

Minutes of a meeting of Drayton Parslow Parish Council held via WebEx on Monday 27th April 2020 at 7:30 p.m.

Present: Cllr D. Perry (Chairman); Cllr. J. Bruce (Vice -Chairman); Cllr H. Harvey; Cllr. E. Wilson; Cllr S. Spavins; Cllr Alan Batley, Cllr Steven Colborne-Baber; Deborah O'Brien, (RFO), Susan Watson, (Parish Clerk)

Meeting commenced at 7:30 p.m. No members of the public were present.

119.0 Apologies:

None

120.0 Declarations of Interest and dispensation requests:

Cllrs Batley and Wilson declared an interest in item no. 126.0, (Highways, Footpaths & Footways, Street Lighting, Transportation, Devolved Services)

121.0 Minutes:

RESOLVED to receive the minutes and confirm the recommendations or resolutions therein of the Meeting of the Parish Council held on: 24 February 2020 DPPC/09/2020

122.0 Virtual meeting protocol:

Members were asked to formally ratify 'Protocol for meetings of Drayton Parslow Parish Council under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.' RESOLVED to approve.

123.0 Parish Council Business

Emergency Delegation Powers. Members were asked to consider: In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Parish Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Parish Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline (such as planning consultations or insurance renewal). This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority remains in effect until it is removed by resolution at a meeting of the Parish Council. Virtual meetings should be held only when absolutely necessary. RESOLVED to approve.

124.0 Temporary Financial Regulations Amendment

Members were further asked to consider a temporary amendment to the financial regulations 4.5 to increase the limit for emergency spend from £500 to £1000 subject to confirmation by two councillors by email. This will be reviewed by 30 September 2020. RESOLVED to approve

125.0 Finance:

RESOLVED to note that the balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 10,824.84 (as at 31 st March 2020)
BIA Account	£ 55,715.23 (as at 31 st March 2020)
Poor Land Treasurers Account	£ 790.39 (as at 31 st March 2020)
Poor Land Call Account	£ 8,113.04 (as at 31 st March 2020)

125.1 Payments:

RESOLVED to agree that: The RFO will prepare and distribute to councillors via e-mail copies of invoices and respective cheques for approval for payment. Two signatures/approvals are required until the bank mandate can be updated to include internet authorisation (also by two Councillors). Ten cheques (886-895) have been pre-signed for issuance subject to these conditions and approvals.

RESOLVED to make the following Payments:

Treasurer's Account Paid between meetings (2019/20 expenditure):

Npower - £257.60 (£214.67 + £42.93 VAT) – MPAN1 unmetered street lighting Jan '20 – D/Debit 13/03/20

Npower - £14.41 (£12.01 + £2.40 VAT) – MPAN2 unmetered street lighting Jan '20 – D/Debit 13/03/20

BT Group - £196.44 – Broadband & telephone Greenacre – 01/03/20-31/05/20 – D/Debit 31/03/20

S. Watson - £298.75 (Mar net salary; Mar work from home allowance £18.00) – cheque 0874

HMRC - £11.00 PAYE Watson – March – cheque 0875

D. O'Brien – £96.92 (Mar salary 5 hrs. £68.40; Tax refund £12.80; Stamps £15.72) – cheque 0876

Alan Burden - £128.00 Play area & Rec mowing Jan & March – cheque 0877

Ian Carnell - £40.00 – Defibrillator electric check – cheque 0878

RFJ Carington - £1176.20 (£980.17 + £196.03 VAT) – Rec rent 25/3-28/9/20 – cheque 0879

RFJ Carington - £18.00 (£15.00 +£3.00 VAT) – allotment rent 25/3-28/9/20 – cheque 0880

Julie Jarvis - £150.00 – Neighbourhood Plan design – cheque 0881

The CAM Group - £828.00 (£690.00 + £138.00 VAT) – Neighbourhood Plan brochures – cheque 0882

Groundwork UK - £2,136.00 – repayment of unused grant – cheque 0883

2020/21 expenditure

SLCC - £100.00 (£92 membership + £8 joining) – S. Watson – cheque 0884

Royal Mail - £342.00 (£285.00 + £57.00 VAT) – Post Office Box – cheque 0885

To be paid following meeting (2020/21 expenditure):

S. Watson - £309.75 (Apr salary; Apr WHA £18.00) – cheque 0886

D. O'Brien - £143.64 (Additional hours – year-end/audit/VAT return) – cheque 0887

Stewkley Enterprise Agency - £228.24 – March devolved mowing + insurance – cheque 0888

Willowbridge Marina - £40.00 (£38.10 + £1.90 VAT) – tractor fuel 2 invoices – cheque 0889

125.2 Income

Interest: DPPC BIA a/c £2.44 (Feb) £2.14 (Mar); Poor Land Call a/c £0.36 (Feb) £0.31 (Mar)

HMRC tax reimbursements £71.80 & £12.80

125.3 Bank Mandate

Members are asked to agree amending the bank mandate to enable online banking which would still require authorisation by two councillors. RESOLVED to agree and approve

125.4 Income & Expenditure Reports for Year End 2019/20

Members were asked to review and approve the year-end financial statements dated 31/03/2020 with a view to submitting to the Internal Auditor. Page 5 of the Annual Governance and Accounting Return (AGAR) should also be reviewed and compared. It does not require full completion or signature prior to the Internal Auditor's report. The Internal Auditor will conduct her review electronically. RESOLVED to approve

125.5 RFO Hours

To agree additional hours for the RFO during the year-end/financial audit season. RESOLVED to agree and approve

125.6 VAT Refund

To note that the VAT refund for 2019/20 has been requested in the amount of £1,792.92 (An earlier partial year claim was made and received in the amount of £17,570.39). Money received on 21 April 2020. RESOLVED to approve.

126.0 Highways, Footpaths & Footways, Street Lighting, Transportation, Devolved Services

New kerbing opposite the allotments – Bank has started wearing away. Feasibility/Transport Study should be carried out and then funding applied for. RESOLVED to agree. Clerk to contact Buckinghamshire Council.

127.0 Dates of next meetings:

To be conducted as necessary for urgent business. The new emergency regulations allow for the Chairman to continue in post until May 2021 and that the Annual Parish Council meeting in May 2020 is not required. The Annual Parish Meeting is also cancelled for 2020.

The next meeting will be held on Monday 15th June 2020

Meeting closed at 8.30pm

Signed

.....Date.....

Chairman