

POLEBROOK ORDINARY PARISH COUNCIL MEETING

Minutes of the May agenda meeting items discussed via email due to the current COVID 19 situation whereby it was agreed that it was not appropriate to hold a physical meeting.

Minutes

20.001 Election of Officers

20.001.1 To elect the Chairman

It was proposed by Cllr Slater and 2nd by Cllr Middleton that Cllr North be elected as Chairman

20.001.02 To elect the Vice-Chairman

It was proposed by Cllr Slater and 2nd by Cllr North that Cllr Middleton be elected as Vice-Chairman

20.001.03 To appoint the Internal Controllers

It was proposed by Cllr Slater and 2nd by Cllr Middleton that Cllr Ashby be elected as Internal Controller

20.002 In attendance

Due to not being able to hold a physical meeting due to the current situation all decisions have been made via email and a record kept by the Clerk.

20.003 To receive member's Declarations of Interest in any item on the agenda and to consider any dispensations. Councillors are reminded that if they have either a Disclosable Pecuniary interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.

Cllr North on item 20.015 and 20.018.2.

20.004 To resolve to exclude members of the public/press from the meeting during the transaction of any items on the agenda identified by Council as containing confidential information.

Not applicable as no physical meeting held.

20.005 To resolve that the Minutes of the meetings held on Tuesday 3rd March 2020 be signed as a correct record.

It was RESOLVED that the minutes of the meetings held on 3rd March 2020 be signed as a true record.

Proposed Cllr Middleton

Seconded Cllr Slater

UNANIMOUSLY agreed.

To be signed at the first available opportunity.

20.006 Delegating Powers to the Clerk

As the Covid pandemic has stopped the council working in its usual manner it was agreed via email that the Clerk would be given Delegated Powers in order that the business of the council would run smoothly. The Clerk had requested that she would carry out this role in conjunction with the Chairman and the Standing Orders of the Councils were updated accordingly.

Proposed Cllr Middleton Seconded Cllr Slater UNANIMOUSLY agreed.

20.007 Co-option of Parish Councillor

Unfortunately no Parishioner put themselves forward therefore the Clerk will continue to advertise the vacancy.

20.008 Public Forum – members of the public are invited to express their views and concerns on matters relating to items on this agenda and other items of note.

Not Applicable

19.009 To consider matters arising from the previous meeting which are not covered in the following agenda.

Nothing to note not already covered as an agenda item

20.010 To resolve any highways issues

20.010.1 To receive an update on the VAS

The sign is producing results which show that many vehicles are speeding at times up to 50mph in a 30mph limit.

20.010.2 To discuss the upgrade of the street lighting

On hold as not meeting with contractors at the moment.

20.011 To receive an update on the Western Power project

A small footpath has been installed leading from the allotment gate to the substation. Western Power still waiting for their contractor to return to finish the path on the corner as you enter the village.

20.012 To receive a report on the financial situation of the Council

20.012.1 To receive a report on the account's reconciliation

Accounts Reconciliation	Amount
Barclays Current Account as at 17 th April 2020	6,763.74
Barclays Savings Account	55,680.66

20.012.2 To approve invoices to be paid

101107	Mrs J Sardeson	Pay and expenses (March & April)	858.32
101108	Zurich Ins	Insurance premium	657.11

It was RESOLVED that these payments be made

Proposed Cllr Slater Seconded Cllr Middleton UNANIMOUSLY agreed.

20.012.3 To receive a report on invoices paid since last meeting

101099	SSE	Electricity consumption	£66.27
101100	Mrs J Sardeson	2Commune (new website)	£672.00
101101	SLCC	Membership	£81.00
101102	Newflame	Call out charge	£78.00
101103	E-on	Street light maintenance contract	£82.15
101104	NCALC	Subs & Audit fee	£473.22
101105	SSE	Electricity consumption	£70.55
101106	Turneys	Grass cutting contract	£142.32

20.012.4 To receive a report on income paid in since last meeting

HMRC	VAT reclaim	£1,668.36
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20.012.5 To approve the accounts for audit (AGAR)

The AGAR paperwork was previously circulated for comments. The Clerk to make arrangements for a virtual audit.

