

SUDBOROUGH PARISH COUNCIL

Clerk: Sue Cook 07825 925 210

E-mail: sudboroughparishcouncil@gmail.com

Web-site: www.sudboroughparishcouncil.org.uk



Minutes of the Annual Parish Council Meeting held on Wednesday 20th May 2020 via Zoom

20/044 Cllr Dixon proposed that Cllr Innes be elected as Chairman, this was seconded by Cllr Colbourne, with everyone in agreement with the proposal Cllr Innes accepted the position.

20/045 Cllr Innes proposed that Cllr Colbourne be elected as Vice Chair, Cllr Neale seconded the proposal, everyone approved of the proposal and Cllr Colbourne accepted the position.

Cllr Innes proposed that the Parish Council should adopt the below policies with the exception of Data Map and the Fixed Asset Register, Cllr Colbourne seconded the proposal.

20/046 To Review and Adopt Access Request Policy

20/047 To Review and Adopt Code of Conduct

20/048 To Review and Adopt Data Breach Policy

20/049 To Review and Adopt Data Protection Policy

20/050 To Review and Adopt Financial Regulations

20/051 To Review and Adopt Public Complaints Policy

20/052 To Review and Adopt Records Retention Policy

20/053 To Review and Adopt Risk Assessment

20/054 To Review and Adopt Standing Orders

20/055 To Review and Adopt Data Map

20/056 To Review Fixed Asset Register

It was proposed by Cllr Colbourne that both the Data Map and Fixed Asset Register will be reviewed at the next meeting along with adopting a Media Policy and a model Publication Scheme to supplement the Freedom of Information Policy; this was seconded by Cllr Neale and approved by everyone. Both Cllr Dixon and the Clerk will work closely on these policies.

Minutes of the Parish Council Meeting held on Wednesday 20th May 2020

Councillors Present	Robert Dixon, Jacqui Colbourne, Jenny Innes (Chair) Angela McNally and David Neale
Also Present	Sue Cook (Clerk)

20/057 **There were no Apologies**

20/058 **Cllr Colbourne Declared an interest in all things planning.**

20/059 **No members of the Public attended the meeting**

20/060 **Minutes of the meeting held on 8th April** were approved as a true record and will be signed remotely.

20/061 **Matters arising:**

a) Cllr Dixon reported that due to COVID-19 the **Pathfinder II** survey may not take place until Autumn.

b) **Asset of the Community.** Su Davis from ENC has emailed details of organisations who can help with the setting up of community pubs. Since the meeting on 8th April 4 more residents have come forward showing interest in trying to keep the Vane Arms open. In the coming months the state of the interior of the property could fall into disrepair and we have to be mindful of that. It was suggested that a working party/committee should be formed which would possibly include Mr Ringrose, Cllrs Colbourne and Dixon. It was resolved that Cllrs Colbourne and Dixon

should draft another letter to the residents as the previous one was sent out just as COVID-19 hit. It was agreed that it will be difficult to go forward with any scheme to acquire the pub and run it for the benefit of the community unless there is a significant level of support from within the village

- c) **Cowthick.** It was agreed that the Clerk should write to CBC Planning Department outlining their concerns for the sporadic correspondence in the past over this planning application and ask that the Parish Council be put on the mailing list for all correspondence concerning this application. It was also agreed for clarity on whether it has been/going to be withdrawn or go to committee once lockdown is over.
- d) Cllr Innes to contact David Sparks with reference to the **Link Newsletter**.
- e) **To Improve communications to residents.** Cllr Dixon has drafted a letter to go out to everyone via the village news email account for permission to hold their email addresses and to use those addresses to contact them direct about Parish Council matters. The Clerk agreed to put the letter on the Sudborough Parish Council letterhead.

20/062 Harpers Brook/Flood Working Group: No meetings have taken place or are currently planned.

20/063 Refurbishment of telephone box: - the new glass has been fitted and Cllr Colbourne is trying to contact the painter so that it can be painted which will complete the project. The Contemporary Art Group are planning to display art works about being in Self Isolation.

20/064 Correspondence – The following items of Correspondence had been circulated to the Councillors prior to this meeting with no further action required:

- a) Northamptonshire's Community Resilience Service launches new Coronavirus Support Line
- b) ENC & NCC Changes to Services
- c) NCALC Updates
- d) CPRE Updates
- e) Joint Standards Complaints Committee
- f) NCALC Membership Survey

20/065 Planning Matters:

There were no new plans to submitted to the Parish Council.

Outstanding Planning Applications

- a) 20/00174/FUL single storey extension at School House, Main Street - approved
- b) 19/01909/FUL –detached single storey loggia and DIP pool at Brook House, Main Street – awaiting decision.

20/066 Finance

- a. The Report from Internal Auditor had been forwarded to the Councillors and the comments were noted. Considering the recommendation to review and minute on an annual basis the levels of any specifically ring-fenced funds. Cllr Colbourne proposed that the Parish Council ring fence £7,000 of our general reserve for the purpose of acquiring land for recreational purposes, Cllr Neale seconded the proposal with everyone in agreement.
- b. The Receipts and Payments Accounts and Supporting Statement for 2019/20 were approved and adopted
- c. Section 1 of the Annual Governance & Accounts Return for 2019/20 will be signed remotely by Cllr Innes, the Clerk had already signed and dated.
- d. Section 2 of the Annual Governance & Accounts Return for 2019/20 will be signed remotely by Cllr Innes, the Clerk had already signed and dated.
- e. Cllr Neale proposed that the Parish Council should accept the insurance quotation for the coming year received from Came & Co. and should take up Came & Co's offer

to provide us with the same cover at the same price for the next two years. Proposal seconded by Cllr Innes and approved by everyone. Clerk to double-check with Came & Co that co-opted councillors are covered in the same way as elected councillors. Cllr Dixon to check with NCC that people with roles to perform under the Pathfinder scheme will be automatically provided with insurance cover by NCC

- f. Cllr Innes agreed to continue as the **Internal Control Councillor**.
- g. **The Bank Statement.** The Clerk reported that as of March 31st there was £12684.60 in the current account, since then £5000 has been received from ENC as 50% of the precept and £40 compensation from Barclays Bank.
- h. **The following invoices were approved for payment in line with relevant legislations.**

Payee	Reason	Cheque No.	Amount	Power
E-on	Street Lighting	DD	£128.13	PCAct 1957
Sue Cook	Salary and Expenses	200650	£681.97	LGA1972 s112
HMRC	PAYE	200651	£211.20	LGA1972 s112
David Neale	Refurb of Telephone Box	200649	£611.50	S137
NCALC	Training Course for Cllr Dixon	200652	£42.00	LGA1972, s111
NCALC	Subscription	200652	£386.18	LGA1972 s143
Came & Co	Insurance	200653	£330.00	LGA1972 s140
CPRE	Subscription	200654	£36.00	LGA1972 s143
Cllr Innes	Expenses	200655	£15.00	TLA 2003

20/067 The were no items raised from the previous meeting not dealt with elsewhere on the Agenda.

20/068 Future Agenda Items

- a) Overgrown Footpaths
- b) Rights of Way Officers
- c) Land owned by Trustees of Mrs Giffin
- d) Casual Vacancy for Parish Councillor, Cllr Neale would like to step down
- e) The Clerk has ordered a copy of the 12th Edition of Arnold Baker on Local Council Administration, cost to be shared with 3 other Parish Councils.

20/069 Date of the next Full Parish Council Meeting: Wednesday 22nd July 2020

There being no further business, the Chairman closed the meeting at 9:35 p.m.

Confirmed that the minutes are a true and accurate record

Chairman

Dated