

Saxby All Saints Parish Council

**Minutes of the Annual Parish Council Meeting held on Wednesday 20th May 2020 at 7pm
Via Zoom, a Video Conferencing website.**

Present

**Cllr Andrew Simpson (Chair)
Cllr G Jobling**

**Cllr C Barton
Cllr P Leitch**

**Cllr D Fagge
Cllr G Mitchell**

8 Members of the public

200520/1 Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Barton nominated Cllr Simpson for the position of Chairman, and this was seconded by Cllr Leitch. No other nominations were received, and Cllr Simpson was unanimously voted into office. It was agreed that the Declaration of Acceptance of Office would be signed as soon as is practicable.

200520/2 Election of Vice-Chairman

Cllr Leitch nominated Cllr Jobling for the position as Vice-Chairman and this was seconded by Cllr Barton. No other nominations were received and Cllr Jobling was unanimously voted into office.

200520/3 Apologies

None.

200520/4 Declarations of Interest

- a) No declarations of interest by any member of the council in respect of the agenda items listed.
- b) No dispensations given to any member of the council in respect of the agenda items listed.

200520/5 Minutes of Previous Meeting

The minutes of the meeting held on the 15th April 2020 were approved by members. It was agreed that they would be signed by the Chairman as soon as is practicable.
Proposed: Cllr Fagge, seconded: Cllr Mitchell.

200520/6 Reports from Ward Councillor(s)

None.

200520/7 Internal Audit 2019/2020

Report from Public Sector Audit was noted. The recommendation to adopt the revised NALC Standing Orders (July 2018) and Financial Regulations (2019) was agreed. It was further agreed to adopt the recommendation to routinely inspect ALL assets and evidence this by way of a check sheet. Clerk to action.

200520/8 Annual Governance Statement 2019/20

- a) The Chairman read out the Governance Statement for Member's consideration.
- b) Members resolved the approval of the Governance Statement.
- c) It was agreed that the Governance Statement would be signed and dated by the Chairman and Clerk as soon as is practicable.
Proposed: Cllr Leitch, seconded: Cllr Simpson.

Signature _____

Date _____

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200520/9 Annual Accounting Statement 2019/20

- a) The Chairman read out the Accounting Statement for Member's consideration.
- b) Members resolved the approval of the Accounting Statement.
- c) It was agreed that the Accounting Statement would be signed and dated by the Chairman as soon as is practicable.
Proposed: Barton, seconded: Cllr Jobling.

200520/10 Annual Governance and Accountability Return (AGAR) 2019/20

- a) Members considered the conditions of the Certificate of Exemption:
 - The authority has been in existence since before 1st April 2016.
 - Neither received gross income, nor incurred gross expenditure, exceeding £25,000.In relation to the preceding financial year (2018/19), the external auditor has not:
 - Issued a public interest report in respect of the authority or any entity connected with it.
 - Made a statutory recommendation to the authority, relating to the authority or any entity connected with it.
 - Issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act") and has not withdrawn the notice.
 - Commenced judicial review proceedings under section 31(1) of the Act.
 - Made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration.
 - The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.
- b) Members resolved the approval of the above statement.
- c) It was agreed that the Certificate of Exemption would be signed and dated by the Chairman and Responsible Financial Officer as soon as is practicable.
Proposed: Cllr Leitch, seconded: Cllr Barton.

200520/11 Election of Meeting Representatives

Councillors elected to represent the Parish Council at outside meetings and events:

- a) Neighbourhood Watch Representative(s) – Cllr Jobling.
- b) Low Villages Forum Representative(s) – Cllr Simpson and Cllr Leitch.
- c) Police NATS Committee Representative(s) – Cllr Simpson.
- d) ERNLLCA District Committee Representatives (two) – Cllr Leitch and Cllr Fagge.
Proposed: Cllr Jobling, seconded: Cllr Barton.