Proposed Cllr Slater Seconded Cllr Middleton UNANIMOUSLY agreed.

The Chairman to sign the paperwork as soon as possible.

20.012.6 To discuss online banking

The Clerk had made enquiries into online banking, this will save costs as in the current situation it has been difficult to get cheques signed. The accounts would be set up so that the Clerk would put payments onto the system and either the Chairman or Vice-Chairman would also have access in order to verify the payment and authorise it.

Proposed Cllr Slater Seconded Cllr Middleton UNANIMOUSLY agreed.

20.013 To receive a report on any correspondence received since the last meeting that has not been dealt with via email

Everything received had been previously circulated and dealt with via email.

20.014 To consider any new and current planning applications not already dealt with prior to this meeting.

20/00482/FUL

Singe storey extension linking house to garage at Orchard House Lutton Road Polebrook Peterborough Northamptonshire PE8 5LX (PP-08656900)

No objections to the application.

20.015 Bone Mill Lane

The sale of Bone Mill Lane has now officially been completed and the monies transferred. The Clerk has transferred a large sum of these monies to the interest account.

20.016 To receive a report regarding the Village Hall with an update from the Chairman

20.016.1 Newflame Contract

In light that the Village Hall currently has over £5,000 in funds, it was suggested that the Village Hall Committee now take over the management of the Newflame account and pay any invoices due.

Four councillors in agreement, one against.

20.016.2 To receive an update from the Chairman of the Management Committee

Nothing to report as the village hall is currently closed.

20.017 To discuss issues at the allotment

Due to the current situation no works have taken place on the allotments as our contractor is currently not working.

Since down-sizing a number of the allotments, seven in fact have since been let, 4 to someone from Ashton and 3 to Polebrook Parishioners, which will give us extra income in order to keep the allotments self-sufficient. Another may go soon when a new Parishioner moves into the village.

Unfortunately, a few complaints had been received regarding tenants not sticking to their tenancy agreements, the Chairman and Clerk had written to all allotment holders reminding them of their tenancy agreements and that the rules are there for a reason, tenants have been informed that should they continue to not be running their allotment in accordance with the rules their tenancy agreements will not be renewed in October 2020. Unfortunately one breach has already occurred but the matter has since been rectified. The Clerk to closely monitor the allotments.

20.018 To receive a report on the cemetery

20.018.1 Tree Survey

Council have a duty of care to ensure that any trees on their land must have 2 yearly surveys carried out for health and safety and insurance purposes, the Clerk to ascertain whether or not we have any trees on Council land.

20.018.1 New Tree donation

A Parishioner has asked if they could donate a new tree for the cemetery. It was unanimously agreed that this would be acceptable.

20.019 To discuss the new website

The Clerk has spent a considerable amount of time working on the new website and is hoping that this will go live by the end of May.

20.020 To approve Council documents

- 20.020.1 Standing Orders
- 20.020.2 Financial Regulations
- 20.020.3 Review of the Effectiveness of the Internal Audit
- 20.020.4 Statement of Internal Control
- 20.020.5 Delegated Powers
- 20.020.6 Burial Procedures
- 20.020.7 Asset Register
- 20.020.8 Code of Conduct
- 20.020.9 Freedom of Information
- 20.020.10 Complaints Procedure

Proposed Cllr Slater Seconded Cllr Middleton UNANIMOUSLY agreed.

20.021 To agree any future agenda items for the next meeting

20.022 The date of the next meeting

It is hoped that a meeting may be able to go ahead on **Tuesday 2nd June 2020** in order to sign off any relevant documents.

Chairman's signature **Date**