

Denton Parish Council Parish Council Meeting

Monday 11 May 2020

Parish Council Meeting 19:45 – 21:00 hrs

Held by Video Conference

Minutes

COVID - 19

In accordance with the Denton Parish Council COVID 19 (Coronavirus) Business Continuity Temporary Parish Council Policy Document, all scheduled face-to-face public meetings will be cancelled for an initial 4 month period (or as circumstances dictate).

Accordingly, Council meetings will be conducted by alternative means. Currently, the Council have chosen to use the virtual GoToMeeting application.

NB: This meeting will be recorded.

Serial	Discussion
	<p>Welcome <u>Chair welcome address.</u> Cllr Welby (Chair) opened the meeting of the Parish Council held by video conference and thanked the council for their efforts to continue normal business during unusual circumstances</p> <p>.</p> <p>In Attendance <u>Parish Council:</u> Cllr D. Welby (Chair), Cllr J.Bell (Vice-Chair), Cllr S.Bellamy, Cllr M. Crush, Cllr S. Skelton, Cllr S.Turtle.</p> <p><u>Parish Clerk:</u> Mr J. McCloskey</p> <p><u>Public:</u> No members of the public were in attendance. No request had been received from members of the public to join the meeting by video link and no queries or requests for information had been received prior to the meeting commencing</p>
1	<p>Public Forum a) Not required as detailed above.</p>

2 Resolution to accept apologies – Parish Councillors

- a) Apologies were received by the Chair from:
 - i. Cllr G. Mace.

Resolution passed: Apologies and reasons accepted

3 Minutes from Previous PCM

- a) Resolution to accept and sign minutes of the PCM held Monday 16 Mar 2020.

Proposed and seconded.

Resolution passed: Minutes accepted as a true record of the meeting.

Soft Copy annotated accordingly, hard copy to be signed when circumstances permit.

4 Pecuniary Interest – Parish Councillors.

- a) Cllr J. Bell declared an interest in agenda item 11.a.iv Proposed Mill lane adoption.

Pecuniary Interest noted.

5 County & District Councillors

a) County Councillor Update

- i. Cllr B. Adams gave his apologies. Unable to link in due to technical problems.
- ii. An update had been provided regarding LCC Highways Community Works Gangs

Due to commence at the end of May 2020. 6 Gangs of 2 will without specific instructions i.e. mainly remedial works, will go into an area and carry out work on a "find and fix" basis.

Major pothole repairs and resurfacing works will only be carried out after inspection and a job order raised.

Patience is requested as this new initiative gets under way and beds in.

b) District Councillor Update.

- i. Cllr H. Westropp was unable to attend and there were no items for referral to the Parish Council noted.

6 Lincolnshire Police

a) Community Policing: PCSO Update.

- i. PCSO S. Bowden was unable to attend but provided an update on matters and incidents in the area.

1. Denton Farms (Main Street) had £10,000 agricultural equipment stolen 29 / 30 March including Ifor Williams trailers.
2. Car had window broken whilst parked at canal / Casthorpe Road.
3. St Andrews church alarm 28/04. No other local church incidents reported, so likelihood is this is an erroneous or wildlife / weather related activation rather than deliberate human interference.
4. Some issues at the reservoir, trail bikes and groups of people in contravention of Covid 19 restrictions, so will patrol when possible.
5. Trail and quad type bikes have been reported in several locations of the Grantham North and South rural areas.

- ii. General advice is to report any suspicious people or vehicles noted in the

community, as restrictions begin to lift it is a possibility that door to door sales, or odd job offers will start again. If they come to the village please use 101 at the earliest opportunity to report their arrival.

- iii. Any matters arising from the meeting to be forwarded to the PCSO for action.

7 Covid -19 (Coronavirus)

- a) Discussion to review the Parish Council response to Covid-19 to date.
 - i. Cllr Welby gave his appreciations to the Parish Councillors for their efforts so far and their continuing assistance for the village community, with specific thanks to Cllrs: Sara Skelton, Sue Bellamy and Sarah Turtle for co-ordinating the village support activities.
 - ii. Advice and support from the SKDC Co-Ordinator.
 - iii. Regular updates from the Lincolnshire Resilience Forum.
- b) Discussion for developing ongoing support and Parish Council assistance to the community.
 - i. Safety of volunteers by provision of face masks.
 - ii. Availability of face masks for vulnerable residents.
 - iii. Morale and mental wellbeing for residents in lockdown.
 - iv. Preparedness for a potential second/winter spike in the virus.
 - v. Maintaining list of volunteers.
 - vi. Development of a Village Support and Action Plan.

