

Randwick and Westrip Parish Council

*Minutes of the meeting of the Council held at 7 pm on Wednesday June 17th.
As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted by video conference “online”.*

Present

Councillors

*Shaun Egan (Chairman)
Matt Reed
Debbi Smith
Rob Davies*

*Cheryl Byford
Marina Fontenla
Alex Egan*

Clerk: Mr B Parsons. District Cllr Edmunds.

*1/6/20 **Apologies:** Cllrs Woods and Demmer. County Councillor Keith Ripington.*

*2/6/20 **Public Forum:** There were three members of the public present, including Cllr Edmunds.*

Mrs Kay Badham asked about barriers left around a gully on the road near the church gate. These had been reported and GCC had been asked to remove them.

She reported that some of the gullies were blocked by silt and gravel.

***Action:** The Clerk to contact GCC.*

*3/6/20 **Declarations of interest in items on this agenda:** None.*

*4/6/20 **Minutes:** The minutes of the meeting held on March 19th were approved and signed.*

*5/6/20 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk’s report.*

*6/6/20 **Correspondence:** Cllrs noted the correspondence listed in the Clerk’s Report. The Chairman had received a letter from Siobhan Bailie MP commending resilience during the pandemic.*

***Action:** The clerk to return a form to Western power agreeing to work to a hedge for safety clearance below power lines on Randwick Playing Field.*

*7/6/20 **Questions from councillors:** Cllr Smith noted that many people had been cycling on the footpaths in Randwick and Standish Woods rather than remaining on the designated cycle route. Many new paths had been worn through the undergrowth destroying flora and posing a danger to walkers, dogs and horses.*

***Action:** The Clerk to write to the National Trust to ask what the Trust’s plans were to prevent this damage and to copy the message to neighbouring parish councils.*

8/6/20 District and County Councillors' reports: County Cllr Rippington had phoned the clerk and given his apologies for not attending. There had been very few meetings and very little for him to report which had not already been emailed to cllrs in the daily coronavirus updates from GCC. He asked to be kept informed of any matters the parish council would like him to follow up.

District Cllr Edmunds gave a brief oral report on the District Council's activities since the pandemic started, including the likelihood of Stroud Leisure Centre reopening.

9/6/20 Website Accessibility Statement: Cllrs approved the website accessibility statement required by The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018

10/6/20 Planning applications:

a) Applications received to date: The response dates for all these applications had passed during the pandemic 'lockdown' while the council was not meeting. The council submitted no comments.

S.20/0926/TCA – The Change Townsend – Fell white poplar, five silver birches, four leylandii

S.20/0366/FUL – Land at Somerdale – revised details - Drainage details, Response to GCC Highways, Site Plan including Orchard Leys, Biodiversity Details, Tree Constraints and Cross Sections.

*Appeal notification Land at Chapel Fields APP/C1625/W/20/3251757
S.20/0709/HHOLD - 6 The Wordens, Cashes Green, Two storey side extension, single storey rear extension, loft conversion and provision of dormer windows*

11/6/20 Finance:

a) Bank reconciliation: Cllrs considered the bank reconciliations for March, April and May.

b) Internal Financial Controls: Cllrs reviewed and approved the Council's internal financial controls: -

The council approves all payments.

Two signatories are required on cheques: cheque stubs and invoices are initialled by signatories.

The RFO reconciles bank statements and accounts monthly.

The reconciliation is checked by a councillor who is not a cheque signatory.

The council monitors expenditure and reviews the budget quarterly.

The Internal Auditor scrutinises the accounts.

An external audit (Limited Assurance Review) is required when gross receipts or gross payments exceed £25,000. If under £25,000 the council may declare itself exempt from external audit.

c) **Internal Auditor's Report:** Cllrs considered the Internal Auditor's Report for 2019/20. The Auditor had commented that, "In my opinion, based on the sample checks I have made, those records accurately reflect the financial transactions for the year." The auditor noted two minor accounting errors that had been amended. He commented on the council's level of reserves, suggesting that the council consider preparing a policy identifying the basis on which the general level of reserves is assessed.

d) **Certificate of Exemption:** Cllrs discussed the audit regulations applying to authorities with neither income nor expenditure exceeding £25,000. The internal audit was thorough.

Resolved: To certify the council exempt from external audit. The Chairman and RFO signed the exemption certificate.

e) **Annual Statement of Account:** Cllrs approved the annual statement of account (receipts and payments account) for 2019/20.

f) **Annual Governance Statement:** Cllrs approved the annual governance statement for 2019/20.

g) **Signing of Annual Governance Statement:** The Annual Governance Statement had been signed by the Clerk before the meeting and was signed by the chairman of the meeting.

h) **Accounting Statements:** Cllrs approved the accounting statements for 2019/20.

i) **Signing of the Accounting Statements:** The Accounting Statements had been signed by the Clerk before the meeting and were signed by the chairman of the meeting.

12/6/20 **Environment:** Consultation on Public Spaces Protection Orders (PSPOs) Relating to Control of Dogs: Cllrs discussed the consultation and endorsed retention of the current PSPOs. Cllrs disagreed with a recommendation to allow dogs off leads on cycle tracks and canal towpaths. Cllrs discussed a recent report about a dog killing a chicken on land within the parish. The landowner had asked whether the parish council would support his intention to put up signs asking owners to keep dogs on leads on the footpath on his land.

Action: The clerk to return the consultation and ask whether SDC could advise about signs.

13/6/20 **Actions relating to the coronavirus pandemic:** Cllr Egan reported that he had had seven or eight requests for help during the pandemic lockdown and been able to help.

Following the cancellation of the 2020 Wap the committee were hoping to hold an event in the late summer or autumn if conditions allowed. The council had been asked whether it would consider funding the event.

Resolved: *If the event were organised the council would consider making a financial contribution.*

14/6/20 **Items delegated to the Clerk and items for the next agenda:** *As above.*

15/6/20 **Orders for payment:**

O2	<i>mobile phone 12 Apr – 11 May</i>
B Parsons	<i>April salary (less PAYE due in the 1st quarter)</i>
B Parsons	<i>expenses – antivirus software</i>
M Lammas	<i>April monthly contract payment</i>
M Lammas	<i>10 extra hours for 19/20</i>
G Lavis	<i>Internal Audit fee</i>
RVH&PFC	<i>Hire of VH Jan & March</i>
O2	<i>mobile phone 12 May – 11 June</i>
RVH&PFC	<i>balance of grant to RVH&PFC</i>
B Parsons	<i>May salary (less PAYE due in the 1st quarter)</i>
M Lammas	<i>May monthly contract payment</i>
M Lammas	<i>June monthly contract payment</i>
B Parsons	<i>June salary (less PAYE due in the 1st quarter)</i>
HMRC	<i>tax due in the 1st quarter</i>

16/6/20 **Dates of meetings: Next meeting: Wednesday July 15th at 7pm**

Under the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 until May 7th 2021 parish council meetings may be held at such an hour and day as the council may determine without requirement for further notice. Parish councils can alter the frequency, move or cancel such meetings without requirement for further notice. The initial obligation to provide three clear days' notice of pc meetings will continue.

The meeting closed at 8 pm.