

**WOODPLUMPTON PARISH COUNCIL**  
**REMOTE MEETING AGENDA**  
**20<sup>th</sup> APRIL 2020**

**1 CHAIRMAN'S INTRO, SOUND CHECK, MUTING AND VOTING INFORMATION**

**2 APOLOGIES FOR ABSENCE**

The 16<sup>th</sup> March meeting was cancelled due to concerns surrounding Coronavirus and as the Council did not meet in December, the longest consecutive absence is 4 months. Providing Members are able to attend a remote meeting in April or May, individual Members will not be affected by the 6 month absence statute. If Members are unable to attend due to illness, other commitments or technical issues, approval for the prolonged absence will be sought at the May meeting in accordance with LGA 1972 s85.

**Members are required to verbally confirm their presence at the meeting.**

**3 APPROVAL OF MINUTES of the meeting held on 17<sup>th</sup> Feb 2020**

The Minutes of the 17<sup>th</sup> Feb meeting were circulated with the 11<sup>th</sup> March Agenda. They will be signed at the next face to face Council meeting in accordance with LGA 1972 Sch. 12 Part VI para 41 (1)

**Members are required to confirm that the Feb Minutes are an accurate record.**

**4 TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS**

Members are requested to **note** that Cllr P Entwistle has updated his Member Interest Form to include being a Member of the City Council Standards Committee. The updated form has been returned to the City Council and added to the Parish Council website.

**Members are required to make any declarations in the normal manner.**

**5 PUBLIC PARTICIPATION**

Every effort has been made to keep the public informed of the Coronavirus situation.

On the 16<sup>th</sup> March the website was updated to advise residents that the Chairman had cancelled the March meeting in accordance with Government advice.

Links to official Government websites regarding Coronavirus advice were added to the website on the 25<sup>th</sup> March. A link to the NHS Good Samaritan website was also added. Local information relating to LCC promoted groups was added on the 31<sup>st</sup> March and Preston Council support groups were added on 3<sup>rd</sup> April.

Members of the public wishing to observe this meeting have been given the opportunity to request a weblink from the Clerk. **The Chairman will ask if there are any questions from the public, however, where possible, these should be submitted in advance by emailing the Clerk.**

**6 PLANNING APPLICATIONS**

The City Council is processing and determining planning applications but instead of an email consultation, new applications and decisions are added to the weekly list which is published on the City Council website on Fridays. New planning applications are being processed under delegated authority in accordance with Standing Order 40a.

Members are requested to **note** the attached summary of applications processed under delegated authority since the cancelled March meeting – **Appendix A.**

**7 FINANCIAL STATEMENT 2019/20**

The Clerk has completed the end of year accounts – **Appendix B.**

Under normal circumstances, the accounts must be certified, considered and approved by full council by no later than 29 June 2020. New timescales indicate that the draft accounts must be approved by **31 August 2020** with the public inspection period taking place on or before the 1<sup>st</sup> of Sept 2020. The publication date for the final, audited, accounts will be 30 November 2020.

Members are requested to **note** the Clerk will submit the accounts to the Internal Auditor as soon as the 2019/20 Annual Governance and Accounting Review (AGAR) is received from the External Auditors.

## 8 INTERNAL AUDIT REQUIREMENTS

In order to comply with Audit Requirements and Finance Regulations, Members are required to review the following documents and confirm that they are up to date and appropriate to the Council's requirements.

- A. Risk Management Plan and Policy Statement
- B. Risk Management Assessment Register
- C. Council's Asset Register

The audit procedures are summed up in the **Effectiveness of the Internal Audit** which illustrates that the Council has considered the financial procedures, audit requirements and risks. Any questions or comments should be emailed to the Clerk prior to the remote meeting. As the documents were circulated with the March Agenda they can be 'taken as read' at the remote meeting.

**Members are required to approve Mr Slade as the Council's Internal Auditor.**

## 9 ACCOUNTS FOR PAYMENT

- i) **Members are requested to note and approve the following accounts deferred from the March meeting which have already been paid in accordance with standing order 28 (b) & (c)**

Lengthsman 3 <sup>rd</sup> – 28 <sup>th</sup> Feb + Bird food	£768.98	BACS	Ref 104/5
December Newsletter Printing	£159.00	BACS	Ref 106
Clerks Mar Salary	£1125.82	BACS	Ref 107
HMRC PAYE	£101.36	BACS	Ref 108
HMRC National Ins Employer	£74.24	BACS	Ref 109
New Hedge Cutter	£708.00	BACS	Ref 110
Service and sharpening of mower	£92.52	BACS	Ref 111
E-ON electric bill xmas lights	£25.77	BACS	Ref 112

- ii) **Members are required to approve the following amounts for BACs payment.**

Members are requested to **note** that the Clerk has produced a P60 for the 2019/20 tax year in accordance with HMRC requirements.

