



Hollowell & Teeton Parish Council

HOLLOWELL & TEETON PARISH COUNCIL

Gillian Greaves (Clerk) Tel: 01604 761470
96 Martins Lane
Hardingstone
Northampton
NN4 6DJ

Email: pc-clerk@hollowellandteeton.org.uk

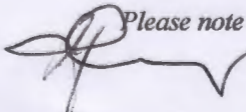
Web: www.hollowellandteeton.org.uk

Minutes of the Extraordinary Meeting of Hollowell & Teeton Parish Council held virtually on **Wednesday 10 June 2020** at 7.30pm

Present:	Councillors:	Cllr C Blake Cllr A Crisp (Chairman of the Council) Cllr E Curtis Cllr A Eaton MBE Cllr G Leah Cllr H Oswin Cllr M Tomalin
	Clerk	Gillian Greaves

- 20/75 **Receive and approve apologies for absence.** None received.
- 20/76 **Receive declarations of interest under the Council's Code of Conduct related to business on the agenda.** None.
- 20/77 **Receive and approve for signature the minutes of the meetings held on 20 May 2020.** The draft minutes were circulated prior to the meeting. Cllr Leah proposed the Council accept the minutes, Cllr Oswin seconded the proposal and the Council **Resolved** to approve the minutes of the meeting held on 20 May and they were signed by the Chairman as a correct record of the meetings.
- 20/78 **Note any matters arising from the minutes not included on the agenda for report only.** None.
- 20/79 **Public Participation.** None.
- 20/80 **Approve refund to HPPAC of overpayment of donation £245.00 towards cost of the new picnic benches installed in Pocket Park.** Cllr Curtis updated the Council on the installation of the new picnic benches in the Pocket Park. HPPAC had donated to the parish council the cost of the supply and installation of new picnic benches. She was pleased to report that it had been possible for the contractor to install the benches without having to carry out the digging out of the site as originally quoted for. The works to install the benches had therefore cost less resulting in an under spend of £245. Cllr Curtis proposed that this amount is refunded back to HPPAC, seconded by Cllr Oswin and the Council **Resolved** to refund the £245.00 back to HPPAC.
- 20/81 **Approve the purchase of plants for the village planters.** Cllr Curtis reported that she was looking to purchase plants for the village planters but this was proving to be difficult due to the present circumstances. The Council had already approved an annual amount of £35 within the budget to purchase plants and Cllr Curtis will report back to the July meeting on the matter.
- 20/82 **Finance & Administration:**
20/82/1 Payments - To note receipts and approve payments: Cllr Eaton confirmed that he was satisfied with the grass mowing undertaken by Elm Tree Garden Maintenance. The Chairman proposed that the Council note the receipt and approve payments of the cheques presented at the meeting. Seconded by Cllr Blake and the Council **Resolved** to note the receipts and approve payment of the following payments:

Chq	Payee	Purpose	VAT	Amount	Powers
1014	Playground Supplies Ltd.,	Picnic Benches & installation in Pocket Park	£237.00	£1,422.00	Open Spaces Act 1906 ss 9 & 10

Please note this is a public meeting and you may be filmed, recorded and published.
 15/07/20

1015	HPPAC	Refund of donation - overpaid		£245.00	
1016	Mark Hazle	Grass Mowing invoice #578		£310.00	Open Spaces Act 1906 ss 9 & 10

20/82/2 - Online Banking – Chairman & Cllr Leah to report. The Chairman reported that he had now received all the necessary information to enable him to access the online and telephone banking facility however Cllr Leah had not as yet received all the information that he required. Cllr Leah agreed to contact the Council's bank and progress the matter further.

20/83 Internal Audit – to receive the internal audit report for 2019/20. The Clerk had previously circulated the Internal Audit Report. Cllr Leah proposed to accept the internal Audit report and its recommendations, Cllr Oswin seconded the proposal. The Council Resolved to accept the Internal Audit report 2019/20.

20/84 Resolution to approve the Certificate of Exemption. The Clerk circulated the document prior to the meeting and the Chairman gave an explanation on the Council's finances and how this met the criteria for the Exemption. Cllr Leah proposed that the Certificate of Exemption is approved; Cllr Oswin seconded the proposal and the Council **Resolved** to approve Certificate of Exemption.

20/85 Resolution to approve Section 1 of the Annual Governance Statement. The Clerk circulated the documents prior to the meeting. The Chairman explained the statements from Section 1 of the Annual Return. Cllr Leah proposed that Section 1 is approved; Cllr Oswin seconded the proposal and the Council **Resolved** to approve Section 1 of the Annual Governance Statement.

20/86 Resolution to approve Section 2 of the Annual Governance Statement. The Clerk circulated the documents from Section 2 of the Annual Return. Cllr Leah proposed that Section 2 is approved; Cllr Oswin seconded the proposal and the Council **Resolved** to approve Section 2 of the Annual Governance Statement.

20/87 Approve the annual review timetable of the Council's policies. The Clerk reported that following the recommendation from the internal auditor an annual timetable of policy review had been put forward to allow a rolling review of the Council's policies. Cllr Oswin made a recommendation the template had a section for review dates and this was agreed. The Chairman proposed that the Council adopt the policy review timetable, seconded by Cllr Curtis and the Council agreed to the policy review timetable. The Chairman to work with the Clerk to ensure all Council policies are included.

20/88 Consider and approve a replacement website provider and budget implications following notice from the current provider. Cllr Oswin and Clerk to report. The Council received notice from its current website provider of its intention to close the website at the end of June. Cllr Oswin circulated a paper prior to the meeting setting out her findings on the options for replacement provision. Cllr Oswin reported that she had contacted specialist parish council website providers and general website providers to provide quotes. Cllr Oswin gave an overview including the cost/benefits and future budget considerations in respect of each provider before recommending the Council accept the package offered by www.wix.com. Like most other providers, Wix do not offer email addresses as part of the package, so Cllr Oswin also recommended signing up to two G Suite accounts to continue provision of email services to the current pc-clerk@ and chair@ addresses. The G Suite accounts will also include cloud storage and online meeting facilities. The cost for both Wix and G Suite accounts will total £182.40 for Year 1, and £192.40 for subsequent years. The Council discussed the merits of the websites and the implementation requirements. Cllr Oswin agreed to undertake the necessary works to populate the templates on the new website and to get the website and email accounts up and running to minimise disruption of the closure of the existing provider. Cllr Oswin proposed that the Council sign up to www.wix.com as the new website and email host provider, seconded by Cllr Curtis and the Council **Resolved** to purchase the website and email package as set out in the quotation by www.wix.com and approved the budget provision.

20/89 Date of Next Virtual Meeting Wednesday 15 July 2019 at 7.30 pm. Noted.

The meeting closed at 20.14 pm.

