



Hollowell & Teeton Parish Council

HOLLOWELL & TEETON PARISH COUNCIL

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Minutes of the Annual Meeting of Hollowell & Teeton Parish Council held on **Wednesday 20 May 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

		Action
20/048	Election of Chairman and Declaration of Acceptance of Office. Cllr Tomalin proposed that Cllr Crisp be elected as Chairman for a further 12 months. Cllr Leah seconded the proposal and the Council Resolved to appoint Cllr Crisp as Chairman. Cllr Crisp signed the Declaration of Acceptance of Office of Chairman.	
20/049	Election of Vice Chairman. The Chairman proposed that Cllr Curtis be elected as Vice Chairman for a further 12 months. Cllr Leah seconded the proposal and the Council Resolved to appoint Cllr Curtis as Vice Chairman. Cllr Curtis signed the Declaration of Acceptance of Office of Vice Chairman.	
20/050	Receive and approve apologies for absence. Apologies received from Cllr McCubbin Cllr Leah proposed the apologies were accepted, seconded by Cllr Tomalin and the Council accepted the apologies.	
20/051	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
20/052	Receive and approve for signature the minutes of the meeting held on 18 March 2020: Cllr Curtis proposed the Council accept the minutes, Cllr Leah seconded the proposal and the Council Resolved to approve the minutes of the meetings held on the above dates and they were signed by the Chairman as a correct record of the meetings.	
20/053	Note any matters arising from the minutes not included on the agenda for report only. The Chairman enquired if the street light issue in Teeton had been resolved and the Clerk reported that she had been assured by E-ON that the works had been completed.	
20/054	Review of Councillors Delegated Responsibilities. The Chairman circulated a paper prior to the meeting giving details of the Councillors Delegated Responsibilities as agreed at the 2019 annual meeting of the parish council. The Chairman proposed that unless Councillors wished differently that these responsibilities remained as was. Agreed unanimously to maintain the delegated responsibilities for a further year.	
20/055	Public Participation. None.	
20/056	Neighbourhood Watch and Police. The Chairman reported on a national campaign to promote Neighbourhood Watch during 7-13 June. There had been a couple of crimes reported in the Teeton area. The Chairman reported that there had been changes in the police personnel, the Alert messages had dropped possibly due to a lower level of crimes being reported.	
20/057	Correspondence – Requiring a response or a decision and not on the agenda. None.	
20/058	To Receive an update on the funding of local bus service. The Chairman reported that following the March meeting he had confirmed with Spratton Parish Council that an amount of £220.20 would be contributed towards the cost of the bus service for the period up to July 2020. The Council discussed the matter of further funding the bus service post July 2020. Cllr Leah proposed that the Council did not make any further contributions towards the bus service, seconded	

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	by Cllr Eaton and the Council Resolved not to make any further contributions towards the cost of the local bus service post July 2020.																																																	
20/059	Update on Coronavirus / Covid-19 – Council to consider any actions. 20/059/01 Policy: Response to Covid-19 /Coronavirus – Council to review. The Chairman gave an overview of the policy and its purpose. The Council discussed the matter and agreed that with the present uncertainty it was appropriate to retain the policy in its current format and review the situation at every meeting until the situation no longer requires such action.																																																	
20/060	Planning – To consider any planning consultation papers, applications and completions received. Nothing to report.																																																	
20/061	Pocket Park 20/061/1 HPPAC - Receive an update from Cllr Curtis and approve any action. Cllr Curtis reported that the work to install the picnic benches was progressing and the benches have been delivered to Playground Supplies. Representatives of Playground Supplies have confirmed that they will install the picnic benches once it is safe to do so. The Clerk received an email from a resident concerned about the aerial wire and although all play equipment is out of use in line with Government legislation enquiries have been made and Playground Supplies will undertake a safety test and any works necessary when they visit the park to install the benches. HPPAC have transferred the donation of £2,530.00 to the parish council for the cost of the new equipment. 20/061/2 Annual Safety Inspection of Pocket Park – Cllr Tomalin reported that the materials have been obtained to repair the swing and he plans to carry out the work with Cllr Eaton once they are able to do so. The gate string has been repaired by Cllr Tomalin and he is satisfied that it is working safely.																																																	
20/062	Finance & Administration: 20/062/1 To approve bank reconciliation as at 31 March 2020. Reconciliation circulated on separate paper. <table><tr><td>Receipts including starting balance</td><td>£29,953.55</td></tr><tr><td>Payments</td><td>£15,458.78</td></tr><tr><td>Closing Position at 31 March 2020</td><td>£14,494.77</td></tr></table> <table><tr><td>Cash in Current Account</td><td>£1,500.00</td></tr><tr><td>plus cash in Business Account</td><td>£ 12,994.77</td></tr><tr><td>Total at 31 March 2020</td><td>£14,494.77</td></tr></table> The bank reconciliation was proposed as correct by Cllr Leah, seconded by Cllr Tomalin and the Council Resolved to approve the bank reconciliation and this was signed by the Chairman. 20/062/2 Receipts & Payments - To note receipts and approve payments of the cheques presented at the meeting. The Chairman advised that the payment for the Zoom subscription had been made by himself as there was no other method of payment available. Therefore the cheque listed was to refund this amount but that the cheque would have to be signed by the Chairman and McCubbin due to social distancing. The Council noted this. Cllr Tomalin proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Leah and the Council Resolved to note the receipts and approve payment of the following payments. Receipts: 31/03/2020 Interest £2.41 23/04/2020 Precept £5,250.00 30/04/2020 Interest £2.34 30/04/2020 HPCC £2,530.00 Payments – <table><tr><th>Chq</th><th>Payee</th><th>Purpose</th><th>VAT</th><th>Amount</th><th>Powers</th></tr><tr><td>1004</td><td>G Greaves</td><td>Clerks Salary April/May £317.74 Postage stamps £7.80</td><td></td><td>£325.54</td><td>LGA 1972 s112</td></tr><tr><td>1005</td><td>HMRC</td><td>Clerks PAYE April/May</td><td></td><td>£79.20</td><td>LGA 1972 s112</td></tr><tr><td>1006</td><td>DM Payroll Services</td><td>Payroll Services Annual Fee</td><td></td><td>£108.00</td><td>LGA 1972 s112</td></tr><tr><td>1007</td><td>E-ON</td><td>Street Light Maint.Q4 2020</td><td>£19.91</td><td>£119.48</td><td>Highways Act 1980</td></tr><tr><td>1008</td><td>M Hazle (Elm Tree Garden Maintenance)</td><td>Grass Mowing - Invoice #508 £310 & #542 £310</td><td></td><td>£620.00</td><td>Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164</td></tr></table>	Receipts including starting balance	£29,953.55	Payments	£15,458.78	Closing Position at 31 March 2020	£14,494.77	Cash in Current Account	£1,500.00	plus cash in Business Account	£ 12,994.77	Total at 31 March 2020	£14,494.77	Chq	Payee	Purpose	VAT	Amount	Powers	1004	G Greaves	Clerks Salary April/May £317.74 Postage stamps £7.80		£325.54	LGA 1972 s112	1005	HMRC	Clerks PAYE April/May		£79.20	LGA 1972 s112	1006	DM Payroll Services	Payroll Services Annual Fee		£108.00	LGA 1972 s112	1007	E-ON	Street Light Maint.Q4 2020	£19.91	£119.48	Highways Act 1980	1008	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing - Invoice #508 £310 & #542 £310		£620.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164	
