**20LHPC06b Little Horkesley Parish Council**

**MINUTES**

of meeting held virtually via Zoom on Wednesday 17 June 2020

Present: Maria Oats (Chair)

 Chris Exley (Vice Chair)

 Chris Jacobs

 Hannah Taylor

 Susie Goldring

 Jo Petersen (Clerk)

# Apologies

There were apologies from Cllr Nigel Chapman (CBC Rural North)

**1. Minutes**

The minutes of the meeting held on 18 March were agreed as an accurate record.

**2. Coronoavirus Covid 19**

It was agreed that the council have done an excellent job in responding to the current pandemic.

The council quickly circulated information to villagers, collated a list of volunteers and got help to those in need.

The requirements from the village have been minimal and it was noted that most villagers are being assisted by friends and family where needed.

Feedback from the village has been positive.

The clerk will continue to keep the website up to date with information and help regarding the situation.

**3. Risk Register**

It was agreed by all councillors that the “Low, Medium, High” grading system gives a simpler review of the risks than the system previously used. This is also in line with the system used by most other Parish Councils.

* The clerk confirmed that the passwords for the parish council computer, email access and website login, have been placed in two sealed envelopes. One will be given to the Chair and the other will be given to the Vice Chair to keep in the safe.
* The clerk confirmed that the parish council laptop has been backed up to an external hardrive and is now with the Vice Chair in his safe.
* It was noted that the draft Financial Regulations are in the process of being reviewed by the Chair.

No amendments were suggested to the Risk Register, so it was agreed that this document is now approved.

**4. Playground**

The ROSPA report of the inspection of the recreation area (dated 4th June) was circulated to all councillors.

A number of issues were highlighted, and the council discussed how best to resolve them.

* Damage to fencing
* Junior swing shackles, bolts and bushes
* Weeds
* Bark

It was noted that Adrian Jacobs has already repaired the damage to the corner of the fencing.

It appears that damage to the fencing is from a lawn mower. There is also damage to the tree guards and posts from a strimmer. The clerk will speak with the contractor responsible for grass cutting in the recreation area.

Hannah Taylor agreed to contact the chairman at Stoke by Nayland Parish Council for details of the contractor they use for play equipment repairs.

Hannah Taylor, Chris Jacobs and Maria Oats will arrange for the play area to be weeded and Hannah Taylor will cut back the hedging at the back of the playground.

The clerk advised that the required tree surgery has not been carried out as yet but is due to be completed before the end of the month.

**5. Planning**

It was noted that the decision not to approve Garden Communities was disappointing for the Parish. Chris Exley expressed concern that if all Garden Communities are rejected then the borough will have to accommodate the extra housing requirements in existing communities.

Chris Exley will draft a letter expressing the Council’s concerns.

**6. Finance**

 ***a. End of Year Accounts***

The Clerk confirmed that the Annual Accounts are still with the Internal Auditior.

***b. Annual Governance and Accountability Report (AGAR) 2019/20***

* APPROVED : Section 1 of the Annual Governance and Accountability Report – to be signed by the Chair and the Parish Clerk
* APPROVED: Section 2 of the Annual Governance and Accountability Report – to be signed by the Chair and the Parish Clerk
* APPROVED: Exemption Certificate.

***c. Invoice Approval***

The following expenditure was approved

* D A Page Landscapes (Grass Cutting) £216.00
* Came & Co (Local Council Insurance) £409.58
* ROSPA (Playground Inspection) £82.20
* ICO Data Protection £40.00

 Expenditure approved by the Chair and the Clerk during the Lockdown was noted

* CPRE Annual Membership £39.00
* J Petersen (Travel Expenses) £151.20

**7. Clerk’s Report**

The Clerk noted that the Parish Council is required to hold at least three meetings a year (excluding the Annual Meeting which has been cancelled this year.) The year commences in April and so Little Horkesley has only held one (remote) meeting so far this year.

The Clerk confirmed that the insurance has been renewed until 31st May 2021, and took into account the reduction in assets since the removal of the play equipment.

**8. Correspondence**

RCCE Essex Warbler

Chris Exley’s proposed response on behalf of the Parish Council on The Essex Rural Strategy Questionnaire issued by The Essex Rural Partnership was noted and he confirmed that he would complete the online questionnaire on this basis. The questionnaire can also be completed by councillors on their own behalf.

**9. Items for the Next Agenda**

* To discuss the requirement for someone (other than the chair or a cheque signatory) to approve a bank reconciliation every quarter
* Review the calendar
* Review format of quarterly report
* To receive a report from Chris Jacobs and the Clerk about status of the new benches
* Review and approve draft Standing Orders and Financial Regulations

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

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

**Date of the next Parish Council Meeting Wednesday 15 July (location TBC)**