

# MEDBOURNE PARISH COUNCIL

## Minutes of Parish Council meeting held via Zoom on Monday 1 June 2020

**Present** : Cllrs Gidley-Wright, Pilkington, Easton, Shaen-Carter and Caffrey

**Also present** : Parish Clerk (MF) plus 2 members of the public

ITEM. NO.		
591.0	<b>APOLOGIES FOR ABSENCE</b>	
592.0	<b>DECLARATIONS OF INTEREST</b>  Cllr SC –regarding the variation of conditions for the Village Hall	
593.0	<b>REQUESTS FOR DISPENSATION</b>  None	
594.0	<b>MINUTES OF PARISH COUNCIL MEETING (held on 2 March 2020)</b>  These were accepted as an accurate record, with the sole amendment required to remove reference to ‘agenda’ at the start of the record.	
595.0	<b>PUBLIC REPRESENTATIONS (also via Zoom)</b>	
595.1	An exchange of e-mails had been had with members of the public and Councillors in relation to new chalet construction in the village.	
595.2	It was agreed to inform HDC that planning conditions relating to this development may have been breached and to request consideration of there being matter for ‘planning enforcement’.	MF
596.0	<b>CLERK &amp; COUNCILLORS REPORTS</b>	
596.1	Outstanding matters from March 2020 <ul style="list-style-type: none"> <li>• Tree pollarding – Cllr P to chase up</li> <li>• A check on current pot-holes – Cllrs GW and P to follow up</li> <li>• A note to Highways on the state of the bridge had not yet been sent – Cllr P to issue.</li> </ul>	Cllr P  Cllr P / GW  Cllr P

	<ul style="list-style-type: none"> <li>Asset valuations – MF will action the agreement to seek external advice in the next months.</li> <li>There was no further information on proposals for planning at Leviathan Woods.</li> <li>It was confirmed that <b>the parish clerk had submitted MPC's agreed response</b> that MPC had no objection to the latest proposals at Hinch's Barn.</li> <li>MF and Cllr C will check the proposed detail on the revised MPC Complaints policy.</li> </ul>	MF
596.2	It was agreed that the ongoing COVID-19 restrictions would mean that the 2020 Annual Parish Meeting and Parish Council meetings would not take place. The next Annual meetings will be May 2021.	MF
596.3	The current 'wardenships' would remain in place for 2020-21, if this is acceptable to those concerned. A note will appear on the website.	MF / Cllr C
596.4	Discussion was had on the Traffic Reduction measures and village 'gates' discussed in the past. It was agreed to consider sources for delivery and installation, and to review at the next meeting.	Cllr P
596.5	It was noted that the VE Day grant of £500 had been received earlier in the year but now remains unspent. MF was instructed to draft a note to the Village Hall Treasurer and Chair and ask if this could be used to cover expenses planned for December.	MF
<b>597.0</b>	<b>TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:</b>	
597.1	<p><b>Village Hall</b></p> <ul style="list-style-type: none"> <li>a) Planning documentation would be forthcoming to MPC from the Chairperson.</li> <li>b) The Preschool is planning to open during the mornings from 9 June for a month.</li> <li>c) A new tree had been planted.</li> <li>d) Ground investigations are planned for 3 June.</li> <li>e) A small Business Grant had been obtained for £10k.</li> <li>f) A 'Gin tasting' session is currently planned for 11 September</li> </ul>	
597.2	<p><b>MEFT</b></p> <p>The Easter raffle raised £312 and will be added to the £645 from last year to be put towards a new equipment for older kids.</p>	

597.3	<b>Sports Club</b> No news aside from that the tennis club is now open, with some restrictions	
597.4	<b>Village broadband and website</b> No update.	
<b>598.0</b>	<b>TO CONSIDER AND COMMENT ON PLANNING MATTERS</b>  <u>Applications submitted to HDC:</u>	
598.1	20/00614/FUL Ashley Rd, Medbourne ( <i>new housing</i> )  It was noted that this site was described in the Neighbourhood Plan for 5 dwellings <b>with at least 3 dwellings to be 3-bed or smaller</b> . This is not reflected in the current application. Councillors agreed that at least 3 x 3-bed will be preferred, and on a less prominent scale. <b>Cllr SC reported that both Highways and the County Ecologist have concerns about the design</b> . Cllr SC will draft a response <b>to reflect the views of the MPC</b> for MF to return to HDC by 3 June.	Cllr SC / MF
598.2	20/00665/TPO The Old House 10 Old Green Medbourne (Works to trees)  It was noted that the conifers are to be reduced by 3.5m. It was agreed there are no objections - MF to return this to MDC.	MF
<b>599.0</b>	<b>TO NOTE CORRESPONDENCE RECEIVED:</b>	
599.1	A series of circulars had been received from HDC on COVID-19.	
<b>600.0</b>	<b>2020-21 BUDGET AND APPROVAL OF PAYMENTS</b>	
600.1	<b>Payments already approved during 1 April - 31 May 2020:</b>  It was noted that the following payments had already been required during the temporary cessation of Parish Council meetings –  - HDC (bins): <b>£130.37</b>  - E-on (maintenance): <b>£126.43</b>  - LRALC (annual membership fees): <b>£203.11</b>  - LRALC (course fee): <b>£40.00</b>  - E-on (electricity supplies): <b>£486.42</b>	

	<ul style="list-style-type: none"> <li>- Autela Payroll Ltd (payroll services) : £49.75</li> <li>- Came &amp; Co (2020-21 insurance): £560.22</li> <li>- M Field (salary, April): <b>£153.78</b></li> <li>- M Field (salary, May): <b>£153.78</b></li> </ul>	
600.2	<p><b>The following payments from June 2020-21 were also agreed:</b></p> <ul style="list-style-type: none"> <li>- Wealden Benches (benches x 2): <b>£1024.95</b></li> <li>- Medbourne Village Hall (hall hire) : <b>£50.00</b></li> <li>- M Field (salary, June): <b>£153.78</b></li> <li>- M Field (MPC Zoom Subscription): <b>£143.78</b></li> <li>- M Field (MPC web domain renewal): <b>£11.98</b></li> <li>- Cllr Shaen-Carter (wildflower seed) <b>£52.99</b></li> <li>- LRALC (course fee): <b>£40.00</b></li> <li>- HM Revenue (tax and NI): <b>£76.80</b></li> </ul>	MF
600.3	<p><b>Bank reconciliation end-year 2019-20</b> – details had been circulated</p>	
600.4	<p><b>Bank reconciliation to May 2020</b> - details had been circulated</p>	
600.5	<p><b>1<sup>st</sup> Quarter 2020-21 Budget Monitoring</b></p> <p>A summary of the planned expenditure in the first quarter had been circulated. Expenditure is in line with the year's budget to date.</p>	
600.6	<p>It was noted that an annual increment is due to the Clerk's salary, as stated in the MPC's Financial Regulations. MF was instructed to check on the mechanics to instigate increments against the grade.</p>	MF
<b>601.0</b>	<p><b>INTERNAL AUDIT OF PC ACCOUNTS &amp; PROCEDURES</b></p>	
601.1	<p>A copy of the formal report received from the Internal Auditor had been circulated.</p>	
601.2	<p>On the basis of the figures confirmed in the Internal Audit, the AGAR submission for 2019-20 was formally minuted as:</p> <p>“At its meeting on 1 June 2020, Medbourne Parish Council recorded as minute number <b>601.2</b> its formal adoption of the 2019-20 AGAR submission”.</p>	

601.3	MF will issue the dates for public inspection of the documents on the website.  It was noted the report recommends that MPC adopts an 'Equality Policy' at the earliest opportunity.	MF
601.4	The report also noted an undue large amount of financial reserves remaining unspent in MPC's accounts (i.e. substantially greater than one year's Parish Precept). Discussion turned to the use of some reserves for additional 'traffic reduction' measures' and for the supply and erection of symbolic 'gates' at road entrances into the village.	
<b>602.0</b>	<b>2020-21 PC POLICY REVIEW</b>	
602.1	Annual review(s) – It was agreed to use the existing Grants Policy as the MPC 'Grants Policy 2020-21'	
602.2	It was agreed that initial draft material be compiled on the recommended MPC 'Equality Policy' – CllrC and MF will consider	CllrC / MF
<b>603.0</b>	<b>2020-21 RISK ASSESSMENT</b>	
603.1	The update 2020-21 MPC Risk Assessment had been circulated and was approved.	
<b>604.0</b>	<b>GRANT APPLICATIONS</b> No applications had been received for this meeting.	
<b>605.0</b>	<b>QUESTIONS TO THE CHAIR</b> No questions had been received for this meeting.	
<b>606.0</b>	<b>ITEMS OF REPAIRS AND MAINTENANCE</b>	
606.1	Consideration of existing potholes, and a report on the condition of the bridge are noted in Minute 596 above.	
<b>607.0</b>	<b>COUNCIL TRAINING AND RESOURCES</b> No training was arranged at this meeting.	
<b>608.0</b>	<b>ITEMS FOR NEXT AGENDA</b>  a) Expenditure and arrangements for traffic reduction measures b) Potential 2020-21 expenditure above the 2020-21 precept budget.	
	<b>DATE OF NEXT MEETING</b>  <b>7.45 pm, Monday 6 July 2020</b> : MF will note on the website that people will need to join by Zoom by 7.50 at the latest.	