

**COLTON PARISH COUNCIL MEETING, WEDNESDAY 15th JULY 2020,
AT 7:30 PM BY ZOOM VIDEO CONFERENCE**

PUBLIC PARTICIPATION (Maximum of 20 mins at the beginning of the meeting to hear public questions and comments)

(This was actually held at the end of the meeting due to technical issues preventing some members of the public joining at the start).

Parishioner – Concerned about blockage of drains under Bellamour Lane bridge, causing flooding at times plus mud and stones dangerous to cyclists. Had sent report to Highways, copied to the PC, but attitude of Amey had been very disappointing.

County Cllr had also reported and it was suggested raising a complaint if no satisfactory response received in a couple of weeks.

Parishioner – Noted that police Facebook reports were now referring to What3words system of location so suggested it was now an appropriate time to publish something in parish magazine, as previously discussed.

PC supported this and were happy to accept parishioner's offer to produce an article.

It was noted that the last LDC planning committee meeting had been cancelled but matters could arise at any time on the Bellamour Lane gas power station application or HS2. So, PC agreed to keep the monthly Zoom licence going, in case of need to call an urgent meeting.

With reference to concerns of residents on Blithbury Road, Chairman asked **District Cllr Shirley Barnett** if she could obtain information from LDC about the numbers of properties in the district that had registered for a flood relief grant, having been flooded in the spring. **Clerk** to copy recent related emails to Cllr Barnett.

(No member of public may address meeting hereafter).

BUSINESS AGENDA

1. To note attendance and receive apologies for absence

In attendance via Zoom were Chairman Emma Godwin, Cllrs Sarah Plater and Noel Talbot, District Cllr Shirley Barnett and Clerk Alison James. Apologies received from Cllrs Matt Crompton and Steve Jenkinson.

2. To receive declarations of interest - None

3. To approve minutes of meeting held on 4th March 2020

Minutes approved and **Chairman** to sign at a later date to be arranged with **Clerk**.

4. Payments

a) To ratify the following payments, previously approved by councillors by email due to Coronavirus pandemic:

i)	1794	SPCA – Annual subs 20/21 incl. NALC affiliation	£230.00
ii)	1795	CCRPG – Annual subs 20/21	£5.00
iii)	1796	Vision ICT – Website accessibility statement (45.00); additional website page (30.00) plus VAT	£90.00
iv)	1797	Petty cash	£50.00
v)	1798	HMRC – Payroll taxes for tax months 11 & 12	£141.68
vi)	1799	Alison James – Clerk's salary, April (233.38); Home working expenses, 4 wks, 7 Mar – 3 Apr (16.00); Reimbursement for set of 4 printer	

		cartridges (36.02)	£285.40
vii)	1800	TGM – Grass cutting, March/April – Closed BG, 3 cuts (135.00), Village Hall, 1 cut (92.00) Stockwell Heath, 1 cut (30.00) plus VAT	£308.40
viii)	1801	BHIB Ltd – Annual insurance to 31/5/21	£636.29
ix)	1802	Vision ICT – Enabling unlimited pages on website incl. VAT	£144.00
x)	1803	Burial Ground Committee–Request for funds	£1,000.00
xi)	1804	St Mary’s Church – Agreed contribution to Parish magazine 20/21	£1,164.00
xii)	1805	Alison James – Clerk’s salary, May (233.38); Home working expenses, 5 wks, 8 Apr – 8 May (20.00); Reimbursement for PC mobile online top up (10.00)	£263.38
xiii)	1806	TGM – Grass cutting, May – Closed BG, 1 cut (45.00), Village Hall, 1 cut (92.00) plus VAT	£164.40
xiv)	1807	Starboard Systems Ltd – Annual licence for Scribe accounts software (257.00) plus VAT	£308.40
xv)	1808	Alison James – Clerk’s salary, June (233.38); Home working expenses, 5 wks, 9 May – 12 Jun (20.00); Reimbursement for stamps (4.56) and for Zoom video conferencing mthly licence, 26 Jun – 25 July (11.99) plus VAT; BGC Clerk salary, 26 Feb – 31 Mar (48.61) less tax (9.72)	£311.22
xvi)	1809	HMRC – Payroll taxes, Apr – Jun	£184.74

All the above payments were ratified. It was noted that the Zoom licence could be renewed on a monthly basis.

b) To approve the following payments:

i)	1810	TGM – Grass cutting, June – Closed BG, 2 cuts (90.00); Village Hall, 1 cut (92.00); Stockwell Heath, 2 cuts (60.00); Corner by brook, 1 cut (22.50); Verge from bridge to B5013, 1 cut (60.00) plus VAT	£389.40
ii)	1811	Alison James – Clerk’s salary, July (233.38); Home working expenses, 5 wks, 13 Jun-17 Jul (20.00); Reimbursement for stamps (4.56); BGC Clerk salary, 1 Apr – 30 Jun (137.50) less tax (27.50)	£367.94

(Total new payments to approve this month = £757.34)

The new payments were approved and Clerk would prepare cheques for councillors’ signature soon.

5. Finance and audit

- a) To note the letter of Conclusion of Internal Audit for 2019/20 from Toplis Associates Ltd and Annual Internal Audit Report 2019/20, forming page 4 of Annual Governance and Accountability Return (AGAR) –

Internal auditor had provided his report page for the Annual Return (with 1 correction to version seen previously by cllrs), confirming that internal controls had been met. Risk assessment, approved last July, would need to be updated again soon including any Covid-related amendments (Clerk). Clerk to check how extra meeting documents could be added to the website under the relevant meeting date.

- b) To complete and approve the Annual Governance Statement 2019/20, forming Section 1 of the AGAR –

It was agreed that each of the 9 statements in turn could be confirmed. PC approved the AGS for **Chairman** to sign at a later date to be arranged with **Clerk**.

- c) To approve the Accounting Statements 2019/20, forming Section 2 of the AGAR-

Detailed accounts had previously been circulated to councillors and the accounting statements were approved. Clerk pointed out that 2 of the figures for 2018/19 had been restated for consistency, because the change in definition of staff costs had been adopted for 2019/20 in advance of becoming mandatory. **Chairman** to sign at a later date to be arranged with **Clerk**.

- d) To approve the Certificate of Exemption (AGAR 2019/20 Part 2) –

PC approved the Certificate to be signed by the **Chairman** and sent to Mazars. As the PC had income/expenditure under £25K, it could claim exemption from external audit. However, the complete AGAR together with supporting information has to be made available on the website (**Clerk**) and there would also be a 30-day period for public inspection of the accounts.

- e) To appoint an internal auditor for 2020/21 –

PC expressed satisfaction with Toplis Associates and agreed they be appointed as internal auditors for 2020/21 (**Clerk** to write).

6. To approve purchase of new box plants for pots around the War Memorial

Unfortunately, 3 of the 4 box plants had recently died. Shirley Barnett pointed out that box plants cost around £35 each and that, if replaced, someone would need to take on the job of watering them. The alternative of artificial ones had been suggested so **Sarah Plater** offered to make enquiries about cost and inform councillors to enable a decision at the next meeting.

7. To agree date of next meeting

Wednesday 2nd September.

It was hoped this could be at the Village Hall with social distancing but this would depend on Government guidelines at that time.

Meeting closed at 8.20pm.