

**BISHOPSTONE PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held using Zoom Video Conferencing
Thursday 28th May 2020 at 6.00pm.**

MINUTES

Present : Parish Councillors : J Gibbon (JG) Chairman
A Thorne (AJT) Vice Chairman
N Barter (NTB)
G Brutton (GRB)
P Edwards (PE)
Mrs M Tatner (MT)

Parish Clerk: M R Ash (MRA)

Also present: Mr R Stockton

1. Apologies for Absence

There were apologies for absence from Cllr Smith.

2. Declarations of interest

There were none.

3. Approval of Minutes of the meetings on 12th March 2020.

NTB proposed that the minutes of the meeting on 12th March 2020 be approved as a correct record, this was seconded by MT and agreed.

4. Matters Arising from the Minutes, including Action Plan.

Consideration of matters arising from the minutes was deferred to a future meeting.

5. Public Question Time

No matters were raised.

6. Chairman's Items

The Chairman put on record his thanks to all those providing support in the village during the Covid 19 pandemic, in particular to Roger Stockton, Mike Ash and Michael and Pippa Pratt. Roger Stockton said that in general the rules on social distancing in the village were being observed though there were isolated incidents of certain people flouting the rules. The Emergency Planning Committee would continue to consider appropriate action.

7. Annual Governance and Accountability Return (AGAR) 2020

MRA said that he had circulated paper BPC(01)20 before the meeting (copy attached to these minutes). This set out all the tables required to be prepared as part of the Annual Governance and Accountability Return and to comply with the Transparency Code for Smaller Authorities. Atkinsons had completed the internal audit of the Council's accounts for 2019/20. The only matter raised was the need for grants to village organisations to be authorized at the time of payment, as well as by part of the budget approval for the year.

A feature of the year had been the large number of payments for goods and services that were now required to be made electronically on-line. It had proved necessary for the Clerk to make these payments from his own account and then to reclaim the sums involved from the Parish Council. This was unsatisfactory and MRA reported that he was in the final stages of setting up an electronic payments system for the Parish Council. He would circulate proposals for authorization and oversight of payments in due course.

MRA said that to comply with the regulations it was necessary for the various components of the AGAR to be approved separately. It was also necessary to appoint internal auditors for 2020/21.

Separate resolutions for approval were put forward (with proposer and seconder) as follows:

		Proposer	Secunder	Decision
(a)	Certificate of Exemption from submitting an Annual Return for an assurance review by external auditors	Cllr Brutton	Cllr Edwards	Approved
(b)	Annual Governance Statement 2019/20	Cllr Brutton	Cllr Thorne	Approved
(c)	Accounting Statements 2019/20	Cllr Tatner	Cllr Edwards	Approved
(d)	Documents for publication under the Transparency Code for Smaller Authorities	Cllr Barter	Cllr Edwards	Approved
(e)	Atkinsons be re-appointed as the Council's internal auditors	Cllr Gibbon	Cllr Brutton	Approved

8. Budget for 2020/21

MRA said that provisional figures for likely revenue expenditure in 2020/21 were considered at the meeting in November 2019 when the proposed precept for this year was approved. However, the Council needed to formally approve the budget for the year. A table setting out the proposed budget for 2020/21 had been circulated before the meeting and is attached to these minutes. The table also includes, for comparison, figures for actual expenditure under the budget headings in 2019/20.

PE proposed that the budget for 20/20/21 be approved. This was seconded by GRB and agreed.

9. Parish Clerk's Report

MRA presented the following expenditure Items for approval:

- (i) Parish Clerk's Expenses

Spectrum Printing (blue leaflet)	£65.00
Information Commissioner Annual Fee	£40.00
Disposable Face Masks	£132.03
Disposable Gloves	£150.00
Total	£387.03

(ii) Wiltshire Association of Local Council's Subscription £266.87

(iii) MRA also said that he anticipated certain additional items of expenditure, included in the approved budget for 2020/21, would arise in the near future. Given the present difficulty of holding meetings he proposed that advance approval be given to this expenditure, subject to the actual figure, when received, being within 10% of the budgeted amount. These items were (with budget figure):

Internal Audit Fee	£80.00
Insurance	£770.00

GRB proposed that the payments be made as put forward. This was seconded by MT and agreed.

The paper circulated under this item had included a proposal to pay for a replacement fence in Croucheston (needed to safeguard the footpath near the Mill and where no responsible landowner had been identified). However, a quotation for this work had yet to be received and consideration was deferred to a future meeting.

10. Planning Matters

MRA reported that Wiltshire Council's Planning Enforcement Officer had given the landowner of Meadow Cottage 14 days (from 22 May) to comply with the order to remove the unauthorised development.

The Parish Council had been consulted on proposals to replace the existing cottage known as The Stables in Croucheston with a new detached house. It was agreed that the existing house was sub-standard and that the proposed replacement should be supported.

11. Questions or statements from Councillors.

AJT reported that PC Matt Smith and Wiltshire Councils Fly Tipping Enforcement Officer had both visited the site in Mill Lane that had been the subject of two major fly tipping incidents. They had also inspected the CCTV pictures obtained at Faulston House. It had not been possible to identify the licence plate of the vehicle involved, though certain other possible leads were being investigated. He said that Fly Tipping was now the subject of a new operational initiative between the Police and Wiltshire Council.

PE asked whether the health risks presented by Hemlock Water Dropwort plants growing alongside the River Ebbles should be included in the Council's Risk Register, though it was difficult to see what the Council could do to reduce that risk. MRA suggested that temporary notices might be displayed on the footpaths to warn walkers and dog owners to take care. This was agreed.

Date, location and time of next meeting.

No date was set for the next meeting of the Parish Council given restrictions on public meetings at this time. Meetings will be held, remotely if necessary, as needed and would be advertised on the village website, in STaB when possible and on the village notice board.

The meeting closed at 6.45pm.

Signed as an accurate record:

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Chairman

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Date