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	1009	Northants CALC	Membership Subscription 2020/21 - £267.19 Internal Audit Service 2020/21 - £180.00 Data Protection Officer Fee £10.00		£457.19	LGA 1972 s143	
	1010	Total Gas & Power	Electricity Supply	£7.77	£163.39	Highways Act 1980	
	1011	Earth Anchors Ltd	Picnic Table x 2	£220.00	£1,320.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164	
	1012	A Crisp	Zoom Communication May Subscription	£2.40	£14.39	LGA 1972 s143	
	1013	Spratton Parish Council	Contribution towards Bus Service 59/60 01/04/20-17/07/20		£220.20	Local Government Rating Act 1997	
20/62/3 Review the Financial Reserves Policy 2020/21. The revised Financial Reserves Policy 2020/21 was circulated prior to the meeting. The revised policy included the provision for Section 137 and the new budget figure for 2020/21. Cllr Curtis proposed that the Council adopt the Financial Reserves Policy 2020/21							
20/62/4 Review and approve the Asset Register 2020. The Asset Register was circulated prior to the meeting and Councillors invited to comment. Cllr Blake proposed that the Council adopt the Asset Register, seconded by Cllr Tomalin and the Council Resolved to adopt the Asset Register unamended.							
20/62/5 Online Banking – Chairman & Cllr Leah to report. The Chairman updated the Council on the latest developments to register for online and telephone banking with the Council's bank, NatWest. The Chairman reported that it had not as yet been possible to conclude the arrangements as a number of matters were still outstanding but that he would bring a further update to the next meeting of the Council and he would work with Cllr Leah and the Clerk to put together an arrangement on how this could work including reviewing Council's policies to ensure compliance.							July Agenda
20/063 Internal Audit – to receive the internal audit report for 2019/20. Deferred.							
20/064 Resolution to approve year end accounts for 2019/20. The year-end paperwork was circulated prior to the meeting. Cllr Tomalin requested that a variance column be included in the year end summary in future and the Clerk agreed to ensure this was included. Cllr Curtis asked for clarification on the increase in the Village Asset budget line and the Clerk agreed to check and advise asap. Cllr Tomalin proposed that the yearend accounts for 2019/20 are approved, seconded by Cllr Curtis and the Council Resolved to approve the year end accounts for 2020/21.							
20/065 Resolution to approve the Certificate of Exemption. Deferred.							
20/066 Resolution to approve Section 1 of the Annual Governance Statement. Deferred.							
20/067 Resolution to approve Section 2 of the Annual Governance Statement. Deferred.							
20/068 Resolution to re-approve the Financial Regulations. Cllr Leah proposed that the Financial Regulations are adopted and Cllr Tomalin seconded the proposal. The Council Resolved to approve the Financial Regulations.							
20/069 Resolution to re-approve the Standing Orders. Cllr Curtis proposed that the Financial Regulations are adopted and Cllr Oswin seconded the proposal. The Council Resolved to approve the Financial Regulations.							
20/070 Resolution to approve the Risk Assessment and Risk Management policy (RA&RMP). The policy document was circulated prior to the meeting and the content was discussed. Cllr Leah proposed that the Councillor with responsibility for internal audit should undertake an inspection annually and not half yearly, seconded by Cllr Tomalin and the Council approved the amendment to the RA&RMP and the Council Resolved to adopt the policy with the amendment. It was further agreed that the Chairman and Clerk would review the Council's policies to take account of this amendment to ensure compliance.							
20/071 To approve the draft S137 grant application criteria and application form. A draft S137 grant application criteria and application form was circulated prior to the meeting for comment. No comments were received and Cllr Tomalin proposed that the Council adopt the applications criteria and application form, seconded by Cllr Oswin and the Council Resolved to adopt the S137 grant application criteria and application form.							
20/072 To consider requests for S137 grant funding. None received.							
20/073 Consider purchasing a printer/scanner and budget implications. The Chairman reported that							July

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	the Council had set aside funds obtained through the Transparency Grant for the purpose of a new printer/scanner. The Clerk had been using her own personal printer/scanner but since the Council purchased its new laptop the scanner no longer worked due to software issues. The Chairman asked Cllr Blake to source two quotes to purchase printer/scanner together with ink costs and for the Clerk to obtain a further quote from a local PC firm. To be considered at the next meeting.	Agenda
20/074	Date of Next Meeting. Date of the next meeting of the Parish Council noted as Wednesday 15 July 2020 at 7.30pm.	
	Meeting closed at 8.42 pm	

Signed by:
Chairman



Date:

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