**20LHPC07b Little Horkesley Parish Council**

**MINUTES**

of meeting held in Little Horkesley Village Hall on Wednesday 15 July 2020

Present: Chris Exley (Vice Chair)

 Chris Jacobs

 Hannah Taylor

 Jo Petersen (Clerk)

# Apologies

There were apologies from: Maria Oats (Chair)

Susie Goldring

Cllr Nigel Chapman (CBC Rural North)

No pecuniary or non-pecuniary interests were declared.

**1. Minutes**

The minutes of the meeting held on 17 June were agreed as an accurate record.

**2. Standing Orders and Financial Regulations**

The updated Standing Orders and Financial Regulations were approved.

**3. Playground**

* The Council members acknowledged the hard work shown by members of the parish and councillors in tidying and weeding the playground. It was agreed to defer the purchase of new picnic benches until Covid 19 restrictions had been lifted in order to prevent encouraging members of the parish to bring food and drink into the play area, which is currently not permitted under current guidelines.
* The tree surgery work undertaken by Paul Cutler was praised and acknowledged as a thorough job resulting in no immediate danger from the tree.

The Clerk will chase for photos of the tree if possible.

It was agreed that the tree will be inspected every two years to ensure that it remains safe and this will be added to the Parish Council’s calendar of events.

* The Clerk confirmed that she has arranged for Chris Mortimer from Mortimer Contracts Limited to inspect the Junior Swing and provide a quote for the required repairs that were highlighted in the recent ROSPA report.

**4. Planning**

No items were discussed.

**5. Finance**

* The format of the Quarterly Report was discussed, and it was agreed that clearer titles were required detailing the date and quarter period. The clerk confirmed that she would amend them according ready for retrospective approval at the meeting in September.
* Chris Exley was approved as the member to verify the bank reconciliation each quarter.
* The clerk confirmed that the Internal Auditor, Gavin White had returned the End of Year Accounts as an accurate record of the financial activities of the Parish Council
* The clerk confirmed that the completed AGAR forms have been submitted to PFK Littlejohn.

***Invoice Approval***

The following invoices were approved

* RCCE Annual Membership renewal £52.80

Expenditure approved by the Chair and Clerk during Lockdown was noted

* D A Page Landscapes £216.00
* J Petersen £338.70

The clerk agreed to find out if invoices can be approved between meetings and whether it is possible to do this via email, or if the Chair and one other are able to do so to avoid late payment of invoices.

**6. Correspondence**

The following correspondence was noted

* Nigel Chapman re Constable Country Volunteer Rangers

It was agreed that the clerk will add a copy of the poster to the village notice board and also to the website.

**7. Items for the Next Agenda**

* Bus shelter – repairs to the structure and renovation of the notice board
* A “well done” poster for the village re response to Covid 19 situation
* Superfast Broadband – should Susie Goldring be our Superfast Champion?
* Should Hannah Taylor order a new “Children Playing” sign as the current one is faded?

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

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

**Date of the next Parish Council Meeting Wednesday 16 September (location TBC)**