

HALEBANK PARISH COUNCIL
FULL COUNCIL
HELD 27th AUGUST 2020 7.00 PM
VIRTUAL MEETING

PRESENT - Councillor Colquitt (In the Chair) and Councillors (Cllrs): Anderton, Hastie, Maxwell, Richards and Stokes.

ALSO PRESENT – A. McIntyre (Locum Clerk), C. Southern (Parish Clerk).

1. **RESOLVED that Councillor Colquitt signed the Declaration of Acceptance of Office as Chair of Halebank Parish Council.**
2. APOLOGIES FOR ABSENCE: Apologies were received from (Cllrs) Miller and Reed.
3. DECLARATION OF INTERESTS: None.
4. PUBLIC PARTICIPATION: due to the Covid 19 pandemic public participation is submission of comments or questions to the Council prior to the meeting commencing. None received.
5. WELCOME NEW PARISH CLERK:

Members warmly welcomed Christine Southern to the role of Parish Clerk.
6. PLANNING APPLICATIONS:

Veolia Resubmission Update

Members discussed the resubmission of the planning application by Veolia. It was noted that the timescales for responding to the submission were very tight. Members felt that it was important to respond to the application given the impact that the development would have on the village and local residents and given the success of opposing the previous application. Members also discussed the ongoing cost to the Council. It was noted that previous submissions could be provided to Landor Consultants which would help to reduce the cost.

RESOLVED that:

1. **Delegated authority be given to the Locum Clerk and Parish Clerk in consultation with Cllr Maxwell to provide a response to the application within the deadline;**
2. **The update be noted.**

Silva Wood Products (2000417 FUL)

Members discussed the application and the additional information which had been provided by Cllr Stokes in time for the meeting.

RESOLVED that no formal response be provided by the Council to the application.

7. FINANCE

RESOLVED that the schedule of payments submitted for approval at the meeting under Standing Order 18 be approved.

8. CLERK'S TRAINING

Members discussed the training requirements of the new Parish Clerk. They were informed that the sector standard was the Certificate in Local Council Administration (CiLCA). This would provide an excellent all round coverage of the key elements relating to parish council work.

RESOLVED that:

1. **The cost of the CiLCA qualification for C. Southern be met by the Council;**
2. **The time to complete the qualification be given by the Council.**

9. SOCIETY OF LOCAL CLERKS' (SLCC) MEMBERSHIP

Members discussed the membership of the SLCC for the new Clerk. They were informed that this was an important part of the training and continuous development element of the Clerk's work and that the payment of the fees was a sector standard.

RESOLVED that the cost of membership of the SLCC would be met by the Council.

10. ANNUAL GOVERNANCE STATEMENT AND RETURN:

The Locum Clerk read out the following questions to Elected Members of the Council as detailed in Section 1 of the **Annual Return**:-

1. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

2. *We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

3. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

- 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

- 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

- 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

- 7. We took appropriate action on all matters raised in reports from internal and external audits.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

- 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.*

The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

- 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.*

The Clerk confirmed that the Council had answered 'not applicable' to this question as the Council do not have any Trust Funds, and asked if Elected Members agreed. Members confirmed agreement.

RESOLVED that:

- 1. Section 1 of the Annual Governance Statement 2019/20 be approved and signed by the Parish Clerk and Chair;**
- 2. Section 2 – Accounting Statements 2019/20 be approved and signed by the Clerk;**
- 3. The dates of the exercise of public rights be agreed as being from 28th August 2020 to 12th October 2020;**
- 4. The report be noted**

11. BANK SIGNATORIES:

RESOLVED that:

1. **Cllrs Anderton, Colquitt and Hastie be the authorised signatories for the Council;**
2. **Copies of the bank statements be sent to the Chair and the Clerk.**

12. FIREWORKS DISPLAY 2020:

Members were informed that, due to the Covid 19 pandemic, it was unlikely that restrictions on meeting would be removed in time for the fireworks display to take place in November, given the amount of organisation which would be needed to ensure the event was safe for all. A deposit had already been paid to the fireworks display company of £800. Members expressed concern that this amount could be lost if the display did not go ahead and would it be possible to reserve the deposit for a display in 2021.

RESOLVED that:

1. **The fireworks display planned for November 2020 would not go ahead;**
2. **The fireworks display company be contacted by the Clerk to see if the deposit could be offset against a display to be held at some point in 2021;**
3. **The report be noted.**

13. CORRESPONDENCE

Members were informed that a complaint had been received against the Council.

RESOLVED that the Locum Clerk be authorised to investigate the complaint received and report back to the next appropriate Council meeting.

14. CHAIRS CLOSING COMMENTS:

The Chair thanked everyone for attending.

15. DATE, TIME AND VENUE OF NEXT MEETING

RESOLVED that

1. **The next meeting of Halebank Parish Council would take place on Monday 21st September 2020 at 7.00 pm and would be held virtually;**
2. **The following meetings of the Parish Council would take place on the first Monday of the month starting with Monday 5th October 2020.**

CHAIRMAN