

**Held on:** Monday 4<sup>th</sup> May 2020 at 2pm  
**Place:** Virtual Meeting on Zoom

**Present:** Cllrs Roy Piddington (Chair), Len Carter (Vice Chair), Christine Lewington and Lynne Stanton  
**In attendance:** Kerry Finlayson (Parish Clerk) **Members of the public:** 0

- 15/20 WELCOME and APOLOGIES**  
 Councillors received and accepted apologies from Cllr Stiley who was working.
- 16/20 DECLARATION OF INTEREST**  
 There were no interests declared in any item of business on the agenda.
- 17/20 CONFIRMATION OF MINUTES**  
 The minutes of the Ordinary Parish Council meeting held on 27<sup>th</sup> January 2020 were **confirmed** and **signed** by the Clerk on behalf of the Chair.  
**Proposed Cllr Lewington**                                 **Seconded Cllr Stanton**                                 **All in favour**
- 18/20 PREVIOUS ACTION POINTS**  
**AP1 JAN** Clerk to research dog/litter bin installation with SDC  
 Cllrs approved the spend of £350 on a new dog/litter bin to be sited on the B5999 with an annual emptying fee of £111.86 which the clerk would now arrange.  
**Proposed Cllr Piddington**                                 **Seconded Cllr Stanton**                                 **All in favour**  
 It was further noted that Cllr Stanton would be putting up dog fouling posters around the Ford.
- 19/20 FINANCIAL MATTERS**
- i. Year End Accounts  
 Cllrs **received** and noted the **report** from the RFO  
**Proposed Cllr Piddington**                                 **Seconded Cllr Stanton**                                 **All in favour**
  - ii. Payments & Receipts and iii. Bank reconciliation
- |   |             |                     |        |
|---|-------------|---------------------|--------|
| 1 | L Stanton   | Printing/Newsletter | 29.00  |
| 2 | WALC        | Training            | 15.00  |
| 3 | WALC        | Membership          | 123.00 |
| 4 | K Finlayson | Salary March        | 309.66 |
| 5 | K Finlayson | Salary April        | 309.66 |
| 6 | ICO         | Membership          | 35.00  |
- iv. Budget Update  
 A discussion took place about increasing the cost centre for printing as Cllrs agreed that a newsletter would now be sent bi-monthly after each meeting but it was **agreed** to look at any virements at a later date.
  - v. Payment Authority Protocol  
 This protocol had been in place for a number of years but the RFO had asked for a written authority for audit purposes. All Cllrs were to sign the document and send a copy to the Clerk.

- 20/20 VILLAGE UPDATES & REPORTS**
- i. Covid-19
    - o A leaflet had been delivered to every household with information of services and local volunteers to which there had been a considerable response.
    - o A resident whose company manufactured hand sanitisers had generously donated a bottle for each household within the village. It was **agreed** that the Clerk would send a letter of thanks and they would also be thanked/rewarded at the Parish assembly.
  - ii. Flood & Community Group  
 Cllr Stanton reported that she had been dealing with the Environment Agency (EA) in relation to a fallen tree. This was on-going and she would be referring the details of the land owner to the EA as it was ultimately their responsibility.
  - iii. Ford  
 Cllr Carter had stood down from taking responsibility for the Ford area and he was thanked by the Chair for his considerable work over the years.  
 The Chair would talk to Cllr Stiley as to whether he would now be prepared to take on the role.

- 21/20 POLICIES**
- i. Standing Orders
  - ii. Financial regulations
  - iii. Scheme of Delegation
  - iv. Publication Scheme (Cllr Lewington agreed to take on responsibility for Risk Assessments)
  - v. Data Protection
  - vi. Privacy Notice
  - vii. Volunteer
- All policies were **approved**.
- |                                |                              |                      |
|--------------------------------|------------------------------|----------------------|
| <b>Proposed Cllr Lewington</b> | <b>Seconded Cllr Stanton</b> | <b>All in favour</b> |
|--------------------------------|------------------------------|----------------------|

- 22/20 ITEMS FOR FUTURE AGENDAS**
- o Community Developments (Cllr Lewington would write a summary report)

- 23/20 DATE OF NEXT VIRTUAL MEETING**
- o Monday 1<sup>st</sup> June at 2pm

- 24/20 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**  
 The meeting closed at 14.51
- |                              |                                |                      |
|------------------------------|--------------------------------|----------------------|
| <b>Proposed Cllr Stanton</b> | <b>Seconded Cllr Lewington</b> | <b>All in favour</b> |
|------------------------------|--------------------------------|----------------------|

**Dated:**

**Signed:**