**20LHPC10b Little Horkesley Parish Council**

**MINUTES**

of meeting held in Little Horkesley Village Hall on Monday 19th October 2020

Present: Maria Oats (Chair)

 Chris Exley (Vice Chair)

 Chris Jacobs

 Susie Goldring

 Jo Petersen (Clerk)

# Apologies

There were apologies from: Hannah Taylor

Cllr Nigel Chapman (CBC Rural North)

No pecuniary or non-pecuniary interests were declared.

**1. Minutes**

The minutes of the meeting held on 16 September were agreed as an accurate record.

**2. Remembrance Service**

1. Chris Jacobs confirmed that she would represent the Parish Council at the service and lay the wreath at the war memorial.
2. It was confirmed that Maria Oats has ordered a wreath for the Remembrance Service to be held in Little Horkesley Church.

From discussions with William Pavry and Christopher Orme it was agreed that the Parish Council would take responsibility for removing old wreaths from the war memorial. The War Memorials Trust advise that there should be a statement in place that has been agreed by the community for the removal off wreaths. The clerk will investigate the procedure for disposal of old wreaths. The Parish Council will discuss this at the next meeting.

The clerk will arrange for the grass to be cut at the war memorial before the Remembrance Day service.

**3. Playground**

1. The clerk confirmed that the wildflower meadow in the Public Green Space has been cut back. The Parish Council would like to thank Adrian Jacobs for trimming the hedge and removing brambles.
2. Adrian Jacobs confirmed in his weekly playground inspection that the bushes and shackles on the junior swing have been replaced.
3. The clerk will make enquiries regarding removal of the concrete base that was left after the removal of the play equipment earlier in the year. This was highlighted in the most recent ROSPA report.
4. The dedication plaque in memory of Roger Drury for the new bench was discussed and it was agreed that Marion Drury should be asked her thoughts about the plaque and also the location of the bench.

The Parish Council believe that the most appropriate place for the new bench would be within the Public Green Space, overlooking the wildflower meadow that Roger was instrumental in establishing. The current bench is in poor condition so it might be wise to replace it with the new bench. Chris Jacobs will speak with Margaret Bentley, as she was on the committee that raised the money for the play equipment (which is no longer there) and the current bench.

**4. Bus Shelter**

1. Hannah Taylor (by email in her absence) confirmed that she had secured the bottom boards on the bus shelter, and had removed cobwebs and swept the floor. She noted that the earth will need digging away from the back in order to prevent further rotten boards. It was suggested that Adrian Jacobs might be able to arrange this.
2. The clerk confirmed that she has not yet cleaned the notice board or replaced the cork.

**5. Footpaths & Hedges**

1. It was agreed that the Chair and clerk will review the email to be sent to landowners regarding the maintenance of cross field paths, with a view to sending it before the winter crops are established.

Another reminder will be sent in the spring.

1. The clerk confirmed that she has contacted Councillor Anne Brown about acquiring new “Children Playing” signs at all roads into the village. Councillor Brown advised that a Local Highways Panel form should be completed and that she would be happy to support the request. The clerk has completed the form (ref:FS252100605) and is awaiting a response.
2. The clerk will report the fallen signpost at the junction of Westwood Park and Vinesse Road.

**6. Website**

1. The clerk informed councillors that the website has been redesigned and asked for their feedback.

The clerk suggested that the Parish Council ask Julia Orme if she would like us to create a page on the website for the display of photos and information that was collected for the VE Day exhibition that had been planned for early summer. The event was cancelled due to Covid-19 and it was agreed that it would be a lovely idea for her to have the opportunity to show the exhibition virtually.

1. It was agreed by all councillors that a presence on social media would be beneficial for the parish council.

The clerk will draft a Facebook page for review at the next meeting, and will create a Social Media Policy for review.

**7. Planning**

1. Chris Exley reported on two recent planning applications:
* Planning for the Future: the planning white paper
* Transparency & Competition: a call for evidence and data on land control.

(report attached)

**8. Affordable Homes**

1. It was reported by Chris Exley that there has been no progress on this subject. Chris will contact the Housing Association to see if the Parish Council should approach landowners of the favoured sites again, or whether the idea should be closed for the time being.

**9. Training & Development**

1. The Training & Development Policy was reviewed by councillors. It was agreed that councillors would not be reimbursed for travel to and from training sessions.

It was agreed that the policy would be adopted and the clerk will add it to the website.

1. The clerk updated the Parish Council on her progress with the CiLCA course. The clerk received an “exemplary submission” for her last unit of work, and has two units left to complete. The clerk hopes to complete the course before Christmas.

**10. Meeting Dates**

1. All councillors agreed to hold meetings on the third Monday of the month instead of the third Wednesday of the month due to Covid 19 restrictions.
2. Meeting dates for the remainder of 2020, and for 2021 were noted and agreed.

**11. Finance**

1. Chris Exley signed the Q1 financial report (approved at September meeting LHPC09b), and approved and signed the Q2 financial report.
2. The first draft of the 2021 / 2022 Budget was reviewed and revised.
3. Hannah Taylor (by email in her absence) confirmed that she has registered for online banking.

The Chair and the clerk confirmed that they had successfully made payments using the new online banking system.

1. The clerk confirmed that she has made limited progress on closing the Cheltenham & Gloucester Building Society Account. The account was transferred to TSB in September 2013 as part of a restructuring and took considerable time for TSB to locate. After much discussion, the clerk received an online form to facilitate closure of the account. However, due to the complicated nature of the account, the clerk explained that she would prefer to visit a branch of TSB in person. She will do this as soon as possible.
2. The clerk confirmed that the VAT Reclaim 2019 / 2020 of £590.00 had been paid into the Barclays account.

***Invoice Approval***

The following invoices were approved:

* Mortimer Contracts £84.00
* Adrian Jacobs (Playground Inspection) £100.00
* Maria Oats (Remembrance Wreath) £17.00

**12. Correspondence**

The Barclays Statement June – September 2020 was noted.

**13. Items for the Next Agenda**

* Policy statements for the management of the war memorial
* Accessibility Statement for website
* Clerk’s annual review
* Affordable Homes
* Action Plan
* Broadband – general review
* Facebook update

**…………………………………………………………………………….. (Maria Oats - Chair)**

# ……………………………………………………………………………… (Date)

**Date of the next Parish Council Meeting Monday 16th November (Village Hall)**