Resolutions passed:

- 1. Investigate availability and methods of obtaining a stock of PPE face masks for the village volunteers and vulnerable residents.***
- 2. Investigate appropriate funding options for general provision of PPE.***
- 3. Continue with leaflet drop to remain in direct contact with the community at large.***
- 4. Consider options and ideas for mitigating mental health and morale issues from isolation and maintaining safe contact with those at risk.***

8 Parish Clerk Updates

- i. **General:**
 - a) There were no outstanding matters for reporting to the council at this time.
- ii. **Community Cleaner:**
 - a) Review of Cleaners reports for Mar – Apr 2020
 - b) All reports up to date and correct Problems encountered:
 - i. Adverse weather conditions.
 - ii. Human waste (In Lay By).
 - iii. Heavy bags of garden waste.
 - c) Garden waste bags reported to SKDC Street Scene for removal

9 Planning Applications

Review of Planning Applications and Notifications received since previous meeting

a) Application Decisions Notified (Since Last Meeting)

None at the time of meeting.

b) New Applications Notified (Since Last Meeting)

S20/0666 - Applicant: Mrs Catherine Harrison Proposal: T1. Silver Birch.
Remove To ground level. Location: Nether Hall , Main Street, App
Type: Trees in CA - Section 211 Notice

- i. **No Parish Council observations, comments or representations to be made to SKDC on the above.**

10 SKDC Conservation Area – Denton Parish

- a) The Parish Council reviewed concerns relating to the protection and maintenance of the Denton Village Conservation Area including:
- i. SKDC Conservation Area Management Plan.
 - ii. Protection for Netherfield Oak.
 - iii. Installation of Satellite dishes in prominent positions.
 - iv. Inappropriate pointing/grouting used on stone walls.
 - v. Permissible/allowable enforcement action by Parish Council.
 - vi. Parish Council input into management plan
 - vii. Heritage Asset maintenance of the 17 items on the management plan.
 - viii. Proposed extension of Conservation Area by SKDC.

Resolution(s):

- 1. Cllr Turtle to compile full list of Heritage Assets and review the 17 items listed for input from the Parish Council accordingly.**
- 2. SKD to be provided with full list of known/identified Heritage Assets.**
- 3. Conservation Officer be contacted for advice on Netherfield Oak TPO.**
- 4. Include Conservation on Council newsletter to raise awareness.**
- 5. Extension of CA supported by Parish Council**

11 Parish Council - Updates

a) Parish Councillor – Ongoing Projects Progress Reports

- i. Phone Kiosk. Re-painting (Cllr Bellamy)

Box cleared of books(placed in storage) and to be cleaned and

prepared for painting at the earliest opportunity.

- ii. Play Area. Remains and agenda item for future review (Cllr Bell).

Progress on hold for review when current restrictions allow.

- iii. Defibrillator training and Use. To remain open subject to EMAS training dept response (Cllr TBC).

Progress on hold for review when current restrictions allow.

Clerk to check on date for last change of batteries and pads carried out by Grantham Electrical.

Resolution:

Grantham Electrical to be approached with a request to service Defibrillator.

- iv. Proposed Lane adoption/recognition of by LCC. (Cllr Skelton).

1. LCC not releasing maintenance records prior to 2011.

2. Complaint lodged with ombudsman for release of maintenance records prior to 2011

3. Complaint upheld and awaiting outcome anmd release of records from LCC.

4. Update to follow.

- v. WW1 Memorial Pump Project – (Cllr S Bellamy)

All work in hand and completion expected.

- vi. Village approach roads – welcome signage. (Cllr Bellamy).

Options for appropriate signage on the approach roads to the village to give welcome and warning of speed limit discussed.

Resolution(s):

1. Request advice from Cllr Adams (LCC/LRSP) with regards to types and locations.

2. Review options and costs based on advice.

b) Parish Council – New Items for Council Discussion

- i. The Parish Council reviewed the need for a phone mast to provide better service to the village and surrounding area and discussed the options available:

1. Possible locations.

2. Progress of St Andrews Church PCC review.

3. Availability of other masts in the area.

4. Availability of interested companies.

Resolution(s):

1. Cllr Turtle to look into PCC progress.

2. Option of “piggy backing” with Belvoir to be examined.

- ii. Due to the limited options to commemorate the VE 75 day, the Parish Council discussed the possibility of commemorating the 75th VJ day which would fall on 15th August.

Resolution:

To consider options and possibilities, subject to the current CV 19 restrictions being eased.

12 Field Project Working Group

- a) No further movement on this until Mill Lane resolved, when further discussion will take place and if required, community opinion sought.

13 Parish Clerk/RFO – Financial Report

- a) Annual Audit – AGAR 2019-20

Preliminary financial report pending Internal Auditor (Chincherio Ltd) report and AGAR submission to External Auditor (PKF Littlejohn LLP).

AGAR Pt 2e.

The deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published has been extended from 30 September 2020 to 30 November 2020.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July.

Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

The submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is Friday 31 July 2020.

End of FY 2019/20 Bank Account Reconciliation

Denton Parish Council - Bank Reconciliation			
As at 31 Mar 2020 - FY 2019/20 Year End			
Yorkshire Bank		£K	£K Totals
a	Opening Balance as at 1/04/2019	7887	
b	Income	6978	14865 a+b
c	Outgoings	6614	
	YB Balance as at 31 Mar 2020	8252	8252 a+b-c
	Total Cash Balance as at 31 Mar 2020	8252	

b) FY 2020- 21 In Year Accounts. At 30 April 2020.

Denton Parish Council			
RFO Bank Account Reconciliation		01-Apr-20	30-Apr-20
i. Accounts Reconciliation			
Bank Reconciliation		Actual	Forecast
Date		01-Apr-20	01-May-20
Opening Balance		8,251.51	13,551.35
Income		5,600.00	453.44
Expenditure		300.16	171.20
Forecast Closing Balance		13,551.35	13,833.59
Date		30-Apr-20	31-May-20
ii. Income			
Date Received	Payment in Respect of:	Debtor	£
07-Apr-20	Annual Precept FY 2020-21	SKDC	5,600.00
iii. Payments made (Signed cheques or email authorised BACS)			
Date Paid	Service/Item	Creditor/Payee	£ (Inc VAT)
15-Apr-20	ICO Fee (Paid on Pers Debit Card)	J.McCloskey	40.00
16-Apr-20	Printer Ink (Paid on Pers Debit Card)	J.McCloskey	30.00
Sub total (iii)			70.00

vi. <u>Staff Salaries and HMRC payments to date:</u>				
	Pay Date	Pay Period	Payee	£ Net
	30-Apr-20	April 2020 - Month 1	Parish Clerk	79.80
	30-Apr-20	April 2020 - Month 1	Community Cleaner	69.36
	14-Apr-20	PAYE Qtr 4 FY 2019-20	HMRC	81.00
			Sub total (vi)	230.16
		Expenditure Total	iii + iv	300.16

Resolution:

Proposed/Seconded: In Year Accounts correct as at 30 April 2020.

Passed: Accounts validated and approve. Reconciliation, income, payments made and forecast correct.

14 Communication and correspondence.

- a) Parish Council Newsletter
 - i. Revise and update content for Summer edition.
 - ii. Consider options for economical printing multiple copies (150)
 - iii. Distribution options.

Resolution: Investigate options for printing to include:

- 1. Home printing and cost of ink cartridges.**
- 2. Quotes for professional printing costs to be obtained.**

- b) Review outstanding correspondence received. Resolution to approve any action or reply required.
 - i. **No outstanding correspondence for action**

15 Councillor Comments .

- a) Issues arising for inclusion in next PC meeting agenda.
 - i. **No outstanding matters at this time**

16 Next Meeting

Parish Council Meeting

19:30hrs (7:30pm) Monday 13 July 2020.

Format dependant on Government review of COVID 19 restrictions with regards to social distancing rules.

Note: Meeting agenda will be posted on Wednesday 8 July 2020 and any items for inclusion must be received not later than 6pm Monday 6 July 2020.

Members of the public are invited and encouraged to attend the meeting subject to compliance with extant COVID 19 restrictions.

Minutes Action:

Minutes accepted by the council and signed as a true and accurate record meeting at the Parish Council meeting of the 13 July 2020

Signed Off: Soft Copy Approved (Meeting Chair)

Minute Reference: PCM 13072020 Item 4.a

Date: 13 July 2020

Name: Cllr J. Bell (Vice-Chair)

Signature: *(File Hard Copy to be Signed when restrictions allow)*



Clerk J. McCloskey

E-mail:

dentonparishclerk@gmail.com



Clerk J. McCloskey

E-mail: dentonparishclerk@gmail.com