

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 28 MAY 2020
(THE MEETING WAS HELD VIA VIDEO-LINK IN ACCORDANCE WITH
REGULATIONS INTRODUCED UNDER THE CORONAVIRUS ACT 2020)**

PRESENT:	Councillor M Theobald	Chairman
	Councillor M Docker	Councillor J Hillman
	Councillor P Groves	Councillor K Nord
APOLOGIES:	Councillor S Ford	
ABSENT:	Councillors J Davenport and G Gwinn	

152 DECLARATIONS OF INTEREST

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

153 MINUTES

RESOLVED: That the Minutes of the Meeting held on 16 March 2020 be approved as a correct record.

154 PUBLIC QUESTION TIME

Members of the public had been asked to submit questions, in writing, by 5.00 pm on Wednesday, 27 May 2020. No questions had been received.

155 COVID-19: REGULATIONS FOR TOWN AND PARISH COUNCILS – UPDATE

Members had been notified that under S.78 of the Coronavirus Act 2020, new Regulations had been put into place, and these had made the following key changes to local government procedures.

- The regulations applied to all local authority meetings to be held before 7 May 2021. This date could change if the lockdown rules were relaxed.
- Meetings could be held remotely, via video-link and this could be attended by members of the public.
- The Annual Parish Meeting (comprising electors in the parish) was not permitted to be held remotely. This would not take place until May 2021.
- Where appointments would normally be made at Annual Council, no such appointments were to be made and all office-holders, eg Chairman and Vice-Chairman, remained until May 2021, unless the Council decided to elect replacements earlier.
- Voting arrangements could be stipulated in a revision to Standing Orders. The current arrangement was by show of hands; however, as the meeting was being held remotely and it was not possible for the Clerk to view all Members at the same time, it was suggested that after each item, Members would be individually polled for their vote.
- Public Notice of meetings (in accordance with the Public Bodies (Admission to Meetings) Act 1960) had been amended so that the time and place of a meeting was deemed to have been given if published on the Council's website. Note: 'place' had been re-defined to apply to the appropriate platform being used for remote meetings.

It was noted that at its meeting on 16 March 2020, the Parish Council had granted the Chairman six months' leave of absence for the reasons given; however, the Clerk advised that the Coronavirus Pandemic now counted as a supervening event, and the six months' absence was no longer applicable as the Chairman could attend meetings from wherever he was currently residing.

156 INSURANCE COVER – 1 JUNE 2020 – 31 MAY 2021

The Parish Council reviewed its insurance cover for the period 1 June 2020 – 31 May 2020.

The insurance documents provided by Came & Company, insurance brokers, were submitted together with the quotation. In addition, a copy of the Fixed Assets register, as at 31 March 2020 was also submitted; this had been used to inform the quotation.

Several queries were raised about fire cover and exclusions in the policy, and there were references throughout the document which appeared to relate to a full policy comprising in excess of 100 pages. The Clerk had not received this document.

RESOLVED: (a) That the renewal of the insurance policy be approved in the sum of £404.87;

(b) That Came & Company be asked to provide the full policy document, and to respond to the queries raised;

(c) That the Clerk forward a copy of the Community Hall lease to Came & Company; and

(d) That write-off action be approved in respect of the HP laptop computer purchased in 2009 at £800.00.

157 PAYMENTS

It was reported that the following payments had been made since the last meeting.

157.1 As an authorised signatory, the Clerk signed a cheque and hand-delivered the cheque to Councillor Mike Docker, with a copy of the invoice and an envelope so that he could sign and post it. The cheque was posted on 4 May 2020.

£1,184.99 ANSA – Fitting of benches in the parish in 2019-2020
(£987.49 net and £197.50 VAT)

157.2 On 22 May 2020, the following cheques were delivered to Councillor Docker for signature, together with supporting documentation. Stamped addressed envelopes were provided to enable Councillor Docker to post them. The Clerk had also signed each cheque.

- £342.26 HMRC
This was reimbursement to the Clerk as she had already paid on-line from her personal account.
- £50.00 C M Jones
Reimbursement for a fee which was paid to Hall Smith Whittingham prior to the practice commencing the title search.
- £69.00 Shires Accountants Ltd.
Payment on account to cover the first two quarters of the financial year for payroll servicing.
- £565.00 Hall Smith Whittingham
Title search in respect of the Victorian Orchard and the pond adjacent to Clarendon Court.

The Clerk advised that in view of the pandemic, the most practical way of dealing with routine recurring expenditure was for the Clerk and a councillor to sign cheques, to avoid delays in payment. It was not good practice for the Clerk to be a signatory but did not contravene the regulations.

RESOLVED: That the Clerk's action in making the payments listed, be ratified.

158 NEWLETTER

It was reported that the June 2020 newsletter had been uploaded onto the Parish Council's website. A copy had been sent to each Member on 22 May 2020.

159 DATE OF NEXT MEETING

Monday, 8 June 2020 – 7.30 pm.

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.....Chairman