

**Minutes of the virtual meeting of Hulcott Parish Council held on Tuesday 21<sup>st</sup> April 2020**  
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

**Present:**

Councillors Peter Fenton O’Creevy (Chairman), Heather Green, Andrew Harper, Bob Masini, Ian Pleeth, Deborah Roberts; Deborah O’Brien (Clerk designate). Also present were two residents.

A resident updated the Councillors regarding some remedial work conducted by Buckinghamshire Council to try to alleviate drainage issues outside/near to Cobwebs. BC will be returning to conduct jetting later in the year. The resident has offered to supply a schematic of the drainage system to assist BC in their works. The Clerk will submit to BC.

**1/99 Apologies:**

There were none.

**2/99 Declarations of Interest:**

Cllrs. Fenton-O’Creevy and Roberts declared a personal interest in an agenda item relating to planning application 20/00779/APP (proximity to their properties)

**3/99 Appointment of Parish Clerk/RFO:**

**RESOLVED to** appoint Deborah O’Brien as Proper Officer (Parish Clerk & Responsible Financial Officer) subject to signing of mutually acceptable contract. **FURTHER RESOLVED to** purchase a laptop and office software for Parish Clerk’s council related usage. Cllr Harper to source. **FURTHER RESOLVED that** the Clerk should activate membership of SLCC.

**4/99 Virtual Meetings Policy:**

**RESOLVED to** adopt a policy relating to ‘The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020’ enabling virtual conducting of Parish Council meetings during the Covid-19 crisis.

**5/99 Approval of Minutes**

**RESOLVED to** agree that the minutes of the meeting on 28<sup>th</sup> January 2020 were a true record and they will be signed by the Chairman retrospectively.

**6/99 Matters arising from the minutes – members noted:**

- 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. The Elections Officer has advised that further information regarding this will be available shortly.
- 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 – awaiting jetting, Clerk to send schematic to Bucks Council.
- 8/98 Trees – following planning approval work was undertaken 14/04/2020
- 9/98 Broadband – Cllr Fenton O’Creevy updated that BT/Openreach have been elusive and that he is awaiting information from a resident who has installed fibre independently from a different supplier.
- 10/98 Website – members noted that the new website has been built and launched and that the old Bucksvoice.net site closed as of 31/03/2020.

## 7/99 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 – Clerk to contact Aylesbury Vale Area (AVA) Planning Dept to request an extension of time and to enquire if further information is to be requested as the images and diagrams are unclear and provide insufficient information, particularly with regard to planting, impact upon the Conservation Area and countryside. Councillors were keen to engage with the developers to obtain further information.
- Reviewed between meetings and responses:
- 20/00923/AGN | Refurbish track road | The Stables Cane End Farm **RESOLVED** not to object – **APPROVED** by AVA planning dept with restrictions
- 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 Bierton **RESOLVED not to object** – **APPROVED** by AVA planning dept

### 7.2 *Decisions made by AVA planning dept:*

- 19/04337/APP | Detached garage and store | Beech Cottage Cane End Farm – **APPROVED** by AVA planning dept
- 20/00274/ATC | T16 Lime Height - 13m Crown spread - 7m Work required : Fell to ground level | Village Green - **APPROVED** by AVA planning dept
- 20/00201/APP | Retention of agricultural buildings and irrigation tank | Instant Landscapes Red Oak Farm - **APPROVED** by AVA planning dept with agricultural restrictions

### 7.3 *Awaiting determination by AVA planning dept:*

- 20/00101/APP | Detached garage and entertaining space | Manor Farm Bungalow The Green

## 8/99 Finance

### 8.1 *Bank balances:*

**RESOLVED** to note that the balance for the Lloyds Bank Treasurer's Account is £5,501.35 as of 31/3/20 and that the Year End Expenditure/Income report reconciled. **FURTHER RESOLVED** to note that the Green Fund Savings account balance is £252.36. These documents form the basis of the Annual Governance & Accounting Return (AGAR).

### 8.2 *Cheques paid between meetings:*

Members **RESOLVED** 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 *Cheques for payment agreed at meeting:*

Members **RESOLVED** to agree the following cheques to be issued:

- Bigtrees Tree Surgeons - £750.00. – 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:*

**RESOLVED** to amend the Bank Mandate to remove the former Clerk and add the new Clerk as administrator, updating postal address. Additional Councillors should be added to the signing mandate but this will have to be activated after lock-down. Members also considered adopting Internet Banking which would still require 2 Councillor activation. Clerk to make further enquiries.

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

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

#### *8.6 Internal Audit:*

Members noted 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 noted 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 noted that this is due 1<sup>st</sup> June 2020 and that the new offers will be available for review in May. However, a decision may need to be made under delegated powers.

### **9/99 Governance Documents**

9.1 Members **RESOLVED to** adopt the following updated documents:

- Standing Orders
- Financial Regulations
- Asset Register
- Risk Management/Risk Assessment (Clerk HSE to be added)

9.2 Members **FURTHER RESOLVED to** adopt the following new documents:

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

Clerk to place all updated and approved documents on the website.

### **10/99 Emergency Delegation Powers:**

**RESOLVED to agree:** 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.

### **11/99 Other Parish Council Business:**

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

### **12/99 Dates of next meetings – Hulcott Parish Council:**

**RESOLVED to agree:** 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.

Signed:

Date: