

Randwick and Westrip Parish Council

Minutes of the meeting of the Council held at 7 pm on Thursday December 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)

Rob Davies

Cheryl Byford

Matt Reed

Debbi Smith

Marianne Demmer

Mike Woods

Clerk: Mr B Parsons.

*1/12/20 **Apologies:** Apologies from Cllr Alex Egan, (reason for absence approved) and District Cllr Edmunds.*

*2/12/20 **Public Forum:** There were four members of the public present. Mrs Kay Badham spoke about the proposed development at Laurel Cottage. Mr Stan Giles gave brief information about RVH&PFC’s plans for maintenance of Randwick Playing Field in 2021/22.*

*3/12/20 **Declarations of interest in items on this agenda:** None.*

*4/12/20 **Minutes:** The minutes of the meeting held on November 18th were approved and were to be signed by the Chairman.*

*5/12/20 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk’s report.*

*6/12/20 **Correspondence:** Cllrs noted the correspondence listed in the Clerk’s Report. Local PCSO’s intended to patrol Finn’s Way to assist in reducing littering and vandalism and to carry out speed checks in the parish.*

*7/12/20 **Questions from councillors:** Cllrs Debbi Smith and Alex Egan would consider the use of ‘Parish Online’ to map the environmental plan.*

*8/12/20 **District and County Councillors’ reports:** None present. Cllr Edmunds had sent a written report.*

*9/12/20 **Co-option:** There was one candidate. Mr Alun Davies was co-opted to serve until May 2021.*

*10/12/20 **Environment:***

*a) **Waste bin at Finn’s Way:** SDC had currently suspended installing new litter bins, but would empty a bin if one were bought by the parish council.*

Action: The Clerk to ask SDC for further information.

b) Dog-waste bins: Cllrs discussed SDC's request to organisations that owned dog-bins to contribute to the cost of emptying them and resolved to not make a contribution.

Action: The Clerk to write to the Environmental Protection Manager.

11/12/20 Planning applications:

a) Applications received to date:

S.20/2512/TCA - Old School House, The Lane, Randwick -. Willow T1 - reduce the crown in height by between 5 and 7 meters and reduce the lateral spread by up to 5m. Horse Chestnut T2 – remove – No comment.

S.20/2428/HHOLD - Dormic, Westrip Lane - Proposed rear extension and front porch – Object – plans were inaccurate, over-development, inadequate access.

S.20/2249/HHOLD Laurel Cottage, The Lane - Proposed two storey side extension, rear first floor extension, conversion of garage in to habitable room and creation of two parking spaces – Comment – the council had concerns about safety during excavations that would require the closure of The Lane, affecting access to Randwick School.

S.20/2592/HHOLD 65 Humphreys Close Front porch with side and rear wrap around extension – No comment.

S.20/2656/HHOLD - Heatherville, Church Road - Removal of garage and porch and construction of two storey side and rear extension, detached garage and creation of new vehicle access with associated works – No comment.

S.20/2717/HHOLD - Myrtle Cottage, The Lane, alterations to existing conservatory – No comment.

Noted:

Permission - *S.20/1611/HHOLD – The Ridge Sandpits Lane -Extension to create accommodation for multi-generational living.*

12/12/20 Annual review of documents: *Cllrs had reviewed the Council's documents.*

a To review the Council's procedures and documents for complying with GDPR: Cllrs approved the Council's existing procedures and documents.

b To review the Council's arrangements for risk management: Cllrs approved the Council's existing arrangements for risk management.

c To review the Council's complaints procedure: Cllrs approved the Council's existing procedure.

d To review the Council's procedures for handling requests under the FOI Act 2000 and DP Act 2018: Cllrs approved the Council's existing procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

e To review the Council's policy for dealing with the press and media and the protocol on filming and recording meetings: Cllrs approved the Council's existing policy.

f To review the Council's code of conduct: Cllrs approved the Council's existing code. A new model was anticipated from the Local Government Association.

g To review the Council's standing orders: Cllrs reviewed the Council's standing orders. The requirement for a Data Protection Officer had been removed following legislation. Cllrs approved the GAPTC recommendation that standing orders be revised to show, in section 18, the 2020 EU procurement threshold figures.

Cllrs approved the amendments.

Action: The Clerk to amend the standing orders to incorporate the revised figures.

h To review the Council's financial regulations, internal financial controls and financial control systems: Cllrs reviewed the current procedures and decided to amend them to give two cllrs access to the online bank accounts to undertake routine checks.

Resolved: to amend the internal financial controls: -

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.

Two councillors can access the internet banking accounts to undertake routine checks.

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 was 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 can declare itself exempt from external audit.

i To review delegation arrangements to employees: Cllrs confirmed the powers delegated to the Clerk as stated in the Financial Regulations [Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Clerk for any items up to £500.]

j To appoint members to committees and working parties: The Council had no standing committees. The Council would appoint working parties with specific remits as required. The Communications working party had not met and was dissolved.

k To appoint representatives to outside bodies: No appointment was needed currently to The Randwick Charities.

Resolved: *Cllr Shaun Egan to continue to be the Council's representative on RVH&PFC.*

l To review the Council's and employees' membership of other bodies: The Council reaffirmed the necessity of the Council's membership of the GAPTC, The Open Spaces Society and the CPRE and the Clerk's membership of the SLCC and ALCC.

m To consider the payment of annual subscriptions: To pay the annual subscription to GAPTC, The Open Spaces Society and the CPRE and to pay for the Clerk's membership of the SLCC and ALCC.

n To review the Council's property inventory and asset register: Cllrs reviewed the asset register, which had been revised to include benches, noticeboards and a printer and also the removal of a printer.

o To inspect any deeds in the custody of the Council as required; The deeds would be available for inspection at any councillor's request.

p To fix the amount of the Chairman's Allowance: Cllrs confirmed the allowance for 2020/21 was £100.

13/12/20 Finance:

a) Bank reconciliation: Cllrs considered the bank reconciliation for November.

b) Quarterly review: Cllrs considered the quarterly review. Expenditure was lower than planned.

c) Annual salary budget: Cllrs reviewed the salary budget. The Clerk was the only employee, paid pro-rata on the Local Gov recommended spine point 12 for 28 hours per month, the bar reached in April 2012.

Resolved: *To increase the Clerk's hourly rate to £12.36.*

d) Reserves: Discussion deferred until consideration of an updated draft budget in January.

e) Draft budget: Cllrs considered a draft budget drawn up by the Clerk and made some amendments.

14/12/20 Items delegated to the Clerk and items for the next agenda: *As above.*

15/12/20 Orders for payment:

November grants

1st Randwick Brownies	Grant – subscription
SARA	Grant – equipment
Randwick Community	Christmas tree and lights
Royal British Legion	Donation
Cainscross RFC	Grant - equipment

December

T W Hawkins SGMS	Mowing to 17/11/20
SLCC	Membership
Zurich Insurance	Insurance Premium
M Lammas	December monthly contract payment
B Parsons	December salary less PAYE due in the 3rd quarter
HMRC	Tax due in the third quarter
Information Commissioner	Registration
O2	Mobile phone 12 Dec– 11 Jan

16/12/20 Dates of meetings in 2021:

Resolved: *To meet at 7 pm on the third Wednesday of each month until May 2021.*

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 8.30 pm.