue to the Parish Council the Clerk will undertake to inform the relevant bodies at District or County level After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

After discussion, the Council unanimously **resolved** to apply the delegated powers to the Locum Clerk with immediate effect. The policy will be reviewed annually once the bi-election has taken place.

4 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

5 Finance:

Monthly Bank Reconciliation/Income & Expenditure

After discussion of the Monthly Bank Reconciliation, income and expenditure, circulated by email before the meeting, the council unanimously **resolved** to accept them as a true and accurate record.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Sara Stiliard	Clerk's salary & Expenses	£341.74
Jack Foster	Lengthsman Services	£241.08
Sam Foster	Litter Picking Services	£104.64
Holmes Groundcare Ltd	Churchyard Grass Cutting	£146.00
Holmes Groundcare Ltd	Village Grass Cutting	£238.34
Glenda James	Internal Audit Fee	£65.00
<b>Total Payments</b>		<b><u>£1136.80</u></b>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
NatWest	Bank Interest	£0.94
<b>Total Receipts</b>		<b><u>£0.94</u></b>

Bank Balances

The Current Account Balance	<b><u>£16,130.46</u></b>
The Deposit Account Balance	<b><u>£5710.53</u></b>

3. To Approve the Annual Governance Statement for the year ending 2019/20:

After discussion of the Annual Governance Statement and the findings of the internal auditor, the Council unanimously **approved** the Annual Governance Statement. **Action**, the Clerk to arrange upload to the parish website and inform the external auditor.

4. To Approve Accounting Statements for the year ending 2019/20:

After discussion the Council unanimously **approved** the accounting statements as a true and accurate record. **Action**, the Clerk to arrange upload to the parish website and inform the external auditor.

5. To Approve Certificate of Exemption for the year ending 2019/20:

After discussion the Council unanimously **resolved** to complete the Certificate of Exemption. **Action**, the Clerk to arrange upload to the parish website and send to the external auditor.

6. To Decide rate of pay for Locum Clerk:

After discussion the Council unanimously **approved** locum clerk salary to be NJC Scale SCP 26.

7. To decide a payment for the outgoing clerk during handover period:

After discussion the Council unanimously **approved** 6 hours pay worked so far in June and up to 20 further hours for the outgoing clerk to assist the locum.

8. To decide on digital banking for the Parish Council

After discussion the Council unanimously **resolved** to move to internet banking, the locum clerk is to arrange this at his earliest convenience.

6 To discuss urgent village matters

The Chairman allowed the member of the public to speak. The member of the public offered his services to the Council as a voluntary consultant to assist the locum clerk and the council with regards to the ICO complaints against the Council. After discussion the Council unanimously **resolved** to appoint the member of the public as consultant to the Council to assist with the ICO complaints.

The outgoing Clerk advised that she had reported again the matter of the catchwater drain to Notts County Council. Cllr Hoyle agreed to arrange a leaflet drop of the village to explain the current situation of the parish council, including but not limited to the pending Bi-Election and its potential cost to the taxpayer and the current situation of the Neighbourhood Plan. The Chairman allowed Dist Cllr Coultate to speak who provided an update on the Covid19 response across Bassetlaw and thanked those locally who have helped people in need. Dist Cllr Coultate suggested the idea of a South Leverton Community Forum Group page on Facebook to help promote awareness of village issues.

6 Dates of Meetings for 2020

Unless there is any urgent business which cannot wait, and requires a Council meeting, the Council **resolved** to suspend meetings until further notice. There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 6:23pm.