

## SCALEBY PARISH COUNCIL

### Draft Minutes of the Virtual Annual Meeting held on Tuesday 4<sup>th</sup> May 2021 at 6.32pm

**Present:** Cllr G McGarr (Chairman), Cllrs G Little, R Marston, T Moore & L Thompson.

**In Attendance:** One member of the public. The Clerk, S Kyle.

#### **403/21 Election of Chairman**

Resolved that Cllr McGarr be elected as Chairman for the Council year 2021/22 and accepted the Declaration of Acceptance of Office; the official form to be signed in-person following the virtual meeting. Cllr McGarr gave thanks for the many years she has served to outgoing Chair, Cllr Thompson.

#### **404/21 Appointment of Vice-Chairman**

**Resolved** that Cllr Moore be appointed Vice-Chairman for the Council year 2021/22.

#### **405/21 Apologies for Absence**

Apologies were received and accepted from Cllr Grant.

#### **406/21 Declarations of Interest and Requests for Dispensations**

No declarations were made and no requests for dispensations were received.

#### **407/21 Minutes of Meeting Held Wednesday 17<sup>th</sup> March 2021**

**Resolved** that the minutes of the last meeting of the Parish Council be agreed and signed by the Chairman, following the meeting, as a true and accurate record.

#### **408/21 Public Participation**

One member of the public was present and requested consideration be given to the installation of a suitable cabinet for a community book-swap. Cllr Moore will meet with the member of the public to discuss suitable locations and the management of such a scheme.

**Action: TM**

*One member of the public left at 6.38pm.*

#### **409/21 Administrative Matters**

##### **409.1 Programme of Meetings**

**Resolved** to agree the calendar of meeting dates for the council year 2020/21 as follows:

- Wednesday 21 July 2021
- Wednesday 22 September 2021
- Wednesday 17 November 2021
- Wednesday 19 January 2022
- Wednesday 16 March 2022
- Wednesday 18 May 2022 (TBC - New Council Year)

Each meeting will be reviewed at the time and a decision as to whether to proceed will be made in line with current COVID prevalence rates and member availability.

##### **409.2 Review of Policies and Procedures**

**Resolved** to agree the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, complaints procedure; procedures and practices in respect of Freedom of Information

and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time.

#### **409.3 Summer Play Scheme**

**Resolved** to proceed with the provision of three summer play days, at a cost of £400 per day, during the summer holidays. Days will be delivered at a cost of £8-10 per child (in line with other areas as suggested by the providers, GLL) and will run from 9.30am – 3.30pm. The capacity will be limited to 35 children per day.

**Action: SK**

#### **409.4 Bench**

Discussion was held regarding the repair of the existing parish bench and the potential provision for a new bench in an alternative area of the parish.

**Resolved** to authorise expenditure on a new recycled bench subject to the establishment of a suitable location and permission to site, if necessary.

**Action: GM<sup>c</sup>/TM**

#### **409.5 Government Call for Evidence on Remote Meetings**

The consultation regarding the above had been previously circulated to all members via email. Comments to be provided to the Clerk before 1<sup>st</sup> June to enable a collated response to be submitted. The provision of broadband availability in the Village Hall would be greatly beneficial going forward and is to be investigated.

**Action: ALL/TM**

#### **409.6 DCMS Rural Broadband Consultation**

The consultation regarding the above had been previously circulated to all members via email. Comments to be provided to the Clerk before 17<sup>th</sup> May to enable a collated response to be submitted.

**Action: ALL**

#### **409.7 Clerk's Additional Employment**

**Resolved** to note that the Clerk's locum appointment for Kirkbampton Parish Council has been made permanent.

#### **410/21 Financial Matters**

##### **410.1 Payments**

**Resolved** to approve payments, including retrospective payments, as follows:

- Sarah Kyle, May Salary £149.04
- HMRC, May PAYE, £32.80
- Stanwix Rural Parish Council, Contribution to SLCC Subscription, £8.00
- CALC, Subscription, £139.13
- Came & Company, Insurance, £TBC
- Bluezon Ltd, newsletters, £95.00

##### **410.2 Internet Banking**

**Resolved** to reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue.

## **411/21 Annual Governance and Accountability Return 2021/21**

### **411.1 Internal Auditors Report**

**Resolved** to accept the end of year internal auditors report for the financial year 2020/21 with no matters to bring to the attention of the Council.

### **411.2 Certificate of Exemption**

**Resolved** that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to authorise the Chairman to sign and the RFO to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021.

### **411.3 Annual Governance Statement**

**Resolved** to approve the Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return.

### **411.4 Accounting Statements**

**Resolved** to approve Accounting Statements 2020/21 and authorise the Chairman to sign the annual Return.

## **412/21 Highways Matters**

### **412.1 Highways Meeting**

It was reported that the outstanding issues, primarily ditches and verges, are scheduled for works, hopefully during the summer.

### **412.2 Updates**

It was requested that if Cllrs have highways issues to report that they be submitted to the Clerk when discovered, rather than waiting for the meeting, to ensure timely reporting.

### **412.3 Burnhill**

No update regarding either the speed limit check or signage was available.

**Resolved** that the matters be considered as part of a newly created traffic working group.

**Action: GM<sup>c</sup>**

## **413/21 Planning Matters**

**21/0275 Five Oaks, Scaleby Hill, Scaleby, Carlisle, CA6 4LY** - Erection of Single Storey Side Extension to Provide Living/Dining Room

**Resolved** to note that the Clerk responded under delegated powers with no representation.

## **414/21 Councillor Matters**

It was noted that the attendance of three members of the public at the previously held Annual Parish Meeting had been very welcome. No additional matters were raised.

## **415/21 Date of Next Meeting**

**Resolved** that the Parish Council will be held in Scaleby Village Hall on Wednesday 21st July at 7.30pm. The meeting will only take place subject to a review of the business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the Chairman closed the meeting at 7.16pm.