

OUGHTERSIDE AND ALLERBY PARISH COUNCIL

The minutes of Oughterside and Allerby Parish Council Annual General Meeting held by video conference call, Zoom, on Tuesday 12th May 2020 commencing at 7.30pm immediately followed by the May 2020 Parish Council meeting.

For future public record, this parish council meeting was held using the Zoom video conferencing facility. In March 2020 following a pandemic outbreak of Coronavirus, officially named Corvid 19, the UK government had on 23rd March announced a national lockdown on UK citizens with far reaching restrictions. One of which was to ban public meetings of more than 2 people and those participants must maintain a social distancing of 2mt between them. The government in early April brought in legislation which permitted local authorities, including parish councils, to meet using a video conferencing facility. The parish clerk studied the options from readily available Skype, Microsoft Team, and others before settling on a paid for monthly subscription using Zoom. This system will continue in use until such time as the government allows the return of public gatherings and meetings.

Video link Meeting opened: - The acting chairman declared the meeting open at 7.30pm

Present: Cllrs. A Morris (acting chair), J Cowan, Mrs D Volkaerts.

Allerdale Borough and Cumbria County Councillors: None present

Clerk: Mike Milner

Members of the public: none present via video link

606.00 In the absence of Cllr L P-M whose internet connection was lost prior to the meeting Cllr A M was duly nominated to chair the meeting.

607.00 Apologises for absence: Cllrs Mrs L Preston-Miller (chair), Mrs P Lukeman, Mrs L Wisher.

608.00 To appoint a chairman for the coming year.

608.01 Clerk advised the councillors that in her absence Cllr L P-M had indicated her willingness to continue as chair. Cllr A M proposed Cllr L P.M as chair for the coming year and that was seconded by Cllr D V, resolved.

608.02 As video meeting signing of declaration of office form not an option even if chair present. However, clerk would get form signed in the future.

609.00 Declaration of interests: None.

610.00 To read and approve the minutes of the last meeting held on Tuesday 10th March 2020.

610.01. Resolved to approve the minutes as a true and accurate record.

610.02 As a video meeting chair could not physically sign the true copy. Clerk had confirmed with Calc by email, that with councillors approval, for the duration of the use of video meetings it was appropriate for clerk to sign all approved minutes pp on chairs behalf. It was resolved that for duration of video meetings that would be acceptable.

611.00 Standing Order amendment include use of virtual meeting medium.

611.01 Clerk had circulated prior to the meeting a copy of the amendment that required adding to cover how video meetings would be conducted. He had added the amendment into the section 2 headed General meeting. Councillors resolved to accept the amendment and its insertion into the parish standing orders.

612.00 Public Participation Session. 15 minutes allowed. Clerk advised: -

612.01 clerk advised no outstanding items from March meeting and as no April meeting due to Coronavirus restriction, no outstanding issues.

613.00 Police Matters.

613.01 Clerk advised that the Cumbria Police website at Area Map option came up with Error 404 code. Obviously due to Corvid 19, crime has drastically dropped, no unnecessary journey instruction.

614.00 Matters concerning District and County Councillors. None on video link.

615.00 Applications for Development.

615.01 Clerk advised OUT/2019/0031, he had received the legal document for the Section 106 covering the development if it was to proceed. Play area funding.

616.00 Receive and approve the parish council accounts for financial year 2019/20. Internal auditors report, Annual Governance Statement, Accounting Statement for the year all to be resolved. Bank reconciliation and variance report.

616.01 Clerk advised that he had only been advised on evening of Wednesday 29th April that it was acceptable for the parish council's internal auditor, to provide an internal auditor's report based on historical fact of having completed a previous end of year assessment of the manner the parish accounting system had operated plus the auditor had also completed a physical examination of the accounts after September 2019 half year accounting period. Signed documentary evidence of that audit and they had been accepted by council. Minute note 557.02 November 2019 confirms that criteria, 2018/19 auditors report confirms same auditor as 2019/20. All relevant documentation and accounts had been scanned and forwarded to the auditor, plus all ledger files had been provided. All this material on return had been provided to the councillors.

616.02 Certificate of Exemption, AGAR 2019/20 Part 2. This confirms that the parish has neither income nor expenditure exceeding £25k. Inspected by councillors and to be signed by clerk and chair, social distancing meeting to be arranged for wet signature.

616.03 clerk had circulated the signed Annual Internal Audit Report. Internal audit had taken place 11/10/19 and 12/05/20. All boxes correctly ticked, and no issues or recommendations raised.

616.04 Annual Governance Statement. Councillors had read the content of the 9 boxes on the form and at each statement to be ticked Yes box with Cllrs approval. Form then to be receive wet signature by chair and clerk, per 616.02.

616.05 Finally the accounting statement, which had been circulated was approved by councillors and again will be duly receive wet signature as 616.02 by RFO and chair.

616.06 Clerk confirmed that he would make the appropriate returns to the external government auditor, placing necessary document required for the appropriate periods on the parish council website pages. Display in noticeboard would be dictated by government legislation about necessary journey by vehicle.

617.00 Parish council renewal, Zurich Insurance

617.01 Clerk had received the renewal documentation from Zurich. The premium for the past 2 renewals had been £600 on a fixed premium. The clerk had asked Zurich for the reason for the increase and had received a suitable explanation the reason for the £11 increase is due to the index linking on the all risks contents cover to keep in line with inflation.

616.02 Cllrs unanimously agreed to accept the premium increase and authorised the payment.

618.00 Progress reports, clerk

618.01 Minute 601.01 clerk still not sourced bench plaques, due to Coronavirus.

618.02 Minute 601.03 clerk advised Cllr J C had investigated the erosion, clerk displayed an image of the boundary fence hanging above the river Ellen and it was at least 6 foot out from bank side. All details forwarded to CCC, who were dealing with the matter.

618.03 due to Coronavirus and its lockdown clerk had not got the March edition printed.

618.04 Clerk had requested a quote from Tivoli to trim the trees and shrubs on Oughterside school corner. £95 ex Vat, work completed and invoice paid 31st March with chairs approval.

618.05 Clerk had received a quote of £265 ex Vat to repair broken concrete and timber bench on A596. Cllr L W has volunteered her husband to make the repair, no labour charge just materials at cost.

618.06 Clerk had contacted Michael Rooke who rents Fleet Meadow for £200 pa. He is happy to continue the arrangement, clerk to collect rent when appropriate.

619.00 Councillors Reports.

619.01 Due to Coronavirus and self-isolating there were no councillors reports.

620.00 Correspondence.

620.01 request for details of any milk delivery service.

620.02 Two Tivoli invoices for payment April and May each £437.28, contracted price.

620.03 First instalment of precept, £5286.50 received 1st April by BACs.

620.04 Calc annual subscription £169.83 received and approved by councillors.

620.05 Annual ENW Wayleave cheque received and banked March 2020.

621.00 Payments for approval.

Paid as minute 617.04, Tivoli IntPay 101, £114.00 tree & shrub pruning

IntPay 102 M Milner, Total £272.47, Salary£246.19 Exp £26.28. 2 months

IntPay 103 HMRC PAYE, £61.20 2 months tax

IntPay 104 Tivoli £437.28 April, Intpay105 Tivoli £437.28 May, Grounds Maintenance

IntPay 106 Calc £169.83 Annual Calc subscription.

IntPay 107 Zurich £499.00 IntPay 107A £112.45 annual parish insurance.

All Payments approved

Meeting closed 7.49pm

622.00 Date and time of next meeting Tuesday 9th June 2020 at 7.30pm