200520/12 Election of Committee Representatives

Following discussion, the following Councillors were elected:

- a) Personnel Committee – Cllr's Jobling, Fagge and Leitch.
- b) Neighbourhood Planning Committee – All members.
Proposed: Cllr Simpson, seconded: Cllr Barton.

200520/13 Policies and Procedures

- a) The NALC model Standing Orders (July 2018) were reviewed and adopted.
Proposed: Cllr Leitch, seconded: Cllr Jobling.
- b) The NALC model Financial Regulations (2019) were reviewed and adopted.
Proposed: Cllr Mitchell, seconded: Cllr Barton.
- c) The Asset Register was reviewed and adopted.
Proposed: Cllr Barton, seconded: Cllr Leitch.
- d) It was agreed to defer the review of the Risk Assessments.
Proposed: Cllr Simpson, seconded: Cllr Barton.

Signature _____

Date _____

Saxby All Saints Parish Council

- e) The procedure for handling requests made under the Freedom of Information Act 2000 was reviewed and approved.
Proposed: Cllr Simpson, seconded: Cllr Leitch.
- f) The Data Protection policy was reviewed and approved.
Proposed: Cllr Fagge, seconded: Cllr Barton.
- g) The Health & Safety policy was reviewed and approved.
Proposed: Cllr Simpson, seconded: Cllr Leitch.
- h) The Financial Reserves policy was reviewed and approved.
Proposed: Cllr Simpson, seconded: Cllr Jobling.
- i) The GDPR policies/procedures was reviewed and approved.
Proposed: Cllr Simpson, seconded: Cllr Fagge.
- j) The adoption of the General Power of Competence was approved.
Proposed: Cllr Simpson, seconded: Cllr Leitch.

200520/14 Planning

- a) Applications made to North Lincolnshire Council:
 - i. Application No: PA/2020/714
Proposal: Notice of intention to fell a conifer within Saxby All Saints' conservation area
Site Location: Hall Cottage, 62 Main Street, Saxby All Saints, DN20 0QB
Applicant: Mrs Emma Thorpe
Decision: No comment or objection.
Proposed: Cllr Simpson, seconded: Cllr Barton.
 - ii. Application No: PA/2020/203
Proposal: Planning permission to erect detached dwelling including associated works - AMENDED PLANS
Site Location: 4 Hillside Cottage, Saxby Hill, Saxby All Saints, DN20 0QL
Applicant: Mr Terry Horscraft
Decision: It was agreed that the applicant has amended their plan so that it is now in keeping with the village conservation guidelines. Cllr Simpson confirmed that he had spoken with the applicant recently who confirmed that the house has been positioned almost exactly equidistant between the two neighbouring dwellings and that the space between the actual house and property boundaries is the same on both sides of the proposed house.
It was resolved to withdraw the objection submitted in April 2020.
Proposed: Cllr Simpson, seconded: Cllr Leitch.
- b) Decisions made by North Lincolnshire Council - none.
- c) Planning applications received after the agenda had been posted:
 - Application No: PA/2020/668
Proposal: Planning permission to erect a two-storey rear extension including demolition of existing conservatory.
Site Location: Barrington House, 25 Main Street, Saxby All Saints, DN20 0QJ
Applicant: Mr & Mrs Richard Saether
It was resolved to request an extension to the consultation period from North Lincolnshire Council until the 11th June 2020.

Signature _____

Date _____

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200520/15Accounts

The April/May 2020 accounts for payment (see also Financial Reports) and bank statements were approved by members. It was agreed that the documents would be signed by the Chairman as soon as is practicable.

- a) NLC – Parish Council election May 2019 contested fees - £950.48.
- b) Public Sector Audit – Internal Audit YE Mar 2020 - £320.00.
- c) Cllr Mitchell – VE Day decorations - £53.98.
- d) ERNLLCA – annual subscription renewal - £262.04.

Proposed: Cllr Simpson, seconded: Cllr Jobling.

200520/16Grants/Donations

Organisation: Saxby All Saints Flower Festival – 13th to 14th June 2020

Reason: Community event

Request Amount: Unspecified

This event has been cancelled due Coronavirus. Members reiterated their commitment to financially support a future event.