Admin Expenses Jan – March 2020	£58.05	BACS
Lengthsman Invoice to 27 <sup>th</sup> March	£750.00	BACS
Community Garden Repairs	£67.94	BACS
<b>2020/21 Expenditure</b>		
CPRE Renewal	£36.00	BACS
Data Protection Renewal	£40.00	BACS
Clerk's April Salary (see 2020/21 Tax coding)	£1134.58	BACS
HMRC Employee PAYE	£92.60	BACS
Employer N Ins	£72.45	BACS

Copies of the all above invoices are attached in **Appendix C**

- iii) Members are requested to **note** that the LALC subscription has increased from £533.14 to **£579.93**. LALC provides access to training, advice for Councillors and legal briefings and information from NALC on issues such as the Coronavirus briefings. **Members are requested to renew the membership which includes payment to the Area Secretary.** As LALC only accepts payment by cheque, the payment can't be paid by BACs so arrangements need to be made for a cheque to be signed.

## 10 PARISH LENGTHSMAN / COMMUNITY GARDEN

Initially the Government advice was to only leave home for essential supplies or if you were a key worker, however, this was subsequently amended to allow people to go to work **if that work cannot be done at home**. Based on the amendment and following consultation with the City Council, the Parish Lengthsman has continued to carry out maintenance in the Parish and is fully aware of the rules regarding social distancing. A new contract for 2020/21 was drawn up for the March meeting and **Members are requested to approve the renewal of the contract** which can be signed and returned by post.

The Lengthsman, who is also contracted to undertake work in the Community Garden, has reported that the electric supply to the fountain is not working and the wooden planter needs replacing. These matters have been included as **an urgent Agenda item** as they are considered to be a high to medium risk to the public although the planter has been temporarily repaired.

**Members are requested to approve the repairs subject to quotes being obtained and agreed with the Clerk. Members are also required to increase the Clerk's delegated authority under Standing Order 40c to £500 for this item only.**

## 11 TRAFFIC CALMING SCHEMES

On the 6<sup>th</sup> April, the Clerk forwarded an email from LCC which contained revised cost estimates for the traffic calming schemes. The email also explained that due to the Coronavirus restrictions affecting site notices, Traffic Regulation Orders and safety audits, work on the schemes has been suspended and are not likely to resume until the Autumn. **As the traffic calming is an urgent priority** for the Parish Council, the Chairman has requested that that Members consider asking LCC to process the TRO consultation so that a decision on the schemes can be taken as soon as the lock down is lifted. **Members are requested to consider and vote on the Chairman's proposal.**

## 12 PURCHASE OF LAND

On the 9<sup>th</sup> April, the Clerk forwarded an email from Cllr Walker regarding 2 plots of land for sale in Woodplumpton. The land can be purchased separately or as a whole. The Clerk requested further details on the proposed use of the land as this may determine if the cost should come from the Precept or CIL monies should Members agree to the purchase. **Members are requested to refer to Cllr Walker's email of the 10<sup>th</sup> April (Good Friday) explaining his reasons for the proposal.**

On receipt of the initial query, the Clerk contacted the Surveyor and understands that bids for the land should be received by the end of April which **makes the matter an urgent item for this Agenda**. After the Easter break, the Clerk approached the City Council to ask if the land could be purchased using CIL monies and if the proposed use described by Cllr Walker would comply with the covenants attached to the land, but at the time of publishing the Agenda, a reply has not been received.

However, regardless of the City Council response, **Members are strongly advised against bidding or purchasing land without first engaging a solicitor** which may be difficult before the end of April deadline due to the current restrictions.

**Members are requested to consider and vote on Cllr Walker's proposal.**

## 13 DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is the Annual Council Meeting on **Monday 11<sup>th</sup> May 2020**. It is likely that this will also be a remote meeting.

Regulation 4 of the 2020 Regulations provides that where an appointment is required to be made at an Annual meeting of a Local Authority, the appointment may continue until the next annual meeting – meaning the current Chairman will remain in place until an annual meeting is held (possibly next year) - unless the Council decides to elect a replacement earlier. **Members are requested to consider Regulation 4 and vote on whether to include the election of a Chairman on the May Annual Council Agenda.**