

HULCOTT PARISH COUNCIL

hulcottpc@gmail.com

hulcottparishcouncil.wordpress.com

Parish Clerk: Locum – Deborah O'Brien

18th March 2020

Dear Councillors and Residents of Hulcott,

I hereby give you notice that a Parish Council meeting will be held in All Saints Church, Hulcott on **Tuesday 24th March 2020** at 7.30 p.m.

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out below.

The public are also invited and are welcome to attend and before the Parish Council meeting there will be a period of public questions.

Deborah O'Brien

Deborah O'Brien

Locum Clerk

AGENDA

1.0 Apologies:

Members are asked to receive apologies

2.0 Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

3.0 Minutes

To receive the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on Tuesday 28th January 2020 - **Copy attached**

4.0 Matters arising from the January minutes:

- 1/98 – resignation of Councillor causing a Casual Vacancy – normally this would have been accommodated by the May elections which have since been postponed. Awaiting further information from the Monitoring Officer regarding legal process.
- 7/98 – reports made to TfB via Fix my Street regarding degradation of road between Red Oak Farm & The Green – TfB has inspected and declined to proceed at this time; regarding flooding near Cobwebs – no update, awaiting jetting.
- 8/98 Trees – following planning approval works to be undertaken 14/04/2020
- 9/98 Broadband – Cllr Fenton O'Creevy to update
- 10/98 Website – members are advised that the new website has been built and launched and that the old Bucksvoice.net site will close as of 31/03/2020.

5.0 Planning

5.1 *New Applications since last meeting:*

- 20/00915/APP; 20/00916/ALB | Proposed garden playhouse | 10 Rowsham Road Bierton

5.2 *Decisions made by AVDC:*

- 19/04337/APP | Detached garage and store | Beech Cottage Cane End Farm – APPROVED
- 20/00274/ATC | T16 Lime Height - 13m Crown spread - 7m Work required : Fell to ground level | Village Green - APPROVED

5.3 *Awaiting determination by AVDC:*

- 20/00101/APP | Detached garage and entertaining space | Manor Farm Bungalow The Green
- 20/00201/APP | Retention of agricultural buildings and irrigation tank | Instant Landscapes Red Oak Farm

6.0 Finance and Bank balances

6.1 *Members are asked to review and agree the financial documents as submitted.*

- Lloyds Bank £6,158.35 as of 29/02/20
- Green Fund Savings Account £252.36

6.2 *Members are asked to agree the following cheques for payment:*

- Lynch Garden Services - £90.00 mowing of Green 2/8/19 & 11/9/19 - Cheque 399
- Deborah O'Brien – £ 453.60 – net salary 15/01-24/03/20 (40.5 hours including 12.5 hours creating and building website) - Cheque 400
- HMRC - £ 113.40 – PAYE O'Brien Jan-March 2020 – cheque 401

6.3 *Bank mandate and administration*

To be reviewed pending employment of replacement Clerk. Additional Councillors should be added to the signing mandate. Members are asked to sign a letter to Lloyds Bank requesting that a copy of the financial year-end bank statement dated 31/3/2020 is supplied to the Locum Clerk to facilitate Year-End accounting requirements.

6.4 *2020/2021 Precept:*

Members are advised that this has been submitted to AVDC in the amount of £4,500.00.

6.5 *Internal Audit:*

Members are advised that a letter of appointment has been sent to Mrs Rose. The Internal Audit is currently scheduled for 23 April 2020 (subject to change)

6.6 *Pensions Regulator – re-enrolment due:*

Members are advised that the Locum Clerk has completed the required re-enrolment documentation. No pension is required due to thresholds not being met.

6.7 *Annual insurance renewal:*

Members are advised that this is due 1st June 2020 and that the new offers will be available for review at the May meeting. However a decision may need to be made under delegated powers should the May meeting be postponed.

7.0 Governance Documents sent via e-mail 28/02/2020:

7.1 *Members are asked to review and adopt the following updated documents:*

- Standing Orders
- Financial Regulations
- Asset Register
- Risk Management/Risk Assessment

7.2 *Members are asked to review and adopt the following new documents:*

- Complaints Procedure

- Equality Policy
- Electronic communications policy
- Data Protection policy
- Publication Scheme/Information available

8.0 Emergency Delegation Powers

Members are asked to consider: In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Parish Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Parish Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline (such as planning consultations or insurance renewal). This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the Parish Council after the council meeting at which the delegation was put in place.

9.0 Appointment of Replacement Clerk

- Members are asked to consider options available
- Members are asked to set an agreed expenditure for the purchase of a laptop and Office software for use by the Clerk
- SLCC membership is recommended for the Clerk

10.0 Other Parish Council Business

10.1 Lynch Garden Services has confirmed pricing and supplied liability insurance documents for mowing the green. Members are asked to confirm their re-appointment.

11.0 Dates of next meetings – Hulcott Parish Council:

Members are asked to agree: 19 May 2020 (subject to confirmation)