

# HULCOTT PARISH COUNCIL

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[hulcottonparishcouncil.wordpress.com](http://hulcottonparishcouncil.wordpress.com)

Parish Clerk: Locum – Deborah O'Brien

16<sup>th</sup> April 2020

Dear Councillors and Residents of Hulcott,

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which came into force on 4<sup>th</sup> April 2020, I hereby give you notice that a 'virtual' Parish Council meeting will be held on **Tuesday 21<sup>st</sup> April 2020 at 7.00 p.m.** via video-conference.

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. If a member of the public wishes to attend, please contact the Parish Clerk via email for log-on details. [hulcottpc@gmail.com](mailto:hulcottpc@gmail.com)

*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 Appointment of Parish Clerk/RFO:

- Members are asked to agree the appointment of Parish Clerk/RFO also known as the Proper Officer. Terms and conditions to be agreed and included in the Clerk's contract of employment as mandated by Employment Law changes 2020.
- 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

### 4.0 Review and adoption of policy relating to The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020:

Members are asked to review and adopt the policy submitted via e-mail to enable conducting Parish Council meetings virtually during the Covid-19 crisis.

## 5.0 Minutes

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

## 6.0 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 until May 2021. 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 work was undertaken 14/04/2020
- 9/98 Broadband – Cllr Fenton O’Creedy to update
- 10/98 Website – members are advised that the new website has been built and launched and that the old Bucksvoice.net site closed as of 31/03/2020.

## 7.0 Planning

### 7.1 *New Applications since last meeting:*

- 20/00779/APP | Ground mounted solar farm with DNO substation, point of connection, ancillary infrastructure and associated works, landscape planting and access tracks | Hale Farm Hulcott Response due by 29<sup>th</sup> April 2020  
Reviewed between meetings and responses:
  - 20/00923/AGN | Refurbish track road | The Stables Cane End Farm **RESOLVED not to object**
  - 20/00921/APP | Retention of american barn and menage | Instant Landscapes Red Oak Farm **RESOLVED not to object** but to request an agricultural restriction and note that this is yet another retrospective application.
  - 20/00915/APP; 20/00916/ALB | Proposed garden playhouse | 10 Rowsham Road Berton **RESOLVED not to object**

### 7.2 *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

### 7.3 *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

## 8.0 Finance and Bank balances

### 8.1 *Year-end financials*

Members are asked to review and agree the year-end financial documents as submitted. These form the foundation of the Annual Governance and Accounting Return (AGAR).

- Lloyds Bank £5,501.35 as of 31/03/20
- Green Fund Savings Account £252.36

### 8.2 *Members are asked to agree the following cheques paid between meetings:*

- 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

### 8.3 *Members are asked to agree the following cheques to be issued:*

- Bigtrees Tree Surgeons - ft.b.c. – removal of diseased lime tree from village green – Cheque 402
- BMKALC - £40.33 2020/21 subscription to BMKALC & NALC – Cheque 403

#### *8.4 Bank mandate and administration*

To be reviewed following appointment of replacement Clerk. Additional Councillors should be added to the signing mandate. Members are also asked to consider adopting Internet Banking which would still require 2 Councillor activation.

#### *8.5 2020/2021 Precept:*

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

#### *8.6 Internal Audit:*

Members are advised that a letter of appointment has been sent to Mrs Rose. The Internal Audit is likely to be conducted electronically this year and JPAG has advised that submission dates have been extended by 2 months to 31 August 2020.

#### *8.7 Pensions Regulator – re-enrolment due:*

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

#### *8.8 Annual insurance renewal –*

Members are advised that this is due 1<sup>st</sup> 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.

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

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

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

#### *9.2 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

### 10.0 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 remains in effect until it is removed by resolution at a meeting of the Parish Council.

### 11.0 Other Parish Council Business

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

### 12.0 Dates of next meetings – Hulcott Parish Council – Members are advised:

To be conducted as necessary for urgent business. The new emergency regulations allow for the Chairman to continue in post until May 2021 and that the Annual Parish Council meeting in May 2020 is not required.