

WITHERN WITH STAIN & TOTHILL PARISH COUNCIL

Draft Minutes – Parish Council meeting 20th October 2020, 7pm, via Zoom (online)

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Present: Cllr Acklam (Chairman), Cllr Harvey, Cllr Donner, Cllr Jenkinson; Clerk Andrew Claydon. Cllr Osborne attempted to join the meeting but was unable to participate due to IT and connectivity problems.

5. **Apologies:** none

6. **To Receive any declarations of interest not previously disclosed.** None

7. **To approve the notes of the meetings on 3rd March 2020 and 7th August 2020.** It was RESOLVED to approve the notes for adoption as minutes. (pAJ sFD)

8. **Updates from ELDC and LCC.** Newsletters had been received from both Councils but as the ward members were not in attendance there was nothing to add to these.

9. **Planning:**

N/212/01602/20 - Planning Permission - Extension and alterations to existing dwelling to provide an attached annexe with link corridor. WITHERN LODGE, ABY ROAD, WITHERN, ALFORD, LN13 ODF. Councillors had no objections to this application but no comments were proposed.

N/212/01533/20- Planning Permission - Change of use of existing agricultural land to form an extension to the existing car park (works already completed). SUNNYHOLME BAKERY, MAIN ROAD, WITHERN, ALFORD, LINCOLNSHIRE, LN13 OLD. The application was felt to be supportive of the continued development of local business and would reduce parking on the highway. Sustainable screening was also included in the proposed landscaping. It was RESOLVED to support the application. (pJH sFD)

10. **Correspondence / Clerks Update.** The clerk advised that the resignation of Cllr Hughes left the Vice Chairman position vacant. The role is not statutory nor is it a requirement of Standing Orders to fill it immediately and as such, the timing of any nomination and selection process before the next Annual Council in May is at the Council's discretion. A notice of vacancy for the Council seat vacated by Mr Hughes is being advertised by ELDC to fulfil electoral law; once the statutory period has expired (14 working days) the Parish Council can commence a co-option process.

LCC's Community Speedwatch team had recently recommenced work following a hiatus during the unfolding Coronavirus pandemic and the clerk had made contact with the area Co-ordinator to ascertain what plans, if any, had been made regarding rolling out training to local volunteers. Regulations now required the access details for online Council meetings to appear on the agenda.

A pay award for clerks had been agreed nationally with effect from 1st April 2020.

11. **Financial:**

a) Payments it was RESOLVED to make the following cheque payments: (pSA sJH)

A Claydon (Clerks salary / expenses July/August inc mileage)	£133.25
HMRC	£ 29.80
Royal British Legion – Contribution (remembrance wreath)	£ 20.00
J Cooper – Internal Audit Fee	£ 30.00

- b) Internal audit report – the report was received and it was RESOLVED to accept it and implement the recommendations (pSA sAJ)
- c) Summary of receipts and payments and bank reconciliation This had been circulated and was noted.
- d) Draft budget for 2021/22 The clerk / RFO had circulated a first draft of next year's budget. An underspend of £700 was forecast for the current year largely as a result of items being deferred by Coronavirus and reduced clerking / hall hire costs due to cancelled / online meetings. The prospects for next year, based upon a resumption of in-person meetings from May, showed that a small addition to balances would occur at the current level of precept. The Chairman asked that the position regarding tree maintenance at St Margaret's Church be reviewed as there were further trees causing concern due to their condition. A final proposal will be put to Council in December.

12. Any other Matters for general discussion and/or inclusion in next agenda. Final budget 2021/22; co-option process (subject to interest in vacancies). Cllr Donner raised an issue regarding the battery for the speed sign that required replacement and enquired as to whose responsibility this was. Clerk to look into cost and PC responsibility.

13. Programmed dates for remainder of Civic Year 2020/21: The clerk had suggested the following dates should replace the previously published schedule that had been frustrated by Coronavirus: (all Tuesdays, 7pm, via Zoom)

- December 1st 2020 January 12th 2021 February 23rd 2021
- April 6th 2021 May 18th 2021.

It was RESOLVED to approve these dates (pSA s JH)

14. Next meeting – Tuesday December 1st (six weeks after this meeting)

The meeting closed at 7.42 pm