

Donington on Bain Parish Council

Notes of the REMOTE Meeting via Zoom of Monday 27 April 2020

The meeting was opened at 7.30pm.

Present: Cllr. M. Fisher, Cllr. J. Burnham, Cllr. K. White, Cllr. N. Bodian, Cllr B Gill-Stafford
In Attendance: Mrs V Davies, Clerk.

42.20 OPEN MEETING

The Council formally agreed the holding of the meeting remotely via Zoom as it meets legislation for the holding of 's Council meetings

No members of the public requested attendance at the meeting, so the meeting was not opened for public participation.

43.20 APOLOGIES WITH REASONS FOR ABSENCE AND ACCEPT APOLOGIES WHERE VALID REASONS, GIVEN TO THE PARISH CLERK PRIOR TO THE MEETING.

Apologies were received from Cllr Wright and Cllr Beaney.

44.20 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011 – BEING ANY PECUNIARY INTEREST IN AGENDA ITEMS NOT PREVIOUSLY RECORDED ON MEMBERS' REGISTER OF INTERESTS AND ANY WRITTEN REQUESTS FOR DISPENSATION.

None were received at this time.

44.20 TO APPROVE AS A CORRECT RECORD, THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 24 FEBRUARY 2020 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE OFFICIAL MINUTES.

It was proposed (Cllr Fisher) seconded (Cllr White), and resolved that the notes of the meeting held on the 24 February 2020 be approved as a correct record and was signed by the Chairman.

45.20 CLERKS REPORT.

- Following Government advice, the play area had been closed.
- Following Government advice safety notices have been issued to allotment holders.
- PFK Littlejohn the external auditor had advised on dates for the Annual Governance and Accountability Return. The exemption certificate was required to be emailed to PFK Littlejohn by 31 July 2020. The clerk had contacted the current internal auditor Cassells and was unable to courier the information and was required to travel to the offices. Due to Coronavirus concerns, Councillors approved that the clerk could contact other internal auditors to whom she could courier/email the information required.
- Final End of Year Accounts have been prepared. The carry forward to 2020-21 is £8811.46.
- Actual Expenditure 2019-20 = £8389.92

46.20 TO RATIFY RESOLUTIONS MADE BY EMAIL SINCE 25.2.20

RESOLUTION 1 . SAFETY STATEMENT - MEETINGS

That the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 4 month period** (or as circumstances dictate).

RESOLUTION 2. SUSPENSION OF STANDING ORDERS / FINANCIAL REGULATIONS

That the Parish Council gives delegated authority to the Clerk to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting of the Parish Council.

RESOLUTION 3. ANNUAL COUNCIL MEETING / ANNUAL PARISH MEETING

That as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 18 May 2020), the roles of Chairman and Vice Chairman will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting, the Parish Council will hold such meeting at a future date.

It is noted that whilst the above decisions are **contrary to existing legislation** (as of 16th March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.

Discussion took place regarding holding the Annual meeting in May 2020. The election of chairman would be the first item on the May agenda.

RESOLUTION 4. ORDERS FOR PAYMENT

That the Clerk emails information regarding all orders for payment to Councillors. Councillors are to confirm by email that they agree to the payments. The cheques will be signed by those elected Members with delegated responsibility for the authorising and signing of payments.

These measures are put in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

RESOLUTION 5. TO APPROVE THE ORDERS OR PAYMENT FOR MARCH 2020

986	V Davies	Clerk salary	£248.88
987	V Davies	Clerk expenses	£30.15
988	W G Joinery	Noticeboard	£477.60

Cllrs ratified unanimously the above resolutions 1 through 5, previously agreed by email.

47.20 TO DISCUSS PLANNING APPLICATIONS AND DECISIONS.

N/042/00627/20 - LOCATION: CHAPEL HOUSE, CHAPEL LANE, DONINGTON ON BAIN, LN11 9TN. Extension to the existing dwelling to provide an annexe.

Councillors approved the planning application.

48.20 FINANCE - TO AUTHORISE THE SIGNING OF ORDERS FOR PAYMENT AND TO NOTE INCOME FOR JANUARY 2020.

989	BHIB Insurance	Insurance	£173.02
990	V Davies	Clerk salary	£248.88
991	V Davies	Clerk expenses	£23.22

Cllr Fisher, proposed, Cllr Bodian seconded and Cllrs unanimously agreed to the approval of the cheques. The clerk would post the invoices to Cllr Fisher for scrutiny and post the cheques to Cllr Fisher for signature by Cllr Fisher and one other signatory.

Councillors noted the information contained within the year end accounts 31.3.20. The carry forward to 2020/21 was £8811.46.

49.20 ANY OTHER BUSINESS

It was noted that some of the markers on the walks were missing. This would be discussed at the next meeting.

50.20. DATE OF NEXT MEETING.

The next meeting would take place on 25 May 2020

Meeting ended 8.00 pm

THESE NOTES ARE DRAFT UNTIL ADOPTED AT THE MAY MEETING