

**Randwick and Westrip Parish Council**

*Minutes of the meeting of the Council held at 7 pm on Wednesday July 15th.*

*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  
Rob Davies

Marina Fontenla  
Alex Egan

Clerk: Mr B Parsons.

1/7/20 **Apologies:** Apologies from Cllrs Woods and Byford were approved. County Councillor Keith Rippington. District Cllr Edmunds.

2/7/20 **Public Forum:** There was one members of the public present.

3/7/20 **To update declarations of interest:** Cllrs were asked to complete new declaration of interest forms for SDC.

4/7/20 **Declarations of interest in items on this agenda:** None.

5/7/20 **Minutes:** The minutes of the meeting held on June 17th were approved and signed.

6/7/20 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk’s report.

7/7/20 **Correspondence:** Cllrs noted the correspondence listed in the Clerk’s Report. An email from Stroud Beekeepers Association asking for information about potential sites for hives would be sent to The Randwick Runner and Cllr Egan agreed to contact a local landowner.

8/7/20 **Questions from councillors:** Following last month’s report about a dog killing a chicken on land within the parish, signs that the landowner had put up, asking owners to keep dogs on leads on the footpath on his land, had been destroyed. Cllr Shaun Egan asked whether the council could do anything to help. Cllrs agreed that, if the signs were vandalised again, it would consider whether a byelaw would be appropriate.

9/7/20 **District and County Councillors’ reports:** County Cllr Rippington had phoned the clerk and given his apologies for not attending. He had not attended a County Council meeting recently and there was little for him to report which had not already been emailed to cllrs in the regular coronavirus updates from GCC. He asked to be kept informed of any matters the parish council would like him to follow up.

County Cllrs had each been allocated £500 to support families. Cllr Rippington's division covered ten parishes and he had proposed combining his allocation with County Cllr Lesley Williams to make a more useful sum to work with.

He had contacted GCC Highways about the possibility of installing a streetlight in Randwick and was waiting for firmer costs.

District Cllr Edmunds had sent a report on the District Council's recent activities, including business support grants and notes from committee meetings.

10/7/20 **Planning applications:**

a) **Applications received to date:**

**Noted:** Permission - S.20/0366/FUL – erection of detached 1.5 storey dwelling – land at Somerdale, Townsend.

11/7/20 **Finance:**

a) **Bank reconciliation:** Cllrs considered the bank reconciliation for June.

b) **Quarterly review:** Cllrs considered the quarterly review. Expenditure to date was as anticipated, and included two payments from 2019/20 presented after the end of the financial year.

c) **Internet banking:** Cllrs discussed whether it should authorise the use of internet banking. The Council's Financial Regulations allow for payments to be made by internet banking transfer provided evidence is retained showing which members approved the payment. Cllrs discussed the internal controls needed to provide safe and efficient arrangements for payments.

**Resolved:** To appoint the Clerk and RFO to be the Service Administrator for internet banking.

**Resolved:** To set the daily payment limit at £2000.

d) **Internal Financial Controls:** Cllrs reviewed and approved changes to the Council's internal financial controls.

**Resolved:**

The council approves all payments.

Two signatories are required on cheques.

Cheque stubs and invoices are initialled by signatories.

Two signatories are required on the schedule of payments made by internet banking transfer.

The RFO sends councillors copies of HSBC bank statements weekly.

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.*

*e) **Website support:** Cllrs considered prices for support from two companies. **Resolved:** To pay for support from 'Disbusiness'.*

*f) **Policy for reserves:** The Internal Auditor had recommended that it produce a policy identifying the basis on which the level of general reserve is identified. Cllrs discussed the balance between expenditure, contingencies and precept. **Resolved:** The clerk to draft a policy.*

**12/7/20 Environment:**

*a) **Streetlight:** discussion deferred: the council was waiting for more information from GCC.*

*b) **Environmental policy:** In the absence of Cllr Smith discussion was deferred.*

*c) **Reopening play areas:** No discussion. The play area at Randwick Playing Field had been opened.*

**13/7/20 Items delegated to the Clerk and items for the next agenda:** *As above. Also the Clerk to write to the Wap Committee and RVH&PFC inviting representatives to attend the next meeting to discuss plans, following the cancellation of the 2020 Wap, for an event in the late summer or in the autumn.*

**14/7/20 Orders for payment:**

O2	<i>mobile phone 12 June – 11 July</i>
T W Hawkins (SGMS)	<i>mowing March to June 14th</i>
CPRE	<i>membership subscription</i>
M Lammias	<i>July monthly contract payment</i>
B Parsons	<i>July salary (less PAYE due in the 2nd quarter)</i>
O2	<i>mobile phone 12 July – 11 Aug</i>

**15/7/20 Dates of meetings:** *The Clerk to book Randwick Village Hall for a meeting on Wednesday August 19th if the hall were available. If not possible to use the village hall the Clerk to confirm that the meeting would be held at Cashes Green School on Thursday August 20th.*

*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 7.40 pm.*