

**Minutes of the Annual Meeting of Hauxley Parish Council held 6.30pm on Monday 11<sup>th</sup> May 2020 via Zoom.**

**Present:** Cllrs R Callender (Chair) W Appleby, A Brown, K Graham, D Howell and P Nichols.  
The Parish Clerk Miss E Brown.

**C001/20 - Election of Chairman** - – RESOLVED that Cllr Callender be elected as Chair for the year 2020-21. No other nominations were forth coming, and Cllr Callender was elected unanimously. Due to social distancing restrictions the acceptance of office would be signed, later.

**C002/20 - Election of Vice – Chairman –**

RESOLVED that Cllr Nichols be elected as Vice Chair of the Council for the year 2020-21. No other nominations were forth coming, and Cllr Nichols was elected unanimously.

**C003/20 - Apologies for Absence – None.**

**C004/20 - Declarations of interest in items on the Agenda and the granting of any dispensations – None.**

**C005/20 - Minutes of previous meeting**

RESOLVED that the minutes of the meeting held on 9 March 2020 were a correct record and they would be signed by the Chairman later.

**C006/20 - Standing item – Report by County Councillor**

County Councillor Clark was not present.

**C007/20 - Review and adoption of standing orders and financial regulations**

RESOLVED that:

- i) The Council adopt the NALC Model Standing Orders (England) 2018
- ii) The Council adopt the NALC Model Financial Regulations (England) 2019

**C008/20 - Adoption of the Council's complaints procedure**

RESOLVED that the Council adopt the Complaints Procedure

**C009/20 - General Data Protection Regulations**

RESOLVED that the Council adopt the Privacy Policy as per the Data Protection Act 2018.

**C010/20 - Adoption of Model Publication Scheme and Registration with Information Commissioner's Office**

RESOLVED that:

- i) the Council adopt the ICO Model Publication Scheme
- ii) The Council register with the ICO

### **C011/20 - Arrangement for Annual Parish Meeting**

RESOLVED that: The Annual Parish meeting be cancelled as it would contravene government legislation.

### **C012/20 - Arrangements for Ordinary meeting of the Council**

Hauxley Parish Council generally meet on the Second Monday of the Month(bi-monthly).

RESOLVED that Meetings commence at 6.30pm and are held in Hauxley Village Hall and take place on the following dates:

2020 dates

July 13th, Sept 14th, Nov 9th

2020 dates

January 11th, March 8th, May 10th

### **C013/20 - Audit Update**

PKF Littlejohns (PKFL) have provided guidance on the completing of the Annual Governance and Accountability Return or the Exemption Certificate which applies in our case as the authority has income of less than £25,000.

The deadline for submitting the Exemption Certificate to PKFL has been extended this year to 31 August 2020. In their email PKFL set a final date of 31 July, as this gives a little leeway to seek an extension of time. The longstop of 31 August 2020 is set in legislation and cannot be waived by PKFL.

### **C014/20 - Confirming of Budget for 2020-2021**

The revised budget for the year was discussed.

RESOLVED that the budget for 2020-21 increase to £5745 of which £1745 would be transferred from balances.

### **C015/20 - Confirming the Reserves for 2020-21**

The reserves were discussed, and it was noted that an amount of £2738.74 remained in balances of which only £299.15 was allocated.

RESOLVED that the allocating of balanced be deferred to the July meeting.

### **C016/20 - Finance:**

a) Financial Summary at 30 April 2020 (statements not yet received)

b) Payments were agreed as follows

<b>Date</b>	<b>Cheque</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
20/04/2020	708	NALC	Subscription	£74.17
11/05/2020	709	Clerk	Wages/expenses	£253.29
11/05/2020	710	HMRC	PAYE	£56.01
11/05/2020	711	ICO	Subscription	£40.00

c) Receipts April

06/04/2020	NCC	Precept	£2000
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It was noted that a VAT claim of £515.69 had been submitted.

**C017/20 - Road repairs C109** - Cllr Brown noted his concerns about the road of Hauxley Lane to Kirkwell Cottages whilst patch repairs had been done, the road was crumbling at the field edges and could benefit from kerbing to retain the filling.

RESOLVED that the Clerk make representation to NCC regarding repairs.

**C018/20 - 20mph Speed limit** - Cllr Brown noted the road from High Hauxley to the bend of the Nature Reserve was incredibly difficult for walkers, suggesting the clearing of overgrowth from one side of the road would provide a safe area for walkers. The Highways Officer had confirmed that NCC about to start looking at the speed limit here as the developer has to put in a 30mph limit towards the caravan park, so NCC will look at the 20mph request at the same time, as the two should complement each other (because you have to have a 30 or 40mph buffer before a 20).

It was noted that this would improve safety for walkers.

RESOLVED that the Clerk contact Highways and County Councillor Clark regarding the clearing of overgrown to create a walkway.

**C019/20 - To consider measures to deter dog fouling incidents** - Cllr Howell raised concerns about an increase in dog following incidents and whilst aware of the existing NCC scheme regarding responsible dog ownership suggested that a local campaign be considered.

RESOLVED that:

- i) Cllr Howell would bring a proposal on a local anti-dog fouling scheme back to the next meeting.
- ii) The Clerk investigate the provision of a dog bag dispenser.

**C020/20 - To consider the purchase of IT equipment**

Following discussion

RESOVLED that:

- i) the Clerk bring some prices back to the next meeting for consideration.
- ii) The Clerks purchase of an external hard drive be agreed.

**C021/20 - Exclusion of Press and Public –**

**RESOLVED that** in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information relating to financial and business affairs.

**C022/20 - Neighbourhood Planning Consultant Tenders –** The Members had considered the tender submissions that had been circulated and did not think an interview was necessary as enough detail had been supplied on the tender documents.

RESOVLED that:

- i) The Council appoint Jo-Anne Garrick as Neighbourhood Planning Consultant with Cllr Howell being the primary point of contact.
- ii) The Clerk submit a funding request to Locality.

**C023/20.** Next meeting: Ordinary Meeting of the Parish Council Monday 13th July 2020 at 6.30 pm in Hauxley Village Hall

The meeting closed at 7.41pm