200520/17Insurance Renewal 2020/2021

The Zurich Municipal renewal at a cost of £367.12 was agreed with consideration to the asset register.

Proposed: Cllr Leitch, seconded: Cllr Barton.

200520/18Highways/Footpaths/Public Right Of Way

a) Updates on the following and action resolved:

- New village name signs – site visit with NLC Officer to agree locations is outstanding due to Coronavirus.
- Saxby Mill Lane, Danns Hill and North Carr Lane repair works – works outstanding.
- NLC transference of responsibility for grass cutting to town and parish councils – it was agreed to obtain quotations from contractors and bring figures back to a future meeting. The PC will confirm its decision to NLC as soon as possible.
- Maintenance of bus shelters – it was agreed that the shelter at the Horkstow end needs painting. Budget of £30.00 set to purchase paint.
Proposed: Cllr Simpson, seconded: Cllr Mitchell.

b) Other issues and action required:

Fly tipping on Saxby Hill – Clerk to notify NLC.

200520/19Police Matters/Neighbourhood Watch/NAT

Youths in cars down North Carr Lane. Reported but the police did not have the resources to act.

200520/20Open Space Management

- The Green Team met on the weekend of the 16th/17th May.
- Cllr Fagge has saved some daffodil bulbs to be planted under the new village name signs.
- Cllr Fagge has purchased nearly all the planting that is needed, and it was agreed that further purchases could be made up to £100.
Proposed: Cllr Simpson, seconded: Cllr Barton.
- Residents have kindly agreed to water the various tubs/planters around the village.

Signature_____

Date_____

Saxby All Saints Parish Council

200520/21 Correspondence

Correspondence received, noted and action resolved:

- i. NLC - Foster Carers - Town and Parish Councils posters.
- ii. Humberside Police and Crime Commission - weekly blog from PCC Keith Hunter, 21st April 2020.
- iii. CPRE – Best Kept Village 2020 update.
- iv. Humberside Police and Crime Commission - weekly blog from PCC Keith Hunter, 28th April 2020.
- v. ERNLLCA April 2020 newsletter.
- vi. Humberside Police and Crime Commission - OPCC DA Campaign.
- vii. Humberside Police and Crime Commission - weekly blog from PCC Keith Hunter, 4th May 2020.
- viii. NLC - forthcoming meetings for May 2020.
- ix. Citizens Advice North Lincs – Social Prescribing Team.
- x. NLC - Barton upon Humber Neighbourhood Plan - Designation of Neighbourhood Area.
- xi. Humberside Police and Crime Commission OPCC Update - NIOC, Blog and Our End of Term Report.
- xii. ERNLLCA May 2020 newsletter.
- xiii. NLC – Foster Care Fortnight, 11th to 24th May 2020.

200520/22 Minor Items

- a) Correspondence received following publication of the agenda:
 - NLC Community Insight Team – COVID-19 community response.
 - Resident email – concern regarding speeding vehicles through the village.
 - Low Village Forum meeting – 3rd June 2020.
 - Police and Crime Commission – COVID-19 infographic.
 - Police and Crime Commission – rural community safety priorities survey.
- b) Points from Councillors, questions, or items of interest to note:
 - Coronavirus (COVID-19) update – residents can obtain support via the village Facebook page e.g. food suppliers, support for the vulnerable etc. Villagers are checking in with their neighbours to ensure they are okay. Some residents have volunteered to assist the NHS. Cllr Mitchell confirmed that numbers of COVID-19 patients are low at Hull Royal Infirmary and Castle Hill Hospital.

200520/23 Agenda for next and future meetings

- Speeding vehicles through the village.
- Grass maintenance quotations.
- Planning application.
- Encroaching hedges onto footpaths.

200520/24 Next Meeting

The date and time of the next meeting is, subsequent to any change, Wednesday 10th June 2020 at 7.00pm, via Zoom.

The meeting closed at 8.45pm.

Signature _____

Date _____