

MINUTES OF WHITCHURCH VILLAGE COUNCIL VIRTUAL ORDINARY PARISH MEETING HELD WEDNESDAY 3rd JUNE 2020

Present: Cllrs: N Kirk (Chairman), T Griffin (Vice-Chairman), S Bryant, R Chandler, M Donovan, M Dury, C Lewis, P O'Leary, J Pearce, V Perry, Mrs S Dyer (Clerk), District Councillor Paul May B&NES & one member of the public.

2020/14 PUBLIC PARTICIPATION

The Chairman welcomed everyone to the meeting. A Councillor advised that there have been two car burglaries in Staunton Fields in the last couple of days and work had started on the new development off Staunton Way, only a week after the ecology investigations had been completed.

2020/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Clerk gave apologies for Cllr P Orchard, who is unable to join the meeting due to family commitments. This apology and reason for non-attendance was agreed by all in attendance.

2020/16 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER WHITCHURCH VILLAGE COUNCIL'S CODE OF CONDUCT (ADOPTED ON 7th NOVEMBER 2012)

None received.

2020/17 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS (FOR DISCLOSABLE PECUNIARY INTERESTS)

None received.

2020/18 CONFIRM THE MINUTES OF THE ORDINARY VILLAGE COUNCIL MEETING HELD ON 6th May 2020

The minutes of the meeting held on 6th May 2020, previously circulated, were agreed and will be signed as a true record of the meeting, by N Kirk (Chairman).

2020/19 TO RESOLVE THE VILLAGE COUNCIL MEETS THE PRESCRIBED CONDITIONS OF ELIGIBILITY TO USE THE GENERAL POWER OF COMPETENCE.

The Clerk explained what the GPC is; it allows councils to do anything that individuals may do, unless it is forbidden by other legislation.

To qualify as an 'eligible council' a council in England must meet conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. This order says that, to be eligible to use the GPC, councils must meet the following conditions:

1. The council has resolved at a meeting of the council.
2. At the time a resolution under paragraph 1 is passed;
 - (a) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
 - (b) The clerk to the council holds;
The Certificate in Local Council Administration including CiLCA section 7 module.

It was resolved that Whitchurch Village Council meets the criteria necessary to adopt the GPC.

2020/20 TO REVIEW THE RETENTION & DISPOSAL POLICY & EMAIL CONTACT PRIVACY NOTICE

The documents had previously been circulated to all Councillors prior to the meeting, S Bryant pointed out a typing error on the Email Contact Privacy Notice and also suggested the council's e-mail address is added to the contact details under the complaints header. It was resolved that these changes are made and the documents reviewed again in June 2021.

2020/21 PLANNING AND TRAFFIC

a) To note the current Planning Application list.

Not applicable as the list was the same as last month.

b) To note the response to B&NES Local Plan review

It was noted that the response, drawn up by the Clerk and checked by Paul May was circulated to all councillors for their comments and subsequently sent in to meet the deadline.

2020/22 CLERKS REPORT

Further to the complaints received about the speed of traffic on the A37 through the village, police enforcement has taken place in the village recently, on Bristol Road and Staunton/Stockwood Lane.

A blocked drain in Church Road has been reported to B&NES.

The volunteering scheme has tailed off considerably, although we are still shopping and collecting medication for around five residents each week and they are very grateful for this service.

Two windows have been smashed on the Community Centre during the last month, this was reported to the police and the hall committee.

There are no plans to re-open the Playpark at present until further guidance is received from the government on this.

Several complaints have been received from visitors to the cemetery, the first one that there have been dogs not on leads seen at the cemetery and the second one that a vase keeps being moved from a grave.

The Communities Team at B&NES have been seconded to the Compassionate Communities Hub since the end of March but are now in a position to look at future engagement and will be holding a virtual meeting with the Forum Chairs, ALCA rep, if anyone has any thoughts or suggestions on what you would want to talk about at future meetings, ideas are requested by 8th June.

ALCA - Avon Local Council Association & the ICCM - Institute of Cemetery & Crematorium Management have been excellent at sending through updates during the coronavirus pandemic.

A Councillor stated that thanks to the Clerk & District Councillor reporting the issues on Staunton Lane, work has been carried out and the road is looking much better.

2020/23 ITEMS OF INTEREST FROM DISTRICT COUNCILLOR PAUL MAY BANES

Paul explained that a virtual B&NES Council AGM was held with 47 councillors attending on zoom and it worked well. There is a special council meeting being held on 16th June. He stated that B&NES are in a much better financial situation than many other councils. It is a very quiet time at the moment for District Councilors, which is why this report is so short.

2020/24 FIELD CEMETERY & COMMUNITY GARDENS (ALLOTMENTS)

a) To Grant Exclusive Rights of Burial

Dale Shepherd Plot No. G343 Deed No. 1425
Ref: (Judith Shepherd)

John Jefferies Plot No. G275 Deed No. 1426
Ref: (Patricia Iris Jefferies)

M Donovan proposed, C Lewis seconded and the meeting duly passed the Exclusive Rights of Burial.

b) To receive an update on the Playpark refurbishment tender

The Tender is now ready to be put on the Contracts Finder website but the Clerk is having some problems with this. She has been in e-mail contact with the Crown Commercial Service to try and resolve the issues. Hopefully it will go on in the next couple of days. It was resolved to alter the date for applications to be received by a further two weeks, due to the delay in getting it onto the site.

c) To consider a request for a shed on allotment Plot 14

A request has been received from the owner of the plot requesting that he can put a 6x4 timber shed on the back edge of his allotment plot no. 14. T Griffin explained that he has asked if he can install the shed into the hedge so that it does not take up space on his plot and he could see no problem with this. It was resolved to allow the shed to be installed in this position but it must not obstruct the pathway.

2020/25 FINANCE

a) To note and agree the payment of accounts dated 3rd June 2020

It was resolved the schedule of payments dated 3rd June 2020, as listed in Appendix A be paid and that Cllrs M Donovan & C Lewis have signed the cheques.

b) To receive and note the annual internal audit for 2019/2020

The internal auditor has completed the audit for 2019/2020, there were two queries, one regarding the cheque for £80,000 which was intended to transfer funds from the current to the investment account but has not gone through. This was just before the coronavirus pandemic so has not been sorted out at present but needs to be. The second was the difference in the balance of the fixed assets, which the Clerk was able to address, as an item was taken off.

c) To consider, approve & sign Section 1 - Annual Governance Statement 2019/2020

Section 1 - Annual Governance Statement for 2019/2020 was considered, approved and will be signed by the Chairman.

d) To consider, approve & sign Section 2 - Accounting Statements 2019/2020

Section 2 - Accounting Statements for 2019/2020 were considered, approved and will be signed by the Chairman.

Meeting ended at 8.10.p.m.

The next meeting will be held on Wednesday 1st July 2020

Appendix A

MONTHLY PAYMENT OF ACCOUNTS

DATE: 3rd June 2020

D/D	Southern Electric	Electricity Clock	37.29	1.77
D/D	British Telecom	Phone/broadband	52.80	8.80
Chq	Zurich	Insurance	1,092.88	
Chq	Various	Salaries, postage, travel expenses, stationery	1,543.76	
Chq	Mrs J Dury	Admin Clerk	241.88	
Chq	WVCA	Rent & meetings May	180.00	
Chq	B&NES Council	Pension Fund	417.68	
Chq	H M Revenue Customs	PAYE & NIC May	317.27	
Chq	Your Solutions	Maintenance	610.00	
Chq	Paulley's Accountancy Ltd	Internal Audit	540.00	90.00
Chq	Mr L H Guy	Refund allotment key	10.00	
Chq	Bateman Skips	Skip at cemetery	288.00	48.00
Total Payments			£5,331.56	